



Wheatfen Forest School Admission Process for Alternative Provision

1. The Applicant (referrer, school, service provider – The Commissioning Party) contacts Wheatfen Forest School via website, email or phone.
2. Wheatfen Forest School emails the Applicant outlining the nature of the provision and inviting them to complete a referral form.
3. Once a completed Referral form and supporting documents have been received by Wheatfen Forest School the information is taken to the team. In the case of 1:1 an appropriate supporting adult sought.
4. If it is felt that Wheatfen Forest School is able to meet the needs of the young person/s, - and in the case of 1:1 an appropriate supporting adult has been secured - the Commissioning Party is invited to attend the woodland to view the site and complete any necessary paperwork.
5. Wheatfen Forest School will email asking for additional information and send an Individual Risk Assessment template. This information and contribution to the Risk Assessment is an important part of our process to safeguard a young person/s and placement will not proceed with the relevant information.
6. Once all information is received Wheatfen Forest School will contact relevant named parties to arrange a visit for the young person/s supported by a named appropriate adult (a staff member or a parent/carer)
7. Wheatfen Forest School will not commission a placement without the agreement of the young person. We require verbal confirmation from the young person that they would like to join us in the woodland regularly.
8. A Service Level Agreement and Invoice will be sent to the commissioning party once all parties agree. The Service Level Agreement will state the start date of the provision.
9. A young person's Forest School Learning Journey can begin.