

1. POLICY STATEMENT

- To outline the referrals process for all students who wish to attend ROC College.
- Ensure accurate recording of data and sensitive information regarding potential student from referral to admission.
- To ensure ROC College adhere to the statutory requirements and respond to consultation within the 2-week period.
- To ensure adequate Initial Assessment and Needs Assessments are carried out to make informed recommendations on whether we can meet a young person's education needs and aspirations.
- To ensure roles and responsibilities within the referral process are clear and concise.

2. PEOPLE AFFECTED BY THIS POLICY

This policy is applicable to all employees, trustees, volunteers, the people we support, their families and advocates, partner agencies, contractors, suppliers, and associates.

3. OfSTED Compliance

This Policy supports compliance with the following:

This Policy supports compliance with the following key areas	Quality of Education	Behaviours and attitudes	Personal development	Leadership and management
	N	N	N	Y

4. PROCEDURE (that all staff MUST follow) Stages and responsible parties

4.1 Initial interest

Stage 1	<p>Initial consultation/referral received</p> <p>The process of this will vary across the Southwest. All of Devon consultations will be received via The Hub and all other consultations will be received via email. This should be received via the dedicated college referrals email address or The Hub and collated by the Referral Manager. Details of each referral will be added to Databridge by the Referral Manager.</p>
Stage 2	<p>Initial assessment of needs</p> <p>Initial assessments should be carried out by the Referral Manager. This should include a meet & greet sessions either at home or at school/college. Any documents produced at these meetings will be added to Databridge by the Referral Manager.</p>

<p>Stage 3</p>	<p>Respond to consult The Referral Manager must respond to consult within 14 days of receipt of the consultation/referral. This should include providing costings for the recommended package and a breakdown of the curriculum, activities within the recommended package and the recommended exit plan. Costings will be emailed to the Bursar. The bursar will add this information Databridge.</p>
<p>Stage 4</p>	<p>Placement confirmed All contracts should be provided to the Principal for approval. If the Referral Manager receives them, they must email these to the Principal. The Principal will then approve the contract by marking the student as ‘approved’ on Databridge. The Principal move student from ‘referred’ to ‘current’ on Databridge. Once approved the Referral Manager will email the EHCP (and any other relevant documents received through consultation) to the Education Administrator who will upload to Databridge. These documents are sensitive and must not be uploaded prior to contract approval.</p>
<p>Stage 5</p>	<p>Curriculum Manager Engagement Once placement is approved by the principal, the relevant Curriculum Manager is allocated to oversee that education placement. The allocated Curriculum Manager will be provided with access to the student on Databridge. The local Curriculum Manager will then carry out a meet & greet at home or school. The purpose is to introduce themselves, to discuss the recommended package and to start the relationship between student and manager. The manager will also collect ID and complete enrolment and consent forms at this meet and greet. Any transition work required, will be agreed at this point. The Curriculum Manager will confirm the start date on Databridge and email the Bursar with the agreed start date. Start dates should be aligned with calendared start dates.</p>
<p>Stage 6</p>	<p>Placement start The Curriculum Manager will confirm the start date on Databridge and with the Bursar. The Education Administrator will write to the student. This letter will include the start date, a welcome letter and the students’ timetable. The Education Administrator should use agreed formats.</p>

4.2 Referral meeting

Referral meetings should be held every 2 weeks either face to face or online. These are facilitated by the Deputy Head. All Curriculum Managers will attend. The purpose of the referral meetings is as follows:

- To discuss all referrals across all counties (new and in progress).
- To ensure each referral is allocated a designated Curriculum Manager
- To ensure all key information is uploaded onto the referral and financial section of Databridge. The Deputy Head will be responsible for this.

In the absence of the Deputy Head, the Head Teacher will oversee the Referrals Meeting.

4.3 Access to information

All referral information will be available via Databridge. The following roles must be able to view this information:

- Head Teacher
- Head of Quality & Improvement
- Deputy Heads
- Curriculum Managers – information only
- Finance Business Partner – funding only

5. Contacts

If you have any queries or concerns regarding this guidance, please contact the relevant person.

SUBJECT	CONTACT	TELEPHONE
Clarification on points of policy	Zoe Dunn	01803 868550
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7. Document Control

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