

North East and Mid Essex Secondary Outreach Project

OUTREACH REFERRAL & ENGAGEMENT PROCESS INFORMATION

Email: secondary.outreach@kcat.co.uk

In order to engage with the Outreach Team for support, please ensure that the Young Person you wish to refer:

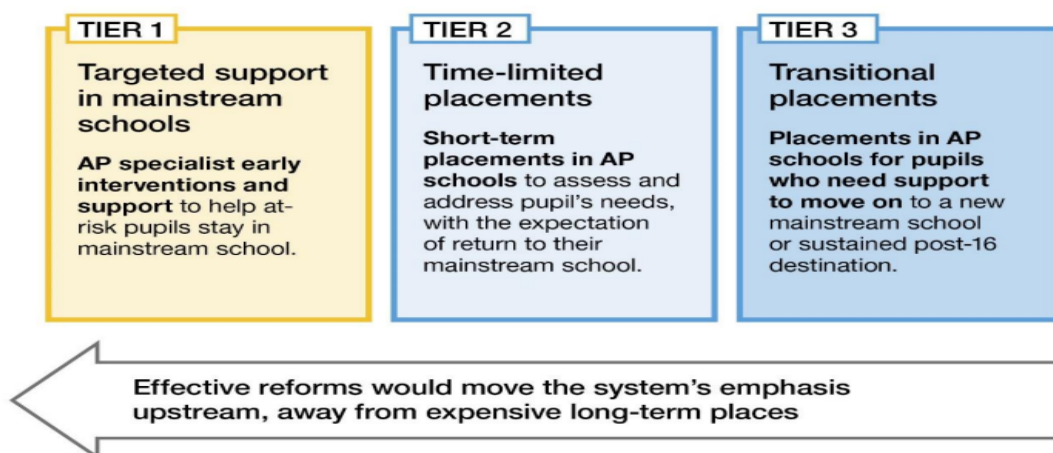
- Is currently in mainstream education
- Is successful in some elements of school life
- Has the capacity to engage
- Has not previously accessed the Mid Essex Co-operative Academy or the North East Essex Co-operative Academy
- Is not currently being guested on an Off Site Direction with another school

They will also have:

- Repeat periods of suspension or equivalent sanctions in line with your school's policy
- Poor or failed outcomes within school interventions
- A raised level of risk in the community, for example; police involvement

According to the DfE Send Improvement Plan, the young person referred will be in Tier 1. (See below)

A three-tier model for alternative provision



All consultations regarding young people will take place on Tuesdays, during term time. During this meeting, schools will provide information regarding the young person's current situation, behaviours and academic process, plus any other relevant details.

How to make a Referral to Outreach

- 1) Contact the referral Team via the email: **secondary.outreach@kcat.co.uk**
- 2) You will receive an email booking for a Tuesday consultation
- 3) You will be asked to confirm your preference of either a phone call or online, via googlemeet
- 4) At the scheduled date and time, a member of staff will contact you to complete the referral with you

There is no requirement for you to complete any documentation prior to the meeting. However, please have to hand the information outlined below:

- Attendance data, including, whole school and individual lessons
- Academic information such as, the pupil's reading age
- General behaviour information
- Pastoral information, including any safeguarding you feel we should know about
- SEN
- The pupil's aspirations
- Parental Consent

Please ensure that Parents/Carers are aware that the referral is going to be made and that by giving consent they are agreeing to basic eligibility checks to be undertaken. This may include sharing of information between services to ensure appropriate support guidance and recommendations are made.

What Happens Next?

Once the consultation is complete, the referral will be discussed at an Outreach planning meeting. Following this meeting, you will be contacted with recommendations.



These could include:

- Acceptance onto an Outreach Programme
- Signposted to other agencies
- In school training to support pupils through the Training Hub.
- A '*Built for Schools package*' - an individual programme written for in school delivery

The team will endeavour to respond to each referral within a 1 week turnaround

What We Need from Schools?

- Consent from Parents before consultation is booked
- A suitable venue for delivery
- Access to behaviour metrics, on request
- A key contact at the school
- A permission form signed by the young person's parent/carer or verbal consent