Admissions Policy

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Admissions Policy

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1. Introduction

1.1 This document sets out the admission arrangements for Stone Soup Academy. The Academy Trust, as the admission authority for the academy, must approve in advance any changes to the arrangements set out in this document. The Academy Trust will act in accordance with equalities law.

1.2 This policy has been framed with due regard to the Arranging Alternative Provision A Guide for Local Authorities and Schools, as updated in February 2025

For more information please see –
https://www.gov.uk/government/publications/academy-and-free-school-funding-agreements

Stone Soup Academy will pay due regard to the guidance relating to students with Special Educational Needs and Disabilities (SEND), as outlined in the Department for Education's publication *Arranging Alternative Provision*

1.3 We already work very closely with a number of City schools and academies. We have a robust admissions process which referring organisations must follow before a young person starts their education with us. We are determined for the school to continue to be seen as a partner in fulfilling the educational needs of the local community. We have established excellent working relations with other schools locally. We are an equal opportunities, non-discriminatory school and we therefore welcome applications for admission of young people from diverse backgrounds and with varying needs. Each admission is considered on a case-by-case basis to ensure that the students we admit are ones who will benefit from the education provision we offer. The academy operates a fair, objective and transparent admissions system that includes a complaints procedure – ***Please see item 5 below***.

2. Admission Arrangements

2.1 In accordance with current Department for Education guidance (2025), children of compulsory school age may only be admitted to an Alternative Provision Free School following a formal referral from a local authority, school, or academy. These referrals must be made using existing statutory powers or duties, including those outlined in Section 19 of the Education Act 1996, where a child is unable to access suitable education in a mainstream setting.

2.2 2.2 Alternative Provision Free Schools have distinct admissions arrangements compared to mainstream Free Schools. In accordance with the Department for Education's 2025 guidance, referrals must be made by local authorities, schools, or academies using their statutory powers. The table below outlines the circumstances under which referrals may be made, the commissioning responsibilities, and the expected type and duration of provision.

Circumstances	Commissioner (Referring Body)	Type of Referral & Provision

Child is permanently excluded or cannot attend mainstream education (e.g. due to illness, medical need, or other barriers)	Local authority[1]	- Full-time unless medical circumstances dictate otherwise - Short or long term, based on individual needs - Education must begin no later than the sixth day of exclusion
Child has a fixed-period exclusion	School or academy	- Full-time - Short-term (maximum 45 school days per academic year) - Education must begin by the sixth day of exclusion
Child's behaviour requires intervention to prevent exclusion	School or academy[2]	- Full-time or part-time (must equate to full-time education overall) - Referral duration cannot exceed the end of the academic year - Reviewed at least every 30 school days

1. Under Section 19 of the Education Act 1996, local authorities are legally required to arrange suitable full-time education for children unable to attend mainstream school due to exclusion, health issues, or other circumstances.
2. Academies and schools have the statutory power to commission off-site provision. While academies aren't bound by the same frameworks as maintained schools, they're encouraged to follow consistent best-practice safeguards.

In keeping with the above guidelines, all admissions to the Stone Soup Academy Free School are made via a referral process (*using the attached referral form – See Appendix 1*). Requests to admit students to Stone Soup Academy are restricted to identified commissioners that include, but are not exclusively, Nottingham City Council, Nottinghamshire County Council, Nottingham City Schools and Academies as well as schools and academies in Nottinghamshire and Derbyshire.

2.3 The number of places available at Stone Soup Academy for the academic year 2026/27 is 110 across KS3 and KS4.

2.4 Stone Soup Academy may set a higher published admission number (PAN) than initially stated for any given year. However, students will not be admitted above the PAN unless exceptional circumstances apply. In such cases, the school will first consult with the Education Funding Agency (EFA) regarding any proposed changes. Only if an agreement is reached concerning the exceptional circumstances will the school report the changes to the Secretary of State.

3. Referral Criteria

3.1 Successful referrals to Stone Soup Academy are most likely where the following conditions are met for a particular student:

1. That full time mainstream provision is not deemed appropriate
2. That a personalised education and behaviour program will stabilise school circumstances and aid progress and achievement
3. That there is a clear need for the structure, regime, routine and consistency of Stone Soup Academy
4. That full background details are made available from the placing authority or school
5. That the interest of the young person is protected
6. That support available to the young person from other agencies prior to placement continues
7. That the referral is not a direct substitute for provision already identified in a statement of special educational needs. If specific support is mentioned in an EHCP, then the school/LA referring the student to Stone Soup Academy needs to continue to fulfil specific tasks or by negotiation and agreement, devolve the task(s) to the Stone Soup Academy. This may also involve discussion re funding.

3.2 Stone Soup Academy presumes that all students with BESD will be educated full-time in local mainstream schools unless there is strong evidence to the contrary. Where evidence does exist Stone Soup Academy expects that it will be gathered as part of a rigorous process of assessment based on the application of relevant and purposeful action over time and in accordance with national guidance. Included within this process should be the consideration of advice from a range of professionals and close family members.

3.3 Referrals for individual support are received from schools using the official Stone Soup Academy referral form and must be with the full consent of parents or carers. For students not on the roll of a school referrals are received directly from the Local Authority (LA) and should be sent to SSA accordingly.

All school-based referrals should include IEPs, PSPs or the equivalent, together with review documentation, an incident log and a covering statement. Individual plans should identify the areas that are causing concern, time-related targets and provide a clear programme of action showing how the learner is being supported, when and by whom.

At Stone Soup Academy we also have detailed pro formas set up to maximise information gathered on each incoming student and his/her needs, together with agreements which need to be signed before admission. Please see the following:

- Appendix 1 – Stone Soup Academy Referral form
- Appendix 2 – Off site consent form
- Appendix 3 - Service level agreement
- Appendix 4 - Single roll transfer form
- Appendix 5 - Termination of placement contract

3.4 For students unable to attend school due to mental health concerns—such as depression, anxiety, or school-related phobia—referrals should include advice from both the Education Welfare Service and Child and Adolescent Mental Health Services (CAMHS). Other sources of medical advice may be considered; however, Stone Soup Academy reserves the right to seek confirmation through CAMHS. All advice provided must focus on the severity of the learner's condition and their overall functional capacity.

Having received a referral the Stone Soup Academy will acknowledge its receipt and based on the documentation will discuss the intended level of intervention required with the referring school.

In cases where a higher level of difficulty leads to consideration for long term off-site support, schools will be asked to set up a planning meeting to explore in greater detail the needs and capabilities of the learner and the nature of the provision required.

3.5 All placements will be reviewed at termly intervals to determine their feasibility. The basis will be both formal and informal depending upon circumstances. The Executive Principal will make decisions regarding appropriateness of placement after consultation with all concerned parties. If appropriate to the needs of a student we will support a return to mainstream education. Our primary concern is to support our young people's progress both pastorally and academically. It is often the case that where our style of education is supporting that progress, a return to mainstream education might be detrimental. In all cases, we work closely with the referring school or provider to ensure that the provision made for the young person is in his or her best interests, and offers the best opportunity for achieving positive outcomes.

3.6 For Key Stage 3 students, however, there will be a different emphasis, again where appropriate to enable students to be re-integrated into the mainstream for Key Stage 4 wherever possible.

3.7 Stone Soup Academy endeavours to offer successful personalised education packages to all children who are admitted. Sometimes, however valid the placement seems, it may become evident that a young person's stay at Stone Soup Academy will not work in their best interests. We aim to provide the most suitable education provision to best match the needs of each individual student. We

endeavour to tailor each young person's provision to suit their individual requirements. However, if the young person requires specialist provision more than we are able to offer (e.g. residential psychiatric assessment and support) or if we are otherwise unable to meet their needs, we will review each case on its merits to agree (in the student's best interests) a more appropriate option for all concerned.

3.8 In all circumstances, however, the Secretary of State may direct Stone Soup Academy to admit such a student and that direction shall be binding on Stone Soup Academy.

3.9 Regarding key Stage 5 (KS5) admissions, we follow the same rules that apply to post 16 mainstream schools. By this we act in a fair, clear and objective manner. We intend to use the same criteria as listed in 3.1 above, in this case using ONLY categories 3-7. For more information regarding post 16 please see our sixth form policy.

4. Oversubscription Criteria

4.1 Where there are more applications for places at Stone Soup Academy than are available, a waiting list will be held and operated by the Referrals team. On a place becoming available, and to ensure that vulnerable young people are offered a school place as soon as possible, places will be prioritised to students based on the following criteria:

- Looked after Children, or formerly Looked after Children;
- Children who are homeless;
- Vulnerable children, i.e. where child protection procedures are on-going;
- Children who have been out of education for two months or more (where more than one child meets this criterion the period of time beyond two months will be used to prioritise any application);
- Children from the criminal justice system or student Referral Units who need to be reintegrated into mainstream education;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children with special educational needs, disabilities or medical conditions (but without a statement);
- Children who are young carers;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Length of time out of education.

5. Complaints Process Criteria

5.1 While admissions appeal arrangements are not statutory for Alternative Provision (AP) academies, Stone Soup Academy is committed to ensuring our admissions procedures are fair, objective, and transparent for all stakeholders. We believe that a clear process fosters trust and accountability, and we welcome constructive dialogue in cases where decisions are questioned or further clarification is needed.

5.2 Commissioners have the right of appeal against the refusal of a place at the Stone Soup Academy for which they have applied. Commissioners wishing to appeal must contact the school to find out the procedure contained within our Complaints policy.

5.3 The Commissioner of any child who is refused a place at Stone Soup Academy has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are independent of the school Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both Stone Soup Academy and the Commissioner must abide by the decision it makes.

Appendix A - Referral form

Learner details

Student name	
Gender	
D.O.B	
Year group	
Ethnicity	
Religion	
First language	
Home address (Please specify whom the learner lives with)	
Parent / carer contact name/number (first point of call)	
Parent / carer contact name/number (Second point of call)	
Emergency contact name / number	
Medical information (please provide details)	

Is there a requirement for medication to be administered during the day?	

2. Referring organisation details

Referring organisation	
Address	
Contact name / Position	
Contact number	
UPN number	
ULN number	
FSM	Yes/No
DSL contact name and email address	
Can you please list which schools any siblings attend - for information sharing purposes	

3. SEN details

SEN Status:	
Does this student have a specific diagnosis?	
Cognition and learning difficulties	
Social, Emotional and mental health	
Communication and interaction	
Sensory and physical	
Exam Access arrangements	
Referring organisation SENCO	
Contact number	

4. Outside Agency details

Is the learner open to social care (please provide social worker details)	
Please outline category of social care plan: CP / CIN	
Is the learner open to Targeted Family support?	

Any other agency involvement?	
Is the learner open to the Youth Justice Service (please provide details)	

5. Reason for placement and why the learner would benefit from being educated at Stone Soup Academy and participating?

(Please give as much detail as possible)

6. Education profile

Key stage 2

	Results
Reading	
Writing	
Maths	

Key stage 3

	Working below	Working At	Working above
Reading			
Writing			
Maths			

Key stage 4

	Current level	Target grade	Exam grade (If applicable)
English			
Maths			
Science			

Additional subjects

	Current level	Target grade	Exam grade (If applicable)

Coursework

Course	Available	Complete

7. Attendance

Current attendance (%)	Authorised absence (%)	Unauthorised absence (%)	Date of last attendance

Have you issued any fixed penalty notices for this child?

Yes / No

Please give further detail

Family service involvement re: Attendance enforcement?	
If yes - please provide contact details	

8. Exclusion history over the last 12 months

Excluded from (date / number of days)	Excluded to (date / number of days)	Reason for exclusion

9. Previous schools attended

School attended	**Date from**	**Date to**

10. Family overview / Vulnerable groups

Please provide details about the living situation - number of siblings, who lives in the household, does the learner live with parents / carers etc

Does the learner fall into a vulnerable group?

Permanent exclusion	
Gypsies, Roma and Travellers (GRT)	
Child missing education	
Child refugee or child of asylum seeker	
Young carer	
Unaccompanied asylum seeking child	
School refuser	
Eligible for Free school meals (FSM)	
LAC	
At risk of child sexual exploitation	
Young offender	
Pregnant student / school girl mother	
Anxious learner	

11. Learner profile

	Needs attention	Acceptable	Very good	Excellent
Attendance				
Punctuality				
Confidence				
Interaction with other learners				
General behaviour				
Attitude to home life				
Parental attitude to school				
Emotional resilience				

Any other comments

12. Risk assessment

	Never	Sometimes	Often
Gives in easily to pressure from others			
Risk of being transported			
Has poor control of temper			
Challenges authority			
Causes damage to property			
Verbally abuses peers			
Verbally abuses staff			
Displays aggressive behaviour			
Has caused deliberate injury to peers			
Has caused deliberate injury to staff			
Displays sexually inappropriate behaviour			
Risk of self harm			
Manipulative behaviour			
Truancy / leaving site without permission			
Drug / alcohol use			
Brought in or used an offensive weapon			
Racist tendencies			
Radicalisation risk			
Gang association (Suspected)			

Any other comments

13. Pen profile

Social & Emotional Strengths	Areas for development

Triggers	Learning style / favoured learning environment

Behaviours	Strategies

14. Learner views / comments

Why do you want to attend SSA?

How can we support you in your transition from mainstream?

Appendix B - Parent consent for offsite activity

Parent/carer consent for off site visits

As part of the academy curriculum, we will arrange visits in the local community to support the students' learning and experiences.

For your son/daughter to take part in such activities we require the written permission from their parent/carer.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield.

I

……
……

Give consent for

……
……

to participate in curriculum/sports activity/Impromptu visits to local museums and galleries.

I also give consent to the following

I have read the details about the activity at the top of this form and hereby give my consent to the following

i. my son/daughter participating in the activity described
ii. the School, in the event that it is necessary, obtaining or rendering properly qualified medical assistance to my son/daughter
iii. Self-administration of prescribed dosage of any required medication, e.g. paracetamol, travels sickness tablets, as advised by a pharmacist.

Appendix C - Service level agreement

Service Level Agreement

Agreement between:

Stone Soup Academy 14 High Pavement Nottingham NG1 1HN Tel: 0115 8221834	
Stone Soup Academy contact Name: Kerrie Henton Position: Principal Khenton@stonesoupacademy.org.uk Key Contact: Oliver Sillito Position: Assistant Principal Email: osillito@stonesoupacademy.org.uk	Correspondence Address Stone Soup Academy 14 High Pavement Nottingham NG1 1HN

And

Referring Organisation: Address: Tel no: DFE Number: Local Authority:	Student Name: Address: Tel No: DOB:
Parent/Carer's Name: Address if different from above: Tel No: Mobile: Email:	
Key Contact: Position: Address if different from above: Mobile: Email: Safeguarding Lead: Position:	

Mobile: Email: Attendance Lead: Position: Mobile: Email:

The purpose of this agreement is to identify the respective roles and responsibilities of Stone Soup Academy and organisations referring students to Stone Soup Academy.

The agreement is for the named student from the agreed start date until the end of the 2025/2026 academic year. Prior to new students joining the referrer will be required to complete our Stone Soup Academy referral form and attend an onsite visit with the referred student and their parent / carer. As with all referrals both SSA, the referring school, the parent/carer and most importantly the student, will need to be in agreement that the placement is appropriate before individual students will be admitted into SSA.

The agreement is subject to the student successfully completing a 6 week assessment period which will be renewed at 3 weeks. At the end of 6 weeks the Academy will contact the referrer to advise if the placement will be continuing.

If a placement is deemed to be unsuitable for the young person during the 6 week period their placement will end at the latest, at the end of the 6 weeks.

The aims of the provision:

At Stone Soup we provide an agreed specialised programme in which the curriculum is delivered in a nurturing style environment that focuses on emotional development as much as academic progress. We provide provision for students to access education via alternative learning methods and an environment in which they feel safe and secure through the development of positive relationships. It is intended that the student will be integrated into a mixed group of 10 students. Each student follows a robust rich broad curriculum which builds upon their prior learning, individualised to meet student needs where additional support is given to help students reflect on their behaviour and re-engage in their learning in an alternative environment. We aim to develop positive working relationships with home so that we can all work collaboratively in support of the young person.

Personal Coach

Each student attending the academy will be allocated a personal coach. The Personal Coach supports in the following areas:

- Behaviour support/management
- Attendance and punctuality support
- Support in parent/referrer meetings when needed
- Emotional support
- Academic support including intervention work, extended work experience specialised timetables and programmes
- Restorative Approaches
- Peer mediation
- Links to specialist external agencies when needed
- Cohesive link between home and school

Reporting

A report will be provided for each term that a student is present at Stone Soup Academy. For students attending from September this will mean 6 reports across the academic year for students in Year 9 and Year 10 and 5 reports for students in Year 11. In terms 1, 3 & 5 reports will contain data only. Reports in terms 2, 4 & 6 will be full reports including comments and targets from the personal coach as well as from all subject teachers. Please note we do not provide predicted grades however reports will contain 'working at' grades for all students.

Exams

To prepare all our young people for their formal exams, each term (6 per year) KS3 and KS4 students will take part in mock exams (2 days per term) Students will be expected to attend their exam and are not required for the remainder of the school day. They will be expected to do remote work provided. **Referrers will be required to arrange taxis accordingly.**

Unfortunately we do not have the capacity in space or staffing as all our staff invigilate, to enable a timetable to be operated at the same time. Our staff invigilate the exams to best support our students, helping them feel comfortable and settled. With external invigilators, our students might struggle, as the relationships we have with them are key to their success.

During the summer term (Half Terms 5 and 6) to facilitate the formal GCSE exams. all our students across all key stages will sit 12 mock exams across their subjects. This will provide us with accurate data to share with referring schools and assess each student's progress in their subjects by the end of the academic year. Timetables will be sent to students and parents beforehand. The data collected following these exams will be shared at the end of term 6.

Each year, especially as students approach Year 11, we assess their punctuality for exams and implement various interventions to support them in arriving on time. Despite these efforts, some students may still be at risk of being late. In such cases, as a last resort, we will arrange taxis for these students and invoice the referring schools. Our primary goal is for students to arrive on time independently. This measure will only apply to our Maths, English and Science exams.

Training days

In order to maintain the high level of professional development required to effectively support all our young people, throughout the academic year the Academy will be closed to students in order for staff to take part in mandatory training days. These days will be included in the price. The following days for the Academic year 2024/25 are:

- 1st September 2025
- 2nd September 2025
- 3rd September 2025
- 19th December 2025
- 13th April 2026
- 24th July 2026
- 27th July 2026

Trips

As part of our incentives and rewards - all students have the opportunity to attend school trips which may take place outside of school hours. Referrers will be notified with notice and will be required to arrange taxi times accordingly. The Academy includes all these opportunities within your daily rate.

Suspensions:

In the event of a suspension students may need to be removed from school premises for their own or others safety. In these cases students will be supervised by Stone Soup Academy staff until parents/carers have been informed and are aware students will be travelling home. Once contact with parents/carers has been made, students who travel home independently will then be released. For those students who are transported into the school a taxi will be booked through our school account, staff will continue to support students until the taxi arrives and escort them to the vehicle once it arrives. The cost of the taxi will then be invoiced to the referring school.

Suspensions will be communicated with the referring school when possible on the day and the appropriate suspension paperwork will follow in due course, sent in the post to the students parent/carer and electronically to the Inclusion Manager at the referring school.
Sometimes decisions are taken at the end of the school day and therefore in these instances, referrers will be informed at the latest the following morning.

Responsibilities:

Stone Soup Academy aims to ensure a successful partnership with each referring organisation by setting out responsibilities as follows:

The referrer will be required to:

- Obtain parent/carer consent in the case of participants under 16 years of age to attend the programme.
- Involve the young person in decisions about their future.
- Provide appropriate information regarding the student, before placing him/her on the programme, detailing personal details including 2 contact telephone numbers, relevant previous education history and copies of educational and/or risk assessments.
- Give details of a named person to act as the key contact and co-ordinator of placement and notify the Academy of any changes that occur.
- Attend review meetings with Stone Soup Academy either in person, remotely or by phone to discuss the student's progress. The frequency of these meetings to be determined by the individual needs of the student, with a minimum expectation of one per term (6 per year for years 9-10 and 5 for year 11 students)

- Work in partnership with the Stone Soup Academy to address any concerns that may arise regarding the education and wellbeing of the student.

- Inform the Academy 6 weeks in advance of any internal evaluation paperwork that will need to be completed.

- Be responsible for dealing with statutory obligations with regard to non-attendance of the student when informed of attendance issues by Stone Soup Academy.

- Provide transport to / cover the cost of student travel to and from home to Stone Soup Academy.

- Agree on a service level agreement and total cost of the placement, based on information supplied by Stone Soup Academy and settle the invoice within 30 days of receipt of invoice.
- Be responsive to the needs of any student placed with Stone Soup Academy.

Stone Soup Academy will:

- Provide a structured sequenced brough and rich curriculum linked to the National Curriculum with clear aims and objectives leading to a nationally recognised accreditation, where stated. The school day will start at 9:00am and finishing at 2:45pm Monday - Thursday and 12:45pm on a Friday. A total of 26 1⁄2 hours per week (this does not include additional extra curricular activities on a Friday afternoon).

- Give details of a named person to act as the key contact and co-ordinator of placement and notify the referrer of any changes that occur.

- Comply with all statutory requirements including health and safety and Safeguarding ensure that all staff, in contact with participants younger than 16 years of age are DBS checked.

- Will take the lead on the statutory reporting of attendance and will support the referring organisation in any cases in which students have been referred to Education Welfare and associated enforcement procedures.

- Maintain systems to monitor and report on the progress of students.

- Forward to the referrer, copies of certificates achieved by participants.

- Provide evidence of expectations regarding the student's behaviour and code of conduct.

- In the case of students under the age of 16, contact parents/carers if possible to notify of any absences/lateness or leaving early. The referrer's named contact will also be informed for tracking and safety purposes.

- Report to the referrers named contact person immediately any concerns or emergencies

- Forward to referrer's named contact person any reports detailing incidents resulting in disciplinary proceedings.

- Comply with trips and visits guidance and ensure that all necessary documentation is completed

- Make sure that confidential information is held securely at all times and only used in the provision of this agreement.

- Provide access to individual CPOMS files of those students referred to Stone Stone Soup Academy by the referring organisation. This is done in accordance with GDPR regulations.

- Agree on a service level agreement and state total cost of the placement, which will include lunch, accreditation costs and some course materials. Some courses external to the academy that are personalised for a particular student may incur additional costs. For example Science GCSE at college.

In the event of lockdown measures being re-imposed after the start of the placement, affecting either the Academy's ability to deliver education in person or students inability to attend, the Academy will continue to provide online work wherever practical and appropriate and therefore will continue to charge for the place.

Attendance

As we know attendance is vitally important when it comes to a student being able to achieve and grow at school.
Please see attendance policy for a further in depth overview.

You will be able to track attendance for your students throughout our google register system that we will support you in setting up when a student starts at the school. This will be live and you will be able to see when a student arrives. If you have any issues when it comes to attendance please contact our Attendance manager

Our students each have their own 360 report which tracks each half term of their attendance and engagement in the building and is updated by their personal coach. If you need access to them at any point please contact Oli Sillito (Assistant Principal)

Termination:

This contract can be terminated with a 4 week notice period on either side.

If the decision to terminate the placement is made by Stone Soup Academy, we will continue to support the student for up to four weeks. Invoicing will therefore continue for 4 weeks from the date of termination unless an earlier end date is agreed. In this case if it is not appropriate for the student

to attend on site, work will be provided for students to access remotely. Where students do not have access to a laptop or tablet or do not have access to the internet hard copies of work will be provided.

Where placements are terminated by the referrer, the final invoice will include a termination fee, equal to the cost of 4 weeks placement. From the date we are notified of placement termination, if required we will continue to support the student onsite or remotely (whatever is deemed appropriate) for up to 4 academic weeks

In the instance of a termination by Stone Soup Academy due to extreme behaviour incidents, Stone Soup Academy will liaise with our contact at the referring school to determine the best path forward whether that be immediate end of placement or remote working.

In exceptional circumstances this notice period can be waived if there are mitigating circumstances that have been discussed and agreed in writing with the Principal.

Transport:

Referring schools are responsible for arranging transport to and from Stone Soup Academy. We can assist by taking students to collect their chosen bus passes and can invoice the payment to you, or this can be organised prior to the student starting.

If a student is suspended or unwell on a given day and their usual transport home is a minibus or taxi, an early taxi would need to be ordered to get them home. This will involve us liaising with the referring school. Depending on the situation's urgency, the student might need to leave the site quickly. In such cases, we will organise the taxi and invoice the school accordingly.

Should the referring organisation require Stone Soup Academy to book and pay for transportation via taxi on our account, an administration fee is chargeable at £10 per booking on top of the invoiced fare amount.

Financial Arrangements:

The referrer will pay for the agreed cost following invoice which will be issued monthly in arrears.
The cost of the placement will reflect the individual needs of each student.

Name of Customer	
Agreement start date	
Agreement End Date	

Number of Days per week **Please identify which days** **Number of weeks**	5 Full time
Review Date	
Daily Rate **Total Cost**	£105

Signed on behalf of referring organisation:

Name and job title:

Date:

Signed on behalf of The Stone Soup Academy

Name and job title: Kerrie Henton - Principal

Date:

*Stone Soup Academy policies and protocols can be viewed at:

stonesoupacademy.org.uk