



Alternative Provision Commissioning Agreement – Full time placements

Student:		Year:	
School/agency making referral:		Name of staff member completing document:	
Placement type: <i>FT AP/Assessment etc</i>		Current attendance at point of referral:	
Date of set up visit:		Date on roll:	
Name/details of primary contact staff from referring school:			

Commissioning Aims – to be completed with provider before placement begins	
Rationale <i>Why? How does this setting/curriculum better meet the pupils needs</i>	
Student profile <i>Strengths and barriers What works to meet their needs</i>	
DIT Completed	Y / N
DIT Outcomes	

Pupil Offer and Target Setting

Curriculum intent: <i>What curriculum will the pupil follow? e.g. Core, 1:1, bespoke (give details). How does this align to the rationale?</i>		
Target setting- <i>to be completed with provider when setting up placement</i>		
Target / EHCP outcome	Support from school	Support from AP provider
How will this be assessed? e.g. (add/delete as appropriate) <ul style="list-style-type: none"> • Weekly attendance checks • Regular feedback and communications via email • Ongoing regular communications if there are any safeguarding or other concerns • Half termly review meeting arranged by referring school • Termly report on progress and attendance 		

Set-up/initial meeting agenda

Details of Discussion:

Agree rational, set objectives and targets

Agree timetable –

NB for F/T placement students are entitled to the equivalent time in education as their school placement (this can be made up of different AP aspects)

Agree accreditation / qualification aim –

what are they studying? At what level? What will they be accredited with on completion? How is progress reported? Is there flexibility to move up/down levels as needed?

Personal/Social/Wellbeing – *share information on this -how is the student managing friendships/community/their mental health. What support is in place?*

Safeguarding – *Share relevant info. Establish reporting procedures – who will communicate concerns – phone/email? Ensure provider has referring school's DSL details and safeguarding email address. Ensure you have provider DSL details.*

Careers/P16 – *Agree plan and share contact details of relevant professionals at each site*

Access Arrangements – *Discuss current and plan for future assessment – ensure clear actions*

Date of next visit:

Staff member completing review:

Review (INSERT DATE)

Behaviour

Attendance

Safeguarding queries/concerns

Progress to previous targets

Progress (Academic)

Comments/agreements on further interventions needed

Target setting review

Target / EHCP outcome

Support from school

Support from AP provider

Target / EHCP outcome	Support from school	Support from AP provider

Date of next visit:

Staff member completing review: