

Commissioning and Placement Procedures Policy

1. Purpose

This policy sets out how Liminal Education East Anglia Ltd manages the commissioning of placements, and the procedures followed when admitting pupils. It ensures transparency, safeguarding, and compliance with the responsibilities of commissioners (schools/local authorities).

2. Principles

- All placements are commissioned by a school or local authority (LA).
- The provision does not accept direct parent/carer referrals.
- Commissioners retain statutory responsibility for the child's education, safeguarding, and welfare.
- Placement decisions are made in the best interests of the pupil, ensuring suitability and safety.
- Clear communication with commissioners, parents/carers, and pupils underpins the placement process.

3. Commissioning Process

- Referrals must be made formally by the placing school/LA using a referral form.
- Commissioners must provide:
 - Pupil details and background information.
 - Safeguarding and risk assessment information.
 - SEND, EHCP, medical or behavioural needs.
 - Placement objectives (e.g. re-engagement, assessment, respite, reintegration support).
- The provision reviews the referral to confirm suitability and capacity.
- A placement offer (including proposed days, hours, costs, and curriculum focus) is sent to the commissioner in writing.

4. Placement Agreement

- A written service level agreement (SLA) is discussed between the provision and the commissioner before the pupil starts.
- This sets out:
 - Start and end date of placement.
 - Agreed days/hours and timetable.
 - Cost and invoicing arrangements.
 - Attendance monitoring and reporting.
 - Safeguarding and information-sharing protocols.
- Parents/carers and the pupil are invited to visit before the start date where possible.

5. Admission and Induction

- A pupil induction meeting is held with the commissioner, parent/carer, and pupil.
- A risk assessment is completed before placement begins.
- An individual learning/support plan is agreed, linked to the commissioner's objectives.
- Safeguarding and medical information is shared with all relevant staff.

6. Placement Monitoring

- Attendance is recorded daily and reported to the commissioner.
- Progress and behaviour are monitored and shared through termly reports or as agreed.
- Any safeguarding concerns are reported immediately to the commissioner's DSL.
- Regular review meetings are held with the commissioner.

7. Ending or Reviewing a Placement

- Placements may end due to:
 - Achievement of objectives.
 - Reintegration to mainstream school.
 - Transition to another setting.
 - Commissioner decision.
- Notice periods and exit arrangements are agreed in the SLA.
- A final progress report is provided at the end of each placement.

8. Roles and Responsibilities

- Head of Centre: ensures placement procedures are followed, contracts agreed, and commissioners kept informed.
- Staff: deliver agreed support, record attendance, and report on progress.
- DSL: ensures safeguarding information is shared and acted upon.
- Commissioner (school/LA): retains legal responsibility for the pupil's education and safeguarding.

9. Monitoring and Review

- Commissioning and placement procedures are reviewed annually.
- Feedback from commissioners, parents, and pupils informs improvements.

Approved by: *Richard Henwood* (Head of Centre)

Date: 01/09/2025

Next Review: September 2026