



Student Placement Commissioning Form

Instructions: Please complete this form to request and commission an educational placement with Success Academies LTD. Return the completed document along with any relevant supporting paperwork to our admissions team: admin@successacademies.co.uk

Section 1: Commissioning School Information

- Name of Commissioning School / Local Authority:
- Key Contact Name:
- Role / Position:
- Contact Email Address:
- Contact Phone Number:

Section 2: Student Information

- Student Full Name:
- Year Group:

Section 3: Parent / Carer Details

- Parent / Carer Full Name:
- Parent / Carer Email Address:
- Parent / Carer Phone Number:
- Primary Address:

Section 4: Dates of Service Required

- Proposed Start Date:
- Proposed End Date / Review Date:
- Requested Provision Schedule / Timetable:

Section 5: Reason for Referral

Please provide details regarding the background and reasons for commissioning this placement (e.g., attendance support, medical needs, alternative provision requirements, behavioral or social support):

Section 6: SEND Information (Online Environment Context)

Please outline all Special Educational Needs and Disabilities (SEND) information relevant to working with the student in an online learning environment:

- **EHCP Status:**
- **Primary Need / Category of SEND:**
- **Online Learning Accommodations Required:**
- **Access to Equipment & Connectivity:**

Section 7: Safeguarding Information

Please detail any safeguarding context, pastoral considerations, or risk factors that Success Academies LTD needs to be aware of to safely educate and support the student:

- Key Safeguarding Considerations / Risk Assessment Details:
- Designated Safeguarding Lead (DSL) Contact at School:
 - DSL Name:
 - DSL Email:
 - DSL Phone Number:
- Multi-Agency / Social Care Involvement:

Section 8: Declaration & Authorisation

By submitting this commissioning form, the commissioning authority confirms that all provided information is accurate and that necessary permissions have been secured for sharing student and parent details with Success Academies LTD.

- **Authorised Signature:**
- **Name of Signatory:**
- **Position:**
- **Date:**