

# Referral Form (Weekend)

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

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:        **£150.00**    per session

### Financial Information:

Name of organisation/parent 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.
- Sessions will be chargeable where cancelled without 24 hours' notice 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 (weekend) (7 hours) from 09.30-16.30pm.
- 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.
- The final decision on whether to attend Ashley's House always rests with the young person themselves.