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APPROVED:	***MICHELLE HARVEY***
SIGNED:	***PAUL MILLS***
TO BE REVIEWED:	***SEPTEMBER 2027***

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SNAP REFERRAL AND ADMISSIONS PROCEDURE

1. Overview

SNAP provides Alternative Provision for young people aged 14–16 who may require an alternative educational setting to support their education, engagement, welfare and individual needs.

Young people may be referred to SNAP by their home school, academy, Local Authority, Inclusion Team or another appropriate commissioning organisation.

There are no automatic entry requirements for accessing SNAP. Every referral is considered individually to determine whether SNAP can appropriately and safely meet the young person's educational, pastoral, safeguarding and additional needs.

A placement will only be offered where SNAP is satisfied that it can meet the young person's needs safely and effectively and that the placement is appropriate for both the young person and the existing learner cohort.

The safeguarding, welfare and educational needs of all young people will be central to the referral and admissions process.

2. 14–16 Referral

Young people aged 14–16 may be referred to SNAP where they:

- are at risk of permanent exclusion;
- have been permanently excluded;
- are experiencing significant difficulties accessing or engaging with their current education;
- require Alternative Provision to meet their individual educational needs;
- require a temporary or short-term alternative placement; or
- are referred by their home school, academy, Local Authority or Inclusion Team.

Referrals should normally be made by the young person's home or commissioning school, academy or Local Authority/Inclusion Team.

SNAP will work collaboratively with the referring organisation to ensure that the proposed placement is appropriate and that sufficient information is available to support the young person's education, welfare and safeguarding.

3. Referral Before Admission

A referral must be received and considered before a placement is offered.

Young people and their parents/carers may be invited to visit SNAP following receipt of the referral. This allows SNAP to consider the young person's circumstances and ensure that any visit is appropriate in light of their educational, behavioural and safeguarding needs.

A visit or initial meeting does not automatically mean that a placement will be offered.

4. Mandatory Referral Information

The referring organisation should provide sufficient information to enable SNAP to make an informed decision about the suitability and safety of the proposed placement.

This should include, where applicable:

- completed referral paperwork;
- current and previous educational information;
- prior attainment and progress;
- attendance information;
- behaviour information;
- safeguarding and child protection information;
- SEND and additional needs;

- relevant risk assessments;
- health and medical information;
- exclusion information;
- previous interventions and support;
- information relating to known vulnerabilities or risks;
- details of relevant external agencies;
- current education and support arrangements; and
- any other information relevant to the young person's education, welfare or safety.

The referring organisation should ensure that information supplied is accurate, relevant and sufficiently detailed.

Where information is missing or insufficient, SNAP may request further information before determining whether a placement can be offered.

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5. Safeguarding Information

Safeguarding information is an essential part of the referral process.

SNAP must receive sufficient information about known or suspected safeguarding concerns, vulnerabilities and risks to ensure that appropriate protective arrangements can be put in place.

Information may include, where relevant:

- child protection concerns;
- exploitation;
- harmful behaviour;
- violence or serious violence;
- risks associated with weapons;
- substance misuse;
- missing episodes;
- mental health or emotional wellbeing concerns;
- online safety concerns;
- child-on-child abuse;
- criminal or contextual risks;
- family or social circumstances; and
- other information relevant to the young person's safety.

Data protection requirements must not be used as a reason to prevent necessary and lawful safeguarding information sharing.

SNAP will manage safeguarding information in accordance with its Safeguarding and Child Protection Policy and Data Protection and Information Governance Policy.

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6. Referral Assessment

Once a referral has been received, SNAP will assess whether the provision can appropriately meet the young person's needs.

The assessment will consider:

- educational needs;
- prior attainment and progress;
- attendance;
- SEND and additional needs;
- safeguarding and child protection;
- behaviour;
- known risks;
- emotional and pastoral needs;
- health and medical needs;
- previous interventions;
- support already provided;
- the young person's views, where appropriate;
- parental/carer views, where appropriate;
- the suitability of the SNAP environment;
- staffing and specialist support available;
- the impact on the existing learner cohort; and
- whether SNAP has the resources and expertise necessary to support the placement safely.

SNAP will consider each referral on its individual circumstances.

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7. Suitability of Placement

A placement will only be accepted where SNAP is satisfied that it can:

- provide appropriate education;
- meet the identified needs of the young person;
- manage identified risks;
- provide appropriate safeguarding arrangements;
- provide suitable pastoral support;
- work effectively with the commissioning organisation; and
- maintain a safe and supportive environment for all learners.

A referral will not automatically be accepted because a young person has been excluded or is experiencing difficulties within another setting.

Where SNAP cannot safely or appropriately meet the young person's needs, the referral may be declined or further information may be requested.

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8. Initial Meeting and Visit

Following initial consideration of the referral, SNAP may invite the young person and their parent/carer to an initial meeting and/or visit.

The meeting may be used to:

- introduce SNAP staff;
- discuss the young person's individual needs;
- explain expectations;
- discuss attendance;
- discuss behaviour and boundaries;
- consider safeguarding arrangements;
- explain the curriculum and programme;
- identify appropriate support;
- provide information to parents/carers;
- listen to the young person's views; and
- determine whether SNAP is an appropriate placement.

Parents/carers will be provided with relevant information about SNAP and the placement arrangements.

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9. Young Person's Voice

SNAP recognises the importance of listening to young people and taking their views into account.

Where appropriate, the young person will be given an opportunity to express their views regarding:

- their education;
- their support needs;
- their experience of previous education;
- barriers to engagement;
- their aspirations;
- the proposed placement; and
- any concerns they may have.

The young person's views will be considered alongside safeguarding, educational and professional information when making decisions about the placement.

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10. Referral Decision-Making and Responsibilities

Programme Lead – Paul Mill

Paul Mill, Programme Lead, is responsible for overseeing the referral and admissions process and making the final decision on whether a young person is offered a placement at SNAP.

The Programme Lead will ensure that:

- all referrals are appropriately reviewed;
- sufficient educational, SEND, attendance, behavioural, safeguarding and risk information has been obtained;
- the proposed placement is appropriate to the young person's needs;
- SNAP has the staffing, resources and expertise required to support the young person;
- the potential impact on the existing learner cohort has been considered;
- safeguarding and risk-management arrangements are satisfactory; and
- the commissioning organisation has provided sufficient information to support a safe and appropriate placement.

The Programme Lead may seek advice from the DSL, SEND lead, tutors, relevant professionals and the commissioning organisation before making the final decision.

Safeguarding Considerations

The DSL will retain responsibility for safeguarding advice and decision-making within their safeguarding role.

Where safeguarding concerns, risks or vulnerabilities are identified, these must be considered before a placement is agreed.

The Programme Lead will not make a placement decision without appropriate consideration of identified safeguarding concerns and, where necessary, consultation with the DSL.

Final Placement Decision

Following consideration of all relevant information, Paul Mill, Programme Lead, will make the final decision to:

1. **Accept the referral and offer a placement;**
2. **Request further information before making a decision; or**
3. **Decline the referral where SNAP cannot safely or appropriately meet the young person's needs.**

The final decision and the reasons for the decision will be recorded.

The referring/commissioning organisation will be informed of the outcome.

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11. Referral Timeline

SNAP will aim to progress referrals promptly while ensuring that sufficient information is available to make a safe and appropriate placement decision.

Stage 1 – Referral Received

Day 1

The referral is received from the commissioning school, academy, Local Authority or Inclusion Team.

SNAP will acknowledge receipt and check that the required information has been provided.

Where essential information is missing, SNAP will contact the referring organisation and request this as soon as possible.

Stage 2 – Initial Review

Within 2 working days

SNAP will complete an initial review of the referral information, including:

- educational needs;
- attendance;
- SEND and additional needs;
- behaviour;
- safeguarding and child protection information;
- risk information;
- health or medical needs; and
- suitability of the placement.

Safeguarding or significant risk concerns will be addressed immediately and will not be delayed by normal referral timescales.

Stage 3 – Further Information

Within 3 working days

Where further information is required, SNAP will contact the referring organisation.

The referral timeline may be extended where essential information has not been provided.

Stage 4 – Initial Meeting / Visit

Normally within 5 working days

Where appropriate, SNAP will invite the young person and parent/carer to an initial meeting and/or visit.

A visit does not constitute acceptance of a placement.

Stage 5 – Final Placement Decision

Normally within 5 working days of receiving all essential information

Once all essential information has been received and considered, Paul Mill, Programme Lead, will make the final placement decision.

The outcome will be:

- **Accepted** – SNAP can meet the young person's needs safely and appropriately.
- **Further information required** – additional information or assessment is required.
- **Not accepted** – SNAP is unable to provide a suitable or safe placement.

The decision and rationale will be recorded and communicated to the referring organisation.

Stage 6 – Placement Agreement

Before the placement starts

Where a placement is agreed, SNAP and the commissioning organisation will complete the appropriate Service Level Agreement and/or Alternative Provision Placement Agreement.

Stage 7 – Placement Commences

The placement will begin once the required information, agreements, safeguarding arrangements and risk-management measures are in place.

Stage 8 – Initial Placement Review

Within 4 weeks of the start date

An initial review will normally take place within the first four weeks.

The review will consider:

- attendance;
- engagement;
- behaviour;
- educational progress;
- safeguarding and welfare;
- SEND and additional needs;
- progress against agreed objectives; and
- whether the placement remains appropriate.

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12. Placement Agreement

Where a placement is agreed, the commissioning organisation will be required to enter into the appropriate Service Level Agreement and/or Alternative Provision Placement Agreement with SNAP.

The agreement will establish:

- the purpose of the placement;
- start date;
- expected attendance;
- timetable;
- education and curriculum arrangements;
- safeguarding responsibilities;
- information-sharing arrangements;
- behaviour expectations;
- SEND and support arrangements;
- monitoring and review arrangements;
- communication arrangements;
- responsibilities for transport, where applicable; and
- arrangements for ending or changing the placement.

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13. Short-Term and Temporary Placements

SNAP may provide short-term or temporary Alternative Provision where this is considered appropriate.

The same referral, assessment and safeguarding requirements will apply.

The commissioning organisation remains responsible for maintaining appropriate oversight of the young person's education and welfare throughout the placement.

The placement should be reviewed at appropriate intervals to ensure that it remains suitable and continues to meet the agreed objectives.

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14. Attendance

Attendance expectations will be established as part of the placement agreement.

SNAP will monitor attendance and communicate concerns promptly to the commissioning organisation.

Where attendance becomes a concern, SNAP will work with the commissioning organisation and, where appropriate, the parent/carer and young person to identify barriers and agree appropriate actions.

Attendance information will be recorded accurately and shared in accordance with the agreed arrangements and applicable requirements.

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15. Behaviour and Risk

SNAP will consider behaviour and known risks as part of the referral process.

Relevant information must be shared before the placement begins so that appropriate risk management and support can be established.

Where significant concerns arise during the placement, SNAP will communicate with the commissioning organisation and review the appropriateness of the placement.

Where a young person's behaviour presents a significant or immediate risk to themselves or others, SNAP will take appropriate action in accordance with its safeguarding, behaviour and risk-management procedures.

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16. Safeguarding During the Placement

Safeguarding remains the responsibility of all adults working with young people at SNAP.

Any new safeguarding concern arising during the placement will be managed in accordance with SNAP's Safeguarding and Child Protection Policy.

The commissioning organisation will be informed of relevant safeguarding concerns in accordance with agreed procedures and lawful information-sharing requirements.

Where a young person's circumstances or risks change, SNAP may review the placement and any associated risk assessment.

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17. Information Sharing

As an Alternative Provision setting, effective information sharing between SNAP and the commissioning organisation is essential.

SNAP and the commissioning organisation will share relevant information relating to:

- safeguarding;
- child protection;
- attendance;
- SEND;
- health and medical needs;
- behaviour;
- welfare;
- educational progress;
- risk;
- incidents; and
- transition arrangements.

Information will be shared lawfully, securely, proportionately and on a need-to-know basis.

Data protection requirements must not prevent necessary safeguarding information from being shared.

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18. Review of Placements

Placements will be reviewed in accordance with the agreed arrangements with the commissioning organisation.

Reviews will consider:

- attendance;
- engagement;
- educational progress;
- behaviour;
- safeguarding;
- welfare;
- SEND and additional needs;
- progress against agreed targets;
- the young person's views; and
- whether the placement continues to be appropriate.

Where concerns arise, SNAP will communicate with the commissioning organisation promptly.

Additional reviews may be arranged where there is a significant change in circumstances.

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19. Ending a Placement

A placement may end where:

- the agreed placement period has been completed;
- the young person's educational needs have changed;
- the young person returns to another educational setting;
- the placement is no longer appropriate;
- identified risks can no longer be safely managed;
- the commissioning organisation requests an alternative arrangement; or
- another appropriate reason is identified.

Where a placement is ended, SNAP will work with the commissioning organisation to support an appropriate transition.

Relevant educational and safeguarding information will be transferred securely and appropriately.

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20. Transition and Transfer of Information

When a young person joins or leaves SNAP, relevant information will be shared with the appropriate education provider or commissioning organisation.

Where safeguarding or child protection information is held, the DSL will ensure that appropriate arrangements are made for its secure transfer.

Information will be transferred in accordance with data protection requirements and SNAP's safeguarding procedures.

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21. Key Responsibilities

Programme Lead – Paul Mill

Paul Mill is responsible for:

- overseeing referrals and admissions;
- ensuring appropriate information is considered;
- consulting relevant staff and professionals;
- considering safeguarding and risk information;
- ensuring the placement is appropriate;
- making the **final placement decision**;
- recording the decision and rationale; and
- ensuring agreed placement arrangements are implemented.

Designated Safeguarding Lead

The DSL is responsible for:

- providing safeguarding advice;
- reviewing safeguarding concerns and risks;
- ensuring appropriate safeguarding procedures are followed;
- advising on whether identified safeguarding risks can be appropriately managed; and
- ensuring relevant safeguarding information is shared appropriately.

The DSL's safeguarding responsibilities remain independent of the Programme Lead's final admissions decision.

Referring/Commissioning Organisation

The referring organisation is responsible for:

- providing accurate and relevant referral information;
- sharing safeguarding information;
- providing appropriate risk information;

- maintaining appropriate oversight of the placement;
- working collaboratively with SNAP;
- monitoring the young person's progress; and
- participating in reviews and transition arrangements.

SNAP

SNAP is responsible for:

- assessing referrals appropriately;
- providing suitable education;
- maintaining safeguarding arrangements;
- monitoring attendance and engagement;
- managing identified risks;
- recording relevant information;
- communicating concerns promptly;
- reviewing placements; and
- working collaboratively with the commissioning organisation.

Parent/Carer

Parents/carers are encouraged to:

- engage with the referral and placement process;
- support regular attendance;
- communicate relevant information;
- work collaboratively with SNAP; and
- support agreed behaviour, education and safeguarding arrangements.

Young Person

Young people are expected to:

- attend regularly;
- participate in education;
- follow SNAP's expectations and policies;
- treat staff and other learners respectfully;
- communicate concerns appropriately; and
- engage with support offered to them.

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22. Admissions Principle

SNAP is committed to providing an inclusive, supportive and safe Alternative Provision environment for young people aged 14–16.

SNAP recognises that young people referred to Alternative Provision may have experienced difficulties within mainstream education and may have complex educational, social, emotional or behavioural needs.

The purpose of the referral process is therefore not simply to determine whether a young person meets an entry requirement, but to establish whether SNAP can provide an appropriate, safe and effective educational placement.

All referrals will be considered individually.

The welfare, safeguarding, education and best interests of the young person will be considered alongside the safety and wellbeing of the wider SNAP community.

The final decision to accept, defer or decline a referral rests with the Programme Lead, Paul Mill, following consideration of all relevant educational, safeguarding, SEND, behavioural and risk information and, where appropriate, consultation with the DSL and other relevant professionals.

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23. Related Policies

This procedure should be read alongside:

- SNAP Safeguarding and Child Protection Policy
- SNAP Behaviour Policy
- SNAP Attendance Policy
- SNAP Additional Support Policy
- SNAP GDPR Policy
- SNAP Health and Safety Policy
- SNAP Risk Assessment Procedures
- SNAP Complaints Policy
- SNAP Online Safety Policy
- SNAP Curriculum Policy