**REQUEST TO SOURCE A PLACEMENT INCLUDING EDUCATION FOR A CHILD LOOKED AFTER**

Please note that this is only to be used for children and young people who do NOT have an EHCP. Requests for a child with an EHCP should be made directly to the Inclusion (SEND) Service via the child's SENDO.

**STAGE 1**

**This form must be completed and submitted to the Head of the Virtual School prior to requesting a search for provision.** [**Audrey.swann@lancashire.gov.uk**](mailto:Audrey.swann@lancashire.gov.uk)

|  |  |
| --- | --- |
| Name of child/young person: | Date of Birth: |
| SU Number: | School Year Group: |
| Current Education:  Mainstream School Pupil Referral Unit/Alternative Provision Special Other (please state) | |
| Social Worker: | Social Worker Manager: |
| Please provide **in detail** the reason why the child/young person is not able to access education in a school (mainstream or alternative provision) and why they require a placement which includes education: | |
| Submitted by : | Date: |

**The section below to be completed by the Head of the Virtual School.**

|  |  |
| --- | --- |
| Approved to progress to a search and Stage 2: YES/NO | |
| Reason if not approved: | |
| Signed: | Date: |

If approved a request for a search for provision can be made to the Access to Resources Team (ART).

Once a potential provision has been identified Stage 2 form must be completed and submitted to the Head of Virtual School. [Audrey.swann@lancashire.gov.uk](mailto:Audrey.swann@lancashire.gov.uk)

**Please note this does not confirm that funding for the education element of the placement has been agreed.**

**If an identified placement is considered appropriate following the Stage 2 process, the case has to be presented at County Moderating Panel by the Social Worker or their manager in order to secure funding from education budget.**