**Referring to WSAPC Inclusion Team**

WSAPC Inclusion Team provide a service to support young people in mainstream schools who are identified as being at risk of permanent exclusion. **Our support involves…..**

* Inclusion Team outreach to support the young person to remain in their mainstream setting.
* Case oversight by an Inclusion Advisor.
* Identifying, exploring and further developing internal strategies to support the young person within the mainstream school setting.
* Promoting a multi-agency approach which looks at the young person holistically.
* Additional in class expertise and direct support for some young people through the deployment of Inclusion Assistants who can provide 1:1 or small group mentoring and where necessary, in class support.
* Signposting to alternative educational provision.
* Supporting requests for placements within APC Centres for short stay school where appropriate.

Please see our flyer for more information on the range of support we offer.

**The referral process is as follows –**

1. The referral form can be accessed on the following link <http://apcollege.co.uk/wp-content/uploads/2016/10/WSAPC-Inclusion-Team-Referral-paperwork-sept-2018.docx>
2. Submit the referral to fairaccess@westsussex.gov.uk
3. Allow a minimum of 10 school days for the referral to be processed. During this period WSAPC may request further information via an email to the referrer.  *(If support is needed more urgently please contact PEFA, but do be aware that WSAPC are not always able to provide instant support.)*
4. Referrals will be discussed by a panel, which is attended by WSAPC and PEFA
5. Following the panel the referrer will receive an email from WSAPC or PEFA to provide guidance on next steps. This email is likely to include one of the following outcomes –
6. The referral has been accepted and allocated to WSAPC Inclusion, and an Inclusion Advisor will be in touch with you within the next week.
7. The referral has been accepted but due to capacity it will be placed on the waiting list *(regular emails are then sent to the referrer for updates to enable effective triaging of referrals each week – referrals are allocated on a needs basis as opposed to how long they have been on the waiting list).*
8. The referral has been placed on hold pending further information from the referrer (it will specify the information needed)
9. The referral has been declined – suggestions as to how to support the young person will be provided.

**Please note –**

* Where a member of the local authority suggests you refer to WSAPC Inclusion you will still need to complete the referral paperwork.
* Acceptance of the referral cannot be guaranteed by a member of the local authority or IPEH as all referrals are carefully triaged based on pupil need and WSAPC capacity.
* We are not currently commissioned to support young people who are already in receipt of an EHCP.
* In most circumstances schools are expected to engage with support from LBAT or ASCT in the first instance and EHP are highly recommended.