



Alternative Provision Commissioning Agreement – Full time placements

Pupil name:		Year group at time of referral:	
School/agency making referral:		Name of staff member completing document:	
Placement type: <i>e.g. Full Time AP, Fresh Start Plus</i>		Current attendance at point of referral:	
Date of set up visit:		Date on roll with commissioner:	
Intended length of placement:		Date of most recent review of this agreement:	
End date of this agreement:		Reason for end:	

Section 1 – Commissioning aims and rationale for placement

Commissioning Aims: – to be completed by the referring school before placement begins and shared with the provider for review before placement acceptance	
Students already undergoing assessment for an EHCP or that have an EHCP	
NB: The referring school agrees to remain involved and lead on any current work involving assessment or any stage of the EHCP process. Where a student has an EHCP in place and the referring school is making the decision to refer to a FT AP placement rather than a consultation route to re-name a new school, the referring school is confirming that the FT AP placement can fully meet the needs of the student according to their current EHCP.	
Rationale <i>Why? How does this setting/curriculum meet the pupils needs</i>	
Student profile <i>Strengths and barriers</i>	

<i>What works to meet their needs</i>	
DIT Completed	Y / N
DIT Outcomes (or IEP outcomes if available)	

Section 2 - Pupil Offer and Target Setting

Curriculum intent – insert below: <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- to be completed by the referring school when setting up placement and reviewed at each school review			
Target Number	Target	Support from school	Support from AP provider
1			
2			
3			
	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 		

Section 3 - 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*

Section 4 - Reviews

Review Number: 1	Date of review:	Staff members completing review (referring school and provider):
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Review number:

Behaviour

Attendance

Safeguarding queries/concerns		
Progress (Academic)		
Target Review		
Target number	Target Progress	Target met/continuing?
Comments/agreements on further interventions needed		
Date of next visit:		

Review Number: 2	Date of review:	Staff members completing review (referring school and provider):
<u>Review number:</u>		
Behaviour		
Attendance		
Safeguarding queries/concerns		
Progress (Academic)		

Target Review		
Target number	Target Progress	Target met/continuing?
Comments/agreements on further interventions needed		
Date of next visit:		