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**Referral Form 2024/2025**

Please complete this form and return to office@cloudhubap.co.uk

**For the Attention of:** Kirsty Woolridge **Telephone:** 07453 458378

All information provided will be kept confidential and secure.

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| **PERSON MAKING THIS REFERRAL - PLEASE PROVIDE YOUR DETAILS** |
| **Contact Name:**  |  |
| **Contact Number:**  |  |
| **School Name:** |  |
| **Email Address:**  |  |
| **Position:** |  |
| **PUPIL DETAILS** |
| **Full Name:** |  |
| **Age:**  |  |
| **Current School Year:**  |  |
| **Gender:**  |  |
| **Address:** |  |
|  |  |
| **Name of parent/guardian:**  |  |
| **Contact number for parent/guardian:** |  |
| **Email address of parent/guardian:** |  |
|  |  |
| **Looked After Child:** | Yes / No |
| **Child Protection Plan:** | Yes / No |
| **Child in Need:** | Yes / No |
| **Is the pupil(s) on the SEN Register?**  | Yes / No |
| **Does the pupil(s) have an EHCP?** | Yes / No |
| **Is the pupil(s) under EHCN Assess?**  | Yes / No |
| **Which of these areas does the child/young person need support?** |
| **Communication & Interaction** | **Cognition & Learning** | **Social, Emotional & Mental Health** | **Sensory and/or Physical** | **Medical** | **Other (specify)** |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Current Education Provision Status:** |  |
| **Reason for Referral:** |  |
| **Pupil Profile:**Include the pupil’s views, areas of enjoyment, strengths, interests, agency involvement etc. |  |
| **Current Attainment Levels (if known):** |  |
| **Additional Information:**Any specific needs that need to be met e.g. religion, English as a second language etc. |  |
| **Allergies / Medical Information:** |  |
| **Any risks that need to be considered:** |  |

**Other indicators of risk:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Never** | **Occasionally** | **Frequently** |
| **Gives in easily to pressure from others** |[ ] [ ] [ ]
| **Has poor control of temper** |[ ] [ ] [ ]
| **Challenges authority** |[ ] [ ] [ ]
| **Has caused damage to property** |[ ] [ ] [ ]
| **Verbally abuses peers** |[ ] [ ] [ ]
| **Verbally abuses staff** |[ ] [ ] [ ]
| **Displays aggressive behaviour** |[ ] [ ] [ ]
| **Has caused deliberate injury to peers** |[ ] [ ] [ ]
| **Has caused deliberate injury to staff** |[ ] [ ] [ ]
| **Displays sexually inappropriate behaviour** |[ ] [ ] [ ]
| **Attempts to manipulate / control others** |[ ] [ ] [ ]
| **Is at risk of self-harm** |[ ] [ ] [ ]
| **Drugs / alcohol have an impact on behaviour** |[ ] [ ] [ ]
| **Has brought in or used an offensive weapon** |[ ] [ ] [ ]
| **Has shown racist behaviour** |[ ] [ ] [ ]

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| **Further SEN/health details – if applicable** |
| **EHCP or undergoing assessment (please state)** |  | **SEN support** |  | **N/A** |  |
| **Is the pupil considered to be disabled? If yes, please provide details.** |  |
| **Are there any access arrangements in place? (e.g., reader, scribe, extra time, prompter, rest breaks, enlarged papers, etc.** |  |
| **Briefly describe the pupil’s special educational needs (Please provide any information that Cloud Hub may need to be aware of or is of relevance to the placement).** |  |
| **Does the pupil have any medical needs / health concerns / physical needs / prescribed medication?**  |  |
| **If there have been concerns about the pupil’s mental health? Please indicate whether a referral has been made to a mental health professional.**  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Start Date:** |  | **Proposed End Date:** |  |
| **Do you require a full-time or part-time placement?** (Please see ‘Important Information’ below). | Full-time [ ]  | Part-time [ ]  |
| **Total number of hours** **per week required:** |  |
| **Preference of provision** **delivery across the week:** | **Mon**[ ]  | **Tues**[ ]  | **Wed**[ ]  | **Thurs**[ ]  | **Fri**[ ]  |
| **Hours to be delivered per day:** |  |  |  |  |  |
| **Parent and school communication/****Photography consent** (‘Dojo’ / password-protected reports and other relevant documentation)**:** | **Yes**[ ]  | **No**[ ]  |
| **INTERNAL USE - OFFICE ONLY** |
| Follow-up call made? |  |
| Placement accepted? |  |
| Visit arranged? Date and Time: |  |
| Dates / times of provision arranged and agreed? |  |
| Risk Assessment completed? |  |

**Important Information for Schools**

**At Cloud Hub, we are able to provide:**

**4 x full-time places** - but not for a ‘looked after child’ (LAC) or a pupil on EHCP **\***

**Part-time places** - up to 16 hours per week.

**\* Definition of full-time provision**

‘Full-time education’ is not defined in law, but the DfE consider an institution to be providing full-time education if it is intended to provide, or does provide, all, or substantially all, of a child’s education.

Relevant factors in determining whether education is full-time, include:

* the number of hours per week that is provided - including breaks and independent study time.
* the number of weeks in the academic term/year the education is provided.
* the time of day it is provided.
* whether the education provision in practice precludes the possibility that full-time education could be provided elsewhere.

Generally, the DfE consider any institution that is operating during the day, for **more than 18 hours per week**, to be **providing full-time education**.

This is because the education being provided is taking up the substantial part of the week in which it can be reasonably expected a child can be educated, and therefore indicates that the education provided is the main source of education for that child.

Cloud Hub has chosen to offer **up to 16 hours per week**. If the provision is the only education available to the child, it should be considered as ‘full-time’, even if it is below 16 hours per week.

**Registration Arrangements**

* Where pupils remain on role at their mainstream school, they will be 'dual registered'.
* Permanently excluded pupils will be single registered with Cloud Hub.

**Monitoring and Evaluation of Alternative Provision Placements**

Where a pupil attends an alternative provision, they remain on the roll of their mainstream school and, therefore, it is the school’s responsibility to monitor the ongoing success of the placement. It is Cloud Hub’s expectation that schools will:

* Check a pupil’s attendance at alternative provision on a daily basis to ensure their safety.
* Respond to any safeguarding concerns that they are made aware of by the provider in line with their school ‘Safeguarding Policy’.
* Communicate with the alternative provider on at least a fortnightly basis about the progress of the pupil on the placement.
* Hold a formal review meeting with the alternative provider and parents/carers on at least a termly basis to evaluate the progress of the placement.

The Cloud Hub ‘Termly Alternative Provision Review Template’ should be used to document this meeting.

At all review meetings it should be considered whether the pupil can increase their time back in mainstream education.

Any such reintegration should be planned carefully with appropriate transitional support for the pupil.

Further reading:

[Staffordshire Connects | Alternative provision for all ages](https://www.staffordshireconnects.info/kb5/staffordshire/directory/localoffer.page?localofferchannel=2-1-5)

[Alternative provision - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/alternative-provision)



**Cloud Hub (Edubolt Learning LTD) is registered with the**

**ICO (Information Commissioner's Office).**

**Registration Number:** C1462089