**POSITIVE REFERRALS**

* The Academy/School making the Positive Referral must have discussed this case with Lynsey Swan – Caseworker at Heybridge Alternative Provision School, prior to the referral.
* All Positive Referrals must have been discussed with Parent/Carer and the parental consent form signed by the Parent/Carer before being submitted. (Failure to do so will mean that the referral will not be included in the panel meeting.)
* The Information Passport must be completed in full.
* All documentation to be received by Midday on Wednesday prior to Monday’s panel – No referrals received after this deadline will be accepted for the panel.
* Attendance figures, Key Stage Information and Student Examination Entry Record (if applicable) should all be completed and included with the information passport. (Without completed supporting documentation the referral will not be allocated a time slot on panel.)
* No more than 7 cases will be heard on any one panel. If more than 7 cases are received before the closing time, time slots will be allocated for a completed referral and supporting documentation and arrival date allocation. Panel will then be closed and all remaining cases deferred to the next available panel.
* Half hour time slots will be allocated for each student to be discussed. No other students will be discussed in these time slots.