

Outreach Support Referral Process



Step 1: Referral Submission

Action: The referring school submits referral form to mandeep.kaur@oliveacademies.org.uk

Next Step: Acknowledgement email sent back to referring school by Mandeep Kaur.

Step 2: Review Process (5 working days)

Reviewed by: Mandeep Kaur, Joshua Law (SENDCo), and Daniel Bracken (Behaviour and Outreach Lead).

Purpose: Ensure the referral contains sufficient information and meets the criteria for Olive Outreach support.

Step 3: Determine Outcome

Outcome 1: Referral Approved

Action: The referral form meets the criteria for Olive Outreach support. Confirmation email sent to referring school by Daniel Bracken.

Step 3: Determine Outcome

Outcome 2: Further information required

Next Step: Referring school is contacted to provide additional information. Steps 1, 2 and 3 are repeated once a revised referral form is sent by the referring school.

Step 4: Data Collection

Action: Olive Outreach support team to liaise with referring school to ascertain key information about student(s) and discuss a suitable package using Olive's Independent Alternative Education Plan (IAEP) process.

Next Step: Daniel Bracken to email referring school a start date for the Outreach Support programme.