

Referral Form (Weekend)

Name of Young Person:		Preferred Gender:	DOB:	
Address:				
Name and Contact details of referrer: Please include title, address/work base, number and email				
Name and Contact details of parents/carers: Please include full names, address(es)/home and mobile number(s) and email(s)				
About the Young Person: Please outline reason for the referral, along with what support they are currently accessing:				
Please outline 3 desired outcomes for this referral	1) 2) 3)			
Who is the current team around this child or young person, what other professionals are they working with (if any)?				
Is there anything else we should know?				

We aim to reply to your referral within 5 working days. However, we do receive a high volume of referrals and if you have not heard back from us within this time, please do contact us to enquire further.

Terms and Conditions of Contract for placement

Charges: £100.00 for referral meeting/assessment
 £150.00 per session

Financial Information:

Name of organisation funding placement:

Address:

Contact Name:

Email:

Phone number:

PO (if applicable:

NB. To terminate an active placement we require four sessions written notice. Full fees are payable until the expiry of the notice period.

Signed:

Date:

Notes: This referral form needs to be completed by the referrer and constitutes a contact between the referring agency and Ashley's House.

- The person signing the referral form should provide their surname and job title. This must be someone who is authorised to commit to the expenditure on fees and, if relevant, any transport costs.
- We offer 7-hour session per Day (weekend) and charge £150.00 per session, invoiced monthly in arrears with payment due within 14 days of the date of issue. Should payment not be made within that time, we reserve the right to charge late payment fees and associated costs.
- We charge £100 for an agreed referral/assessment meeting; and charge for sessions that maybe subsequently cancelled or where the proposed attendee fails to turn up.
- We reserve the right to alter the day/time of an attendees' session; wherever possible this will be agreed in advance.

General description

- Our sessions are for full days (7 hours) from 09.00-16.00.
- The referrer liaises with the pupil's family/main carer and is responsible for organising transport to and from Ashley's House if the parent/carers is unable to bring and collect the attendee.
- No one from school/referral agency or family/carers accompanies the young person at sessions once their placement has started.
- When a suitable vacancy arises, we will contact you to arrange a referral meeting, attended by the young person, a parent/carers and a representative from the referring agency if appropriate.
- The final decision on whether to attend Ashley's House always rests with the young person themselves.