**Lancashire County Council - Alternative Provision**

**Request for Approval for a Local Authority Commissioned Medical Place at a Short Stay School**

The following must be submitted via secure email by the requesting mainstream school to the Team Mailbox at [sssmedicalreferrals@lancashire.gov.uk](mailto:sssmedicalreferrals@lancashire.gov.uk) by midday the day prior to the published Panel dates.

If clinical/medical evidence cannot be sent via secure email it can be faxed to 01772 774263

* Completed appropriate Short Stay School (SSS) application form

*(This should be the SSS nearest to the pupil’s home address – if another SSS is being requested the reason should be made clear)*

* Clinical/medical evidence to support the referral signed by a Consultant

The Panel will meet on the agreed published dates every 2 weeks during term time.

NB the Panel **will not** consider the request without receipt of the information above.

**Approved:**

|  |  |
| --- | --- |
| * **Yes** | Information has been forwarded to: |
| * **No** | Reason: |

**Signed:** **Date sent:**

The place is approved on the following conditions (as in the Commissioning Agreement):

* There is **active work** with clinicians/medical professionals
* **Regular reviews** are held with the pupil, parents/carers, mainstream school, clinical/medical professions and any other agencies involved
* The pupil is **dual rolled** (the pupil is not to be taken off the roll of their mainstream school)