



School Referral Policy

Brackley STEAM Park Academy referral arrangements for 2025/2026

Introductory statement

Brackley STEAM Park Academy is an educational SEND provision for pupils aged 4-11 who would benefit from a placement away from their mainstream primary school setting.

We provide extracurricular activities through science, technology, engineering, art and mathematics. We have a shared vision to ensure our setting is a happy place, a healthy place, a safe place, and a place where our pupils are nurtured, educated, and to succeed and explore the love of learning.

Gaining skills and promote positive wellbeing and develop self-esteem. Supporting children with ASD, social complexities (social communication), social, emotional and mental health. Cognitive and learning difficulties, sensory needs, dyspraxia, dyslexia, dyscalculia, ADHD and PDA profile. Children learn through experiential learning, syllabus, extracurricular, and active discovery learning, including outdoor learning.

The aim of Brackley STEAM Park is to re-engage its pupils into the primary mainstream education and development to employment, training or further education.

Admissions will be through the referral process outlined in this policy. Referrals may be made at any time throughout the academic year.

Number of places available

The provision will provide an alternative education for the total number of part-time equivalent pupils aged 4-11. These places will be a mix of part time placements.

Registration arrangements

Where pupils are on roll at their primary school setting and attend for a short period of time (i.e. reduced timetable, fixed period exclusions or a school educating a child off-site) the pupil will be dual registered at his/her current school and attend Brackley STEAM Park.

Where pupils are not currently on roll at another school (i.e. elective home educated, EOTAS, or mainly where they have been permanently excluded and deregistered for any reason stated above), they will be registered and referred to Brackley STEAM Park.

Pupils who are permanently excluded, Brackley STEAM Park will work with the LA and parents/carers to carry out a review and find a new school placement, where appropriate and suitable for the pupil's needs.

Pupils supported by the provision

The provision will specialise in providing places for:

- those who have been permanently excluded or who are at risk of permanent exclusion;
- find a new school placement, where appropriate and suitable for the pupil's needs.

Referral arrangements

To acquire a place at the alternative SEND provision, children must be referred by an educational establishment, headteacher, SENDCO or local authority (education commissioners). Schools and or LA will be required to complete a referral form provided by Brackley STEAM Park.

Appointing process

Point of contact

The point of contact for SENDCO, schools, headteachers, and education commissioners is Manager Harvey Sharman at Brackley STEAM Park.

Once the school/LA makes contact with the alternative SEND provision. An example is set out in annex A

Induction

Set out in our Admissions Policy. See **Admissions Policy**

The admission of pupils with special educational needs & disabilities.

Pupils with a statement of special educational needs SEN or education health and care plan (EHCP) naming the SEND provision will be admitted.

Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority: (see Admissions Policy)

1. Pupils who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)

Offers

If we can accept a referral¹ we will email and get in touch the school/LA accepting the referral, including financial requirements, the support to be offered, a start date², the date by which the offer should be accepted and the address to which to respond.

¹ Referrals should be accepted without further pre-admission assessment from the AP academy. Referrals should be accepted unless the following apply, the commissioner fails to fund the place, the commissioner is seeking to refer the child because the child is not academically able or the school is full.

² A short deadline please.

Procedure following an offer

When offer letters are sent, if the school/LA fails to accept the place by the date set out in the letter, it will be assumed that LA/school no longer wants the place and the offer will be withdrawn.

Appeals against any refusal to accept a referral

[Set out how you will handle appeals. Ideally an independent panel unconnected to the school should consider them. A couple of examples are set out at annex B]

Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process, which is published below

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at Academy.QUESTIONS@education.gsi.gov.uk.

Equal Opportunities

The SEND provision is committed to equal opportunities and admits pupils across the full spectrum of academic abilities. All pupils have equal access to the curriculum, and there is a learning support programme for pupils with SEND.

Review

This policy will be reviewed annually, and any amended policy for the following September will be published on the Brackley STEAM Park's website before the end of the preceding September (i.e. the policy for 2025/2026 referrals will be published in September 2025). The policy will remain on the website throughout the academic year.

Links to other policies

This policy should be read in conjunction with the alternative SEND provision's other policies published on our website.

- SEND policy
- Admissions policy
- Child Induction policy
- Equalities policy
- Safeguarding policy
- Safer Recruitment policy

Annex B Appeals

Example 1:

The commissioner should write to [name and contact] outlining reasons supporting the referral and any supporting documentation. [body or person] will consider this and reply within 15 days, stating the school's position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

Example 2:

The commissioner should write to [name and contact] outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

Annex C Referral Form

Young Person's details including;

- Names
- Gender
- DoB date of birth
- Address
- Name of referring school/ most recent school attended;
- Year group/key stage

Parent/Carer details

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

Ability and Potential

- % Attendance
- Exclusions – No. incidents and No. days
- KS1 outcomes
- KS2 Teacher Assessment/ SATS
- KS3 Progress/ Teacher Assessment
- KS4 Predicted Grades
- Examining body (if accredited rate stated)

Other assessments including;

- Risk assessments
- Pupil profiles

- Reading age
- Spelling age
- PASS/ other attitudinal assessments
- Assessment reports from external professionals
- Option choices/ subjects currently studying

Reasons for Referral

- Current challenges for the pupil
- Pupil needs not being met in school
- Preferred programme of study/early intervention (linked to 'ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes (linked to 'ability & potential section)

Safeguarding

- Assessment of potential risk factors including;
- Offending
- Bullying
- Arson
- Physical assault
- Young carer
- Self-harm
- Sexual exploitation

Parental Consent

- Confirm parents are aware of the referral (**this is the responsibility of the current school**)
- Confirm parents agree to the referral (**this is the responsibility of the current school**)

Approved by: **Harvey Sharman**
Manager (**Brackley STEAM Park Academy**)
Date: **August 2025**
Review date: **September 2025**