



Quercus Alternative Provision Referral & Admissions arrangements

Academic Year 2026/2027

Policy Name:	Referral & Admissions Policy
Policy reference Number:	QAP001
Approved Date:	June 2026
Review Date:	June 2027
Approved by:	
 Caroline Baughan, Director.	 Victoria Haydon, Director.

Introduction:

Quercus Alternative Provision is an alternative provision (AP) that offers nurture, intervention and support for primary-aged children who are unable to thrive in a mainstream setting for a wide variety of reasons.

The aim of Quercus AP is to engage children with education because we believe...
Every child is special and holds their own unique potential.

All children, in the right place and at the right time, can grow confidence, develop resilience, and acquire the skills and knowledge they need to move forward and flourish.

We deliver education in an alternative way to traditional school by providing a non-threatening nurturing environment. Through our provision we engage with children's interests and encourage their natural curiosity to develop engagement in education and a passion for learning.

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

Number of places available:

Quercus Alternative Provision currently has capacity to provide education for 6 full time equivalent pupils of statutory school age 4 - 11 years.

Places are currently available for a minimum of one (x1) 3-hour session and a maximum of five(x5) 3-hour sessions which equates to 15 hours.

Operating hours:

Places are available for 36 weeks per year during school term time only (for term dates please see Quercus AP published term dates on our website www.quercusap.co.uk)

	Morning Session	Afternoon session	Full Day
Monday - Friday	9.00am – 12.00pm	12.30pm - 3.30pm	9.00am – 3.00pm

Students supported by Quercus Alternative Provision:

Quercus AP provides places for children facing barriers to learning and Emotionally Based Barriers to School Attendance (EBSA) due to:

- Mental health difficulties, including anxiety and stress
- Social phobia, separation anxiety, or fear of leaving the security of family and/or home
- Difficulty with transitions, between year groups or to a new school
- Trauma which may include...
 - Difficult family relationships or living conditions
 - Illness or death of family member,
 - Parent relationship break down
 - Bad experiences at previous schools.
 - Not feeling safe at school due to school organisation – environmental, timetabling and/or curriculum provision.
 - Friendship difficulties
 - Adverse reaction to academic pressure including testing and assessment

Each referral will be considered on an individual basis but we currently are unable to cater for:

- Children who have been permanently excluded from a previous setting
- Children whose needs cannot be safely met, for example:
 - Complex needs that include extreme demand avoidance.
 - Severe Social Emotional Mental Health needs such as acute psychosis, where a specialist clinical approach is required
 - Complex physical and sensory needs that require specialist facilities not available in our setting

- Significant global developmental delay, where delay has reached more than one Key Stage below age-related expectations and facilities are not available in our setting to meet the child's needs.

Referral arrangements

To secure a place for a child at Quercus AP, a referral can be made by...

- o A local authority (e.g. Buckinghamshire Council)
- o An educational establishment (a School or Academy)
- o A parent or carer (with parental responsibility) where the child is currently being home educated.

(The person making the referral (commissioner) should indicate which of the above applies on the referral form).

All referrals should be made using the Quercus AP Referral and Admissions Form which can be found on our website www.quercusap.co.uk or by contacting office@quercusap.co.uk

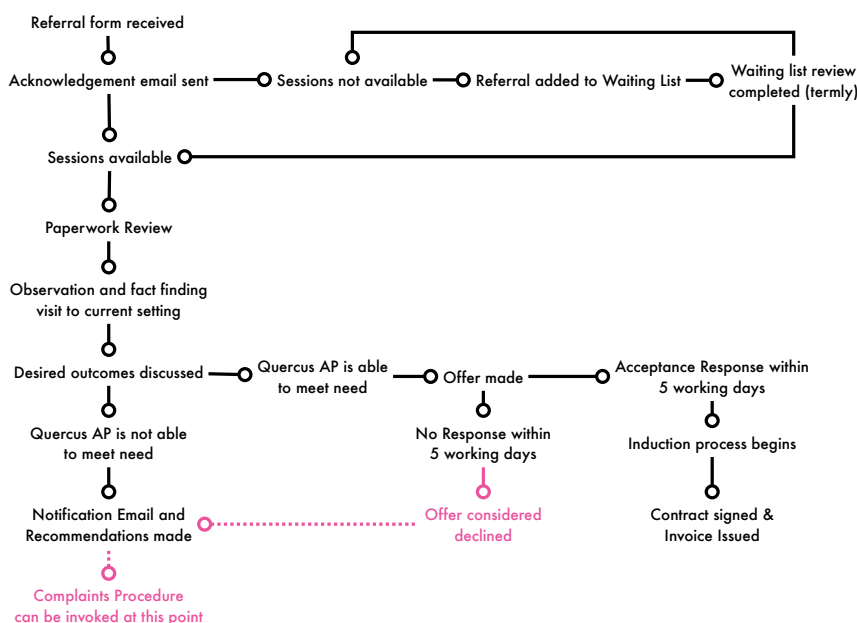
Referrals are not accepted by any other method.

Completed referral forms should be emailed to: office@quercusap.co.uk

Referral Process:

Our referral process is outlined below.

When a referral form is received by Quercus AP the process outlined below will then be followed...



Successful referrals and Placement offer:

Where a referral is successful a placement offer will be made by Quercus AP. Offers will be in writing to the commissioner making the referral and will include the following:

- o An outline of the provision to be provided including the number of sessions allocated.
- o Start date and monitoring review arrangements.
- o Terms and conditions of the offer.

- Financial arrangements inc. invoicing
- The date by which the offer should be accepted (usually within 5 working days).

IMPORTANT!

Acceptance of a placement offer:

When an offer is made by Quercus AP and the commissioner fails to accept the place by the date set out, it will be assumed that the commissioner no longer wants the place and Quercus AP will notify the commissioner in writing that the place has been withdrawn.

Where a placement offer cannot be made & continued interest list:

Referrals may be unsuccessful for 2 reasons:

- Quercus AP is not able to meet the needs of the child
- Quercus AP is oversubscribed and there are insufficient places to make an offer

Where Quercus AP is not able to meet the needs of a referred child, we will...

- Communicate in writing the reasons why Quercus AP is unable to meet the needs of the child

Where Quercus AP is oversubscribed and insufficient places are available, we will...

- Contact the commissioner in writing to ask if they wish for the referral to be added to our continued interest list.
- Review continued interest list on a termly basis.
- Ask commissioners at each review point if they wish their referral to remain on the continued interest list.
- Contact commissioners when a place become available and an offer can be made.

The continued interest list will be ranked in order of application. Placements will be offered in order of application or placement suitability, i.e. age or stage of development

Complaints

Any objections to this policy or its application should be raised with Quercus AP through its normal complaints process QAP012 Complaints Policy.

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.

Review

This policy will be reviewed annually.

Please see review date on the header page.

The policy applicable for the academic year starting in September will be published on the AP's website from the preceding term (i.e. the policy for September 2026 referrals will be published in the Summer Term 2026).

The policy will remain on the website throughout the school year.