**Lancashire County Council - Alternative Provision**

**Request for Approval for a Local Authority Commissioned Medical Place at a Short Stay School**

The following must be submitted via secure email by the requesting mainstream school to the Team Mailbox at sssmedicalreferrals@lancashire.gov by midday the day prior to the published Panel dates.

* Completed appropriate Short Stay School (SSS) application form

*(This should be the SSS nearest to the pupil’s home address – if another SSS is being requested the reason should be made clear)*

* Clinical / medical evidence to support the referral signed by a Consultant

The Panel will meet on the agreed published dates every 2 weeks during term time.

NB) the Panel **will not** consider the request without receipt of the information above.

**Approved: For**

|  |  |
| --- | --- |
| * **Yes**
 | Information has been forwarded to:  |
| * **No**
 | Reason: |

**Signed:** **Date sent:**

The place is approved on the following conditions (as in the Commissioning Agreement):

* There is **active work** with clinicians/medical professionals
* **Regular reviews** are held with the pupil, parents/carers, mainstream school, clinical/medical professions and any other agencies involved
* The pupil is **dual rolled** (the pupil is not to be taken off the roll of their mainstream school)

**The** **following must then be completed by the SSS and returned to the Team Mailbox**

|  |  |
| --- | --- |
| Date request received: |  |
| Accepted: | * **Yes**
 |
|  | * **No**

Reason: |
| Admissions meeting date: |  |
| Start date: |  |

**Frequently asked questions**

***Who can be referred?***

* Pupils diagnosed with illnesses or injuries which interrupt their mainstream schooling for a period in excess of 15 school days
* Pupils who are unable to access their mainstream school because of diagnosed psychiatric / psychological difficulties

***What is ‘clinical / medical evidence’?***

Often this is in the form of a letter or report. It should include information about:

* Why the pupil is unable to access school
* Expected length of absence from mainstream school
* Work and / or treatments are being undertaken

***If you wish to discuss a referral you can contact:***

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