



Education Strategy Group

Darlington Alternative Education Framework

Pupil Referral Form 2023/24

Guidance for completing the Pupil Referral Form

This is a standard approach under the Darlington Alternative Education Framework as agreed by the Education Strategy Group. This form should be used for an individual pupil placement referral to Alternative Provision and provides an audit trail of evidence and assessment of need, outcomes, measures, and impact.

Part A MUST be completed within one week of placement.

Part B should be completed by first review point. Any changes should be updated on this form directly in a different colour.

PART A

Section 1: Provider and School Information

ALTERNATIVE PROVIDER		
Provider	Provider Contact	Programme / Activity required

SCHOOL DETAILS			
School			
School contact details:	Name	Telephone	E-mail

Section 2: Pupil Background

PUPIL DETAILS			
Name:		Current School:	
DOB:	Year Group:	Ethnicity:	Gender: M / F
UPN:	ULN:	FSM: Y/N	PP: Y/N
Home Address:			



Parent/guardian name/s & contact details:	Agreement sought (complete section 5 and Part B): Y/N
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VULNERABILITY INFORMATION

LAC: Y/N	PLAC: Y/N	CPP: Y/N	CIN: Y/N	EHA: Y/N
Attendance:	Current Year: % Previous Year: %	Have attendance procedures ever been initiated? Y/N	Part-Time Timetable? Y/N (state hours)	Attended other off-site provision? Y/N

SEND, HEALTH AND SOCIAL CARE NEEDS
If the YP has a One Plan / Support Plan this MUST be attached to this referral

SEN status:	No SEN	SEN support	EHCP	Primary Need	
Explain SEND needs that will impact on YP's time at AP (Comment below)					
Explain health needs that will impact on YP's time at AP (Comment below)					
Explain social care needs that will impact on YP's time at AP (Comment below)					

SUSPENSION/EXCLUSION HISTORY

Exclusion (suspension/PEX)		
Date	Duration	Reason (DFE code)



BEHAVIOUR MANAGEMENT STRATEGIES EMPLOYED BY THE SCHOOL:		
Strategy	X	Comments
Time out		
Individual Behaviour Plan		
Pastoral Support Plan		
Change of teaching sets		
LSU support		
Learning Mentor/Key Worker		
TA support including ELSA (1:1, group etc)		
Internal exclusion		
Curriculum alternative (KS4)		
Other (please specify)		

Section 3: Purpose of Referral

REASON FOR REFERRAL *What has led this young person to being referred? What are the challenges that make it difficult to hold the learner into a full-time mainstream curriculum?*

Expanding on above, what strategies have already been applied to address issues (refer to list below) and what has been the impact of these strategies? What specifically is it expected will be improved? E.g. specific lagging skills and unmet needs, behaviours, aptitude and interests. Explain how AP will address these areas more successfully than at school. Support to gain employment, education, or training?

LINK TO NATIONAL CURRICULUM *What actions will be taken to ensure students meet targets set in relation to their starting points and making progress? Will the AP placement limit the students access to or achievements in maths and English? Is there clear planning and delivery of RSHE including CEIAG?*



QUALIFICATIONS – (where relevant)

Subject	Qualification	Target Grade	Current Grade	Expected Final Grade	Exam Board
Other (targets set based on needs of individual child)					

QUALITY OUTCOMES / PERSONAL DEVELOPMENT
 What personal development outcomes do you feel the YP requires most e.g. social, personal wellbeing, emotional learning, resilience, self-regulation, attitudes, engagement and confidence.

****Complete the pupil strengths and development questionnaire****

ANY OTHER COMMENTS TO SUPPORT THE REFERRAL:

TIMETABLE EXPECTATIONS – Please provide proposed timetable and state whether this placement is part of a part-time programme.

	Morning (Hours)	Afternoon (Hours)	Total hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



Section 4: Next Steps and Post Placement Plan

NEXT STEPS – START, FINISH AND REVIEW DATES (also include plans for induction, including risk assessment).

Induction Plan:	
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Placement Start Date:	
Placement Review Date(s):	
Placement Finish Date:	

POST-PLACEMENT PLANNING

The most commonly cited sources of evidence¹ for successful reintegration are:

- The pupil has remained in mainstream schooling for at least two terms
- Improvements in pupil behaviour most often shown through behavioural data
- Academic progress
- Attendance improvement

Transition into mainstream/existing school Y/N	Transition to Post 16 Destination Y/N	Transition to next school phase Y/N
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Transition/Re-integration Plan:	
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¹¹IntegratED Alternative Provision Quality Toolkit 2022 <https://www.integrated.org.uk/2022/03/31/the-ap-quality-toolkit-2022/>



Section 5: Parent / Carer Agreement

PARENT / CARER AGREEMENT

I/we have read and understood the completed referral form above and agree that my/our child's school can refer my son/daughter for a place at the above alternative provision.

Signed:

Name (print):

Name of pupil:

Date:

Headteacher's signature:

Date:

N.B. Information provided here will be used by the school and alternative education provider to make a decision as well as inform an Individual Programme Plan. Please be aware that if there is insufficient evidence there may be a delay in order for sufficient material to be gathered. The local authority will only use the information you provide for the purposes of the placement processes. We will deal with any personal information you provide in line with the General Data Protection Regulations and the Data Protection Act 2018. Our Privacy Notice can be viewed [here](#).



PART B

IMPORTANT: If not possible to be completed at referral, part B is to be completed as part of first planned review.

SECTION 6: Pupil, Parent/Carer and School Views

LEARNING PROFILE

Attitude towards learning

What are the YP's strengths, aptitudes, skills and knowledge? What are their career aspirations?

ASPIRATIONS

YP view of referral – *How do they see the new provision improving their engagement and learning? What are the pupil's views of their own needs and what would they like to achieve?*

Parent view of referral – *how do they plan to support the aspirations of the pupil and the school? Are they willing to engage in additional support?*

School view of referral – *How would a change in educational provision benefit the pupil?*