



ALTERNATIVE PROVISION

AP Referral Pack

Everything a commissioner, school or SENDCo needs to refer a young person to Legacy Education: what the provision is, when sessions run, what happens after you refer, what to send, and the referral form itself.

TWO ROUTES IN

ROUTE	WHAT IT IS	HOW
1 • Enquiry	Just enough to start the conversation: your name, role and institution, and a brief outline of need. We come back to you.	Online: app.kloodlehub.com/legacy/enquire or email admin@legacy-hq.com
2 • Formal referral	Carries the young person through to an active placement. Uses this pack and the form at the back, with the supporting documents listed on page 3.	Online: app.kloodlehub.com/legacy/refer (upload the form and documents there)

An enquiry feeds into a referral when you are ready to proceed. You can go straight to Route 2 if you already know Legacy Education.

SESSION TIMES

SESSION	TIME	NOTES
Morning session	9:30 – 11:30	Booked per day, per session
Afternoon session	12:30 – 2:30	Booked per day, per session
Staff day	9:15 – 2:15	Staff on site before and after every session

Placements are usually one to five days a week; mornings, afternoons or both. Days are booked on the Legacy rota once the referral is in.

KEY CONTACTS

WHO	FOR	CONTACT
Mikaela Lee	Placements, booking days, visits, induction, the welcome email	admin@legacy-hq.com
Aaron Smithson	The provision and how it runs day to day	aaron@legacy-hq.com
Andy Donnelly	Kloodle Hub profiles, evidence and reporting	andrew@kloodle.com

ROUTE 2 · FORMAL REFERRAL

What happens after you refer

The agreed process, step by step. You will hear from us at steps 6 and 7; the rest happens in the background and you can ask for an update at any point.

STEP	WHAT HAPPENS	WHO
1	You download this pack.	You
2	You submit the referral form with the documents (page 3) at app.kloodlehub.com/legacy/refer .	You
3	The documents are stored securely on Kloodle Hub and the whole Legacy team is notified.	Automatic
4	The young person's profile is set up on Kloodle Hub, the platform we use to record activity, skills and progress. You can be given access to it.	Andy
5	Attendance days and sessions are booked on the Legacy rota.	Mikaela
6	A home or AP visit is arranged, the placement agreement is signed and induction is completed.	Mikaela
7	A welcome email goes to the parent or carer and to you, setting out days, times, expectations and key contacts. It asks for a one-click confirmation so we know it has arrived.	Mikaela
8	The curriculum plan is placed at the top of the young person's Kloodle profile. The placement is live.	Legacy team

WHAT A PLACEMENT LOOKS LIKE

- Sessions run at the times on page 1, at Legacy HQ. Each session is booked individually, so patterns can be built around the rest of the young person's timetable.
- Activity, effort and progress are recorded on Kloodle Hub against skills and, where relevant, EHCP outcomes, so the home school and commissioner see evidence rather than anecdote.
- A named contact at Legacy looks after the placement from referral to review; the welcome email tells you who.

SAFEGUARDING AND INFORMATION

- Please share everything relevant to keeping the young person and staff safe, including the current risk assessment. Nothing you tell us is a barrier to a placement; it helps us plan one.
- Documents you upload are stored securely on Kloodle Hub, where only the Legacy team can open them. They are used only to arrange and run the placement.
- The parent or carer should know a referral is being made. The online form asks you to confirm this.



STEP 2 · SUBMIT WITH DOCUMENTS

What to send

Upload each document under its heading at app.kloodlehub.com/legacy/refer. PDF, Word or images, up to 4 MB per file. If something does not exist yet, say so in the form rather than waiting for it.

DOCUMENT	WHAT WE NEED	REQUIRED?
Referral form	The form at the back of this pack, completed. If you prefer, type the same details straight into the online form.	Yes
Academic report	The most recent school report, or an attainment summary with current working levels.	Yes
EHCP	The current plan, including outcomes and provision, where one exists.	If held
PEP	The current Personal Education Plan for a looked-after child.	If looked after
Risk assessment	Your current risk assessment, or a written summary of known risks and triggers.	Yes
Other	Attendance data, behaviour logs, previous AP reports, anything else that helps us plan.	Optional

CHECKLIST BEFORE YOU SUBMIT

☐ Referral form completed	☐ Academic report attached	☐ EHCP attached (if held)
☐ PEP attached (if looked after)	☐ Risk assessment attached	☐ Parent / carer aware of the referral
☐ Days and sessions requested	☐ Preferred start date given	☐ Funding source named

Prefer paper? Complete the form on the following pages, scan it, and upload it as the "Referral form" document. If you cannot use the online form, email everything to admin@legacy-hq.com and we will enter it for you.



LEGACY EDUCATION

Referral form

Please complete in full. Fields marked * are required.

1 · REFERRER

NAME *	ROLE
EMAIL *	PHONE
ORGANISATION *	ORG. TYPE: SCHOOL / LA / SOCIAL CARE / TRUST / OTHER

2 · YOUNG PERSON

FIRST NAME *	LAST NAME *		
DATE OF BIRTH	YEAR GROUP	LOCAL AUTHORITY	
HOME SCHOOL	UPN (IF KNOWN)		
☐ Has an EHCP	☐ Looked-after child (PEP applies)	☐ Pupil premium	
☐ Free school meals	☐ Social care involvement	☐ Currently on a reduced timetable	

REASON FOR REFERRAL * — WHAT HAS LED TO THIS, WHAT YOU HOPE THE PLACEMENT ACHIEVES, ANYTHING WE SHOULD KNOW BEFORE THE FIRST VISIT

SEND / SUPPORT NEEDS — DIAGNOSES, STRATEGIES THAT WORK, TRIGGERS TO AVOID

KNOWN RISKS — A SHORT SUMMARY; ATTACH THE FULL RISK ASSESSMENT



3 · PARENT / CARER

NAME

RELATIONSHIP

EMAIL

PHONE

HOME ADDRESS (FOR THE HOME VISIT)

4 · PLACEMENT REQUESTED

DAYS PER WEEK (1-5)

PREFERRED DAYS / SESSIONS

REQUESTED START DATE

FUNDING SOURCE

EXPECTED LENGTH OF PLACEMENT

TRANSPORT ARRANGEMENTS

5 · OTHER AGENCIES INVOLVED

SOCIAL WORKER, YOT, CAMHS, VIRTUAL SCHOOL, EP AND OTHERS — NAME, SERVICE, CONTACT

6 · DECLARATION

I am authorised to share this information with Legacy Education for the purpose of arranging a placement, the information is accurate to the best of my knowledge, and the young person's parent or carer is aware of this referral.

SIGNED

PRINT NAME

DATE

Upload this form and the documents at app.kloodlehub.com/legacy/refer, or email admin@legacy-hq.com.