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Educational provision for pupils who are unable to attend mainstream school

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Overview, aims and objectives

The local authority has a legal obligation to arrange suitable full time education for children and young people who are permanently excluded as well as arranging suitable education if they are unable to continue at school due to illness or medical reasons. The local authority can meet these obligations through a variety of pathways including commissioning places at the PRU.

The aim of this policy is to provide:

- A clear and transparent admission process that is understood by service users (pupils), their parents/carers, schools/academies and staff
- To ensure that children and young people are placed in the most appropriate educational provision suitable to their needs

The objectives are to ensure that there:

- are clear criteria for deciding which children and young people should have priority for the limited places that are available
- is a clear understanding of the nature of the PRU provision
- is a clear understanding of the criteria for places and the means by which placements are decided

Prior to the PRU becoming an academy, the local authority commissioned 103 FTE places at the PRU; places which included provision for those children and young people who:

- can't attend school due to medical reasons or illness (pregnancy or non-attendance is not appropriate entry criteria)
- who have been permanently exclude
- those who are Looked After and who are at risk of permanent exclusion

In the future however, instead of an automatic placement in the PRU, the local authority may also choose to place children and young people who meet the criteria on home tuition or alternative provision.

This paper sets out the procedures and practices for placing children and young people into the PRU, alternative provision and on home tuition.

Procedure and practices

Entry Criteria

The Education Inclusion Panel has been developed to decide on the most appropriate educational placements for those children and young people who:

- can't attend school due to medical reasons or illness (pregnancy or non-attendance is not appropriate entry criteria)
- who have been permanently excluded
- those who are Looked After and who are at risk of permanent exclusion
- where there are resource implications for the current placement

Exit Criteria

The Education Inclusion Panel will also review pupils who are in receipt of education provided via home tuition, alternative education or the PRU on a regular basis. In the first instance this will be done via the Triage and Placement Manager. All children and young people who are placed via theEducation Inclusion Panel must have exit route identified which might include:

- Post 16 progression plan
- Return to mainstream via the fair access process
- EHCP (with a view to moving out of the PRU)

The Education Inclusion Panel meets on a monthly basis (Wednesday 9-11am)) during term time to consider the educational placements of these children and young people.

Core membership of the Panel includes representation from:

- Service Manager Education Support Service (Chair)
- SEN
- Triage and Placement Manager
- Early Help Officer
- Clerical support
- Exclusions Officer
- Mental Health
- Health
- Virtual School Headteacher (in the case of a Looked After child/Young Person)
- HT PRU
- Social Care representative

Decisions on the placement of children and young people will be made jointly by the panel members.

Process

The Education Inclusion Panel meetings will be held at the Dryden DC. Information will be uploaded onto the Learning Platform prior to each panel meeting. Members will be expected to bring their own papers downloaded from the Learning Platform or use an iPad/computer to access the papers at the meeting

Options

The Education Inclusion Panel will consider a range of educational options for the children and young people referred to them including:

- Home tuition
- Reintegration back into a another mainstream school via the Pupil Placement Panel (secondary) or Fair Access Panel (primary)
- Alternative provision
- Placement in the PRU
- Placement at Eslington/ ARMS (primary if applicable)

Monitoring

The local authority will monitor the placement of children and young people placed at the PRU, on home tuition and alternative education through the Education Inclusion Panel.

In the first instance this will be through regular meetings between the Triage and Placement Manager, SEN and the PRU, as well as oversight of pupils on home tuition, those on a managed move (following a permanent exclusion) into a mainstream school until the move has been deemed a success or failure and those on alternative education placements. Looked after Children will be monitored via REALAC service.

Termly reports on the progress of these pupils will be made to the Education Inclusion Panel; an additional panel meeting will be held at the end of each term to monitor pupil progress. An annual report will be sent to Headteachers, local authority officers and panel members.

Children and Young People with a Medical Condition

The Children and Families Act 2014 includes a duty on schools to support children with medical conditions. In light of this, wherever possible children and young people with a medical condition should be supported to continue to attend their home schools (broken legs, pregnant school girls etc).

Local authorities have a legal duty under the Education Act 1996 to arrange 'suitable education' for children and young people if they are unable to continue at school due to illness; through, for example, a hospital school or home tuition. For a small cohort of children and young people there will be a need to commission home and hospital tuition because they are either:

- too unwell to attend school and expected to be away from school for more than three consecutive weeks
- or are unable to access special school placements (eg youngsters who move into Gateshead for whom short term provision should be made-up to 1 academic term).

All future admissions to the PRU for children and young people who meet the above criteria will only be funded by the local authority if they are placed there via the Education Inclusion Panel.

The Panel can decide to place the children/young people as follows:

- **Home tuition**
  - singled registered with their mainstream school and monitored by the Triage and Placement Manager
- **Home and Hospital Service (PRU)**
  - dual registered with the Home and Hospital Service (PRU)

Medical referrals to the Education Inclusion Panel will need to be made on a referral form and will need to meet the following criteria:

- a medical condition which prohibits a child or young person from attending a mainstream educational provision
- information on support the school has put in to address the issues (where appropriate)
- a letter of support from a relevant medical consultant which states that the child is medically unfit to attend their mainstream school, the reason for this and the time period this refers to

Monitoring/Review process

Pupils attending the PRU will be reviewed on an ongoing weekly basis

Pupils who are dual registered will be reviewed involving their "home school" on a ½ termly basis.

Permanently Excluded Pupils

Under the provisions of Section 100-101 of the Education and Inspections Act 2006 the Local Authority has a legal obligation to arrange suitable full time education for pupils who are permanently excluded.

When a child or young person has been permanently excluded, the school inform the Exclusions Officer as soon as possible and then forward the relevant exclusion documentation to the Exclusion officer.

When invited the Exclusion Officer will attend the governor's disciplinary panel where the decision is made to uphold the permanent exclusion or to reinstate the child or young person.

If asked the Exclusion Officer will discuss with parents their options in light of the pending permanent exclusion.

The Exclusions Officer will then pass the information on the exclusion to the Triage and Placement Manager, who will meet with the child/young person and parents to discuss Day 6 provision and options for further education. Part of this work will include the gathering of information from the parents, school and child/young person on their educational, social and emotional needs.

The Triage and Placement Manager will present the information to the Education Inclusion Panel where a decision will be made on the most appropriate educational placement for the child/young person.

For a permanently excluded child/young person the Education Inclusion Panel can consider the following placements:

- **Reintegration back into a mainstream school/ academy**
  - Dual registered with the EOTAS register
- **Home tuition**
  - Singled registered on the EOTAS register
- **Alternative provision (KS4)**
  - Singled registered on the EOTAS register for KS4 pupils
- **Alternative provision**
  - on the PRU register
- **PRU**
  - SEN assessment of learning needs required
- **PRU**
  - Non SEN assessment of social, emotional and mental health needs required

Priorities for placement in the PRU

In order to clearly understand the PRU admissions criteria via the Eduaction Inclusion Panel the following priority areas have been agreed

Admission priority to the PRU

- **Priority 1**
  - Looked after children who are at risk of a permanent exclusion; with evidence from REALAC
- **Priority 2**
  - Permanently excluded pupils, who haven't previously attended the PRU, who have been reintegrated back into a mainstream school but this reintegration has failed
- **Priority 3**
  - Permanently excluded pupils
- **Priority 4**
  - Permanently excluded pupils who have moved into the local authority from another PRU
- **Priority 5**
  - Children/young people who are too ill to attend school

Monitoring/Review process

Pupils attending the PRU will be reviewed on an ongoing weekly basis

Looked After Children

The local authority has a statutory duty (Children's Act 1989 section 22 (3A) and Children and Family Act 2014) to promote the educational achievements of Looked after Children. Gateshead Councils policy is that we don't permanently exclude Looked after Children.

Local authorities and schools/academies must have regard to the DfE statutory guidance *Exclusions from maintained schools, academies and pupil referral units in England*. In line with that, Headteachers should as far as possible avoid excluding any Looked after Child. Where a school has concerns about a Looked after Child's behaviour they should inform the Virtual School Head, so that they can make any additional arrangements to support the child's on-going education in the event of exclusion.

In this instance any Looked after Child/young person at risk of a permanent exclusion will be given Priority 1 status (with supporting evidence from REALAC) for a place in the PRU by the Education Inclusion Panel, although the Education Inclusion Panel may also want to consider other options for that child/young person.

Appendix 1 (Consent Form)

Education Inclusion Panel Parental Consent Form

The Education Inclusion Panel is convened by Gateshead Council to consider the most appropriate educational placement following your child's permanent exclusion.

The panel consists of representation from a range of professionals including health, Early Help, social care, CYPS and other voluntary agencies.

The panel meets once a month and will consider you child from a range of perspectives including your child's health and other needs.

Following a discussion the panel will decide the most appropriate educational provision for your child.

I give my consent for my child's information to be shared with relevant agencies in order to ensure that the most appropriate educational provision is provided.

Sign _____

Name (Print) _____ **Date** _____

Appendix 2 (Referral Form)

Referral form for pupils who are unable to access mainstream education

Please note the form will be returned if all of the information required has not been included in the referral form.

The form must be completed electronically (pages 8-12)**.**

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Referral form for pupils who are unable to access mainstream education

Please note the form will be returned if all of the information required has not been included in the referral form.
The form must be completed electronically.

School information

School name

Address

Name of referrer

Position of referrer

Telephone number | Email

Student information

Legal surname | Legal forename

Preferred surname

Preferred forename and middle name

Gender ☐ Male ☐ Female

Ethnicity | Religion

Date of birth | Age at referral

UPN | ULN | Current school Year

Free School Meals ☐ Yes ☐ No

Address

Postcode

Parent/Carer name | Relationship to young person

Telephone number(s)

Second emergency contact name

Relationship to young person

Telephone number(s)

Last date of school attendance

Attendance this academic year (%)

Attendance last academic year (%)

Does the young person have an EHCP? If yes provide brief details below

Please provide details of the young person's medical condition

Name and address of GP

Please provide details of the support required

Provide details of any safeguarding issues when interacting with the student's Parents/Carers at school or at their home

Provide an overall summary of the student's behaviour and any identified behaviour strategies which are successful for this student. Please include the following:

- Triggers for inappropriate behaviour
- How inappropriate behaviour is displayed
- What behaviour strategies have been employed and, what are their outcomes (including timescale)
- Whether or not the student presents a risk to themselves or others?

Is there a risk of:	If yes what is the level of risk						
	None	Low		Medium		High	
		1	2	3	4	5	6
Self-harm	☐	☐	☐	☐	☐	☐	☐
Harm or physical aggression towards other students	☐	☐	☐	☐	☐	☐	☐
Harm or physical aggression towards staff	☐	☐	☐	☐	☐	☐	☐
Harm or physical aggression towards members of the public	☐	☐	☐	☐	☐	☐	☐
Threats towards other students	☐	☐	☐	☐	☐	☐	☐
Threats towards members of staff	☐	☐	☐	☐	☐	☐	☐
Name calling or verbal abuse	☐	☐	☐	☐	☐	☐	☐
Racist abuse	☐	☐	☐	☐	☐	☐	☐
Unacceptable language	☐	☐	☐	☐	☐	☐	☐
Refusal to follow instructions	☐	☐	☐	☐	☐	☐	☐
Risk taking behaviour	☐	☐	☐	☐	☐	☐	☐
Runaway behaviour	☐	☐	☐	☐	☐	☐	☐
Substance misuse **SCREENING QUESTIONS** **1- no issue .... 6- major issue**	☐	☐	☐	☐	☐	☐	☐
social interaction	☐	☐	☐	☐	☐	☐	☐
understanding	☐	☐	☐	☐	☐	☐	☐
ability to cope with change	☐	☐	☐	☐	☐	☐	☐
being bullied	☐	☐	☐	☐	☐	☐	☐
planning and organisation	☐	☐	☐	☐	☐	☐	☐
sensory sensitivities	☐	☐	☐	☐	☐	☐	☐

Students in Key Stage 4

End of Key Stage 2 Test Assessment

English	
Mathematics	
Science	

End of Key Stage 3 Test Assessment

English	
Mathematics	
Science	
Art and design	
Computing, design and technology	
Languages	
Geography	
History	
Music	
Physical Education	
Religious Education	

Key Stage 4 Subjects

Please include all subjects the young person is currently taking

	Qualification (BTEC, GCSE)	Awarding Body	Predicted Grade
English			
Mathematics			
Science			

External agency information

Agency	Contact name	Tel. No.	Comments
Educational Psychologist			
Social Services			
Youth Offending Team			
Speech and Language Therapist			
CYPS			
CAF			
GP/Specialist Doctor			
LAC			

HeadTeacher / Principal consent

I agree that this referral may be made, and that all of the information required has been provided and is up to date and accurate.

Signed **Name** **Date**

Parent consent

I agree that this referral may be made for consideration at the Education Inclusion Panel.

Signed **Name** **Date**

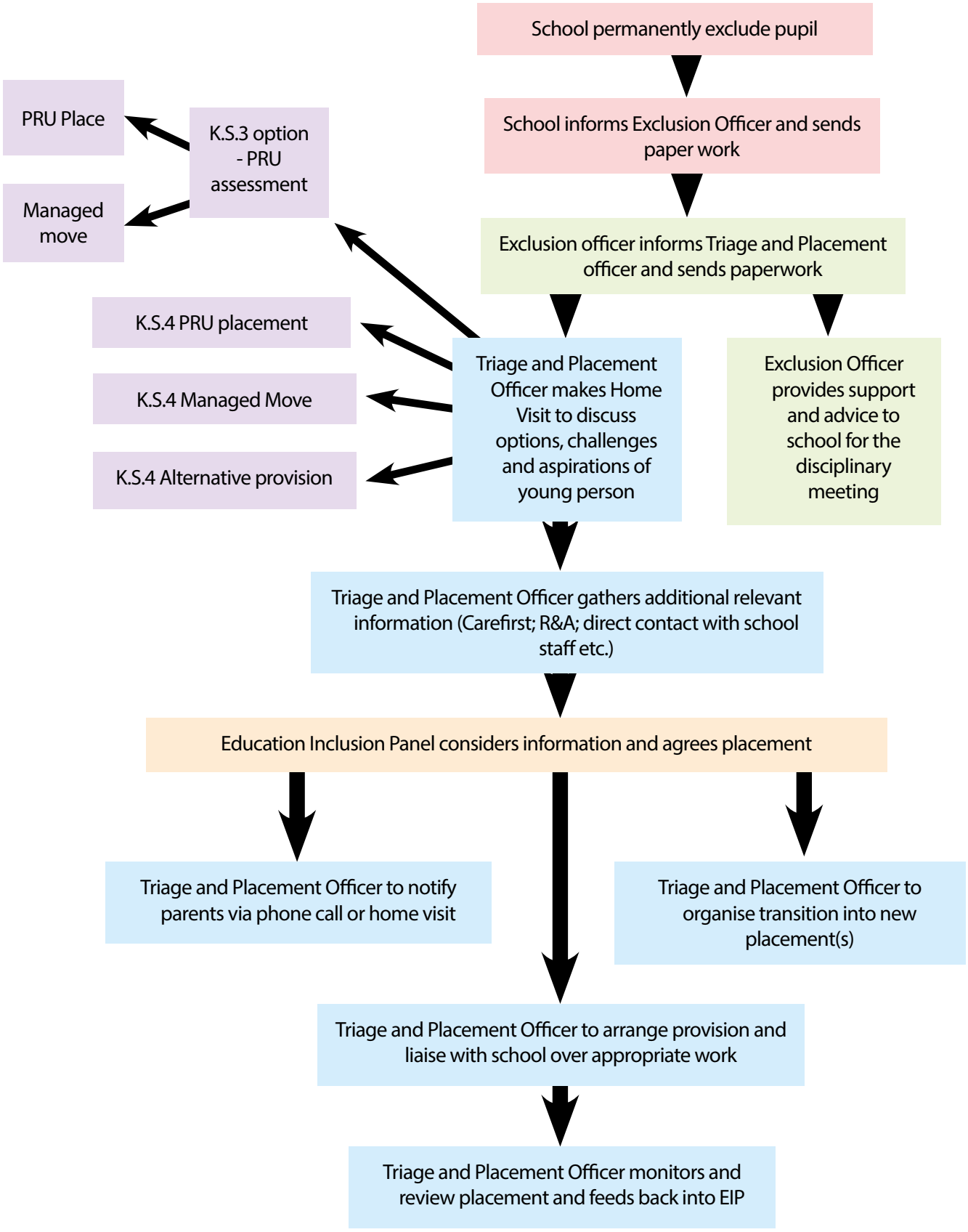
Parental consent to information sharing

I consent to information on my child being shared with members of the Education Inclusion Panel which consists of representation from health, CYPS, social care, Early Help, education and other services.

Signed **Name** **Date**

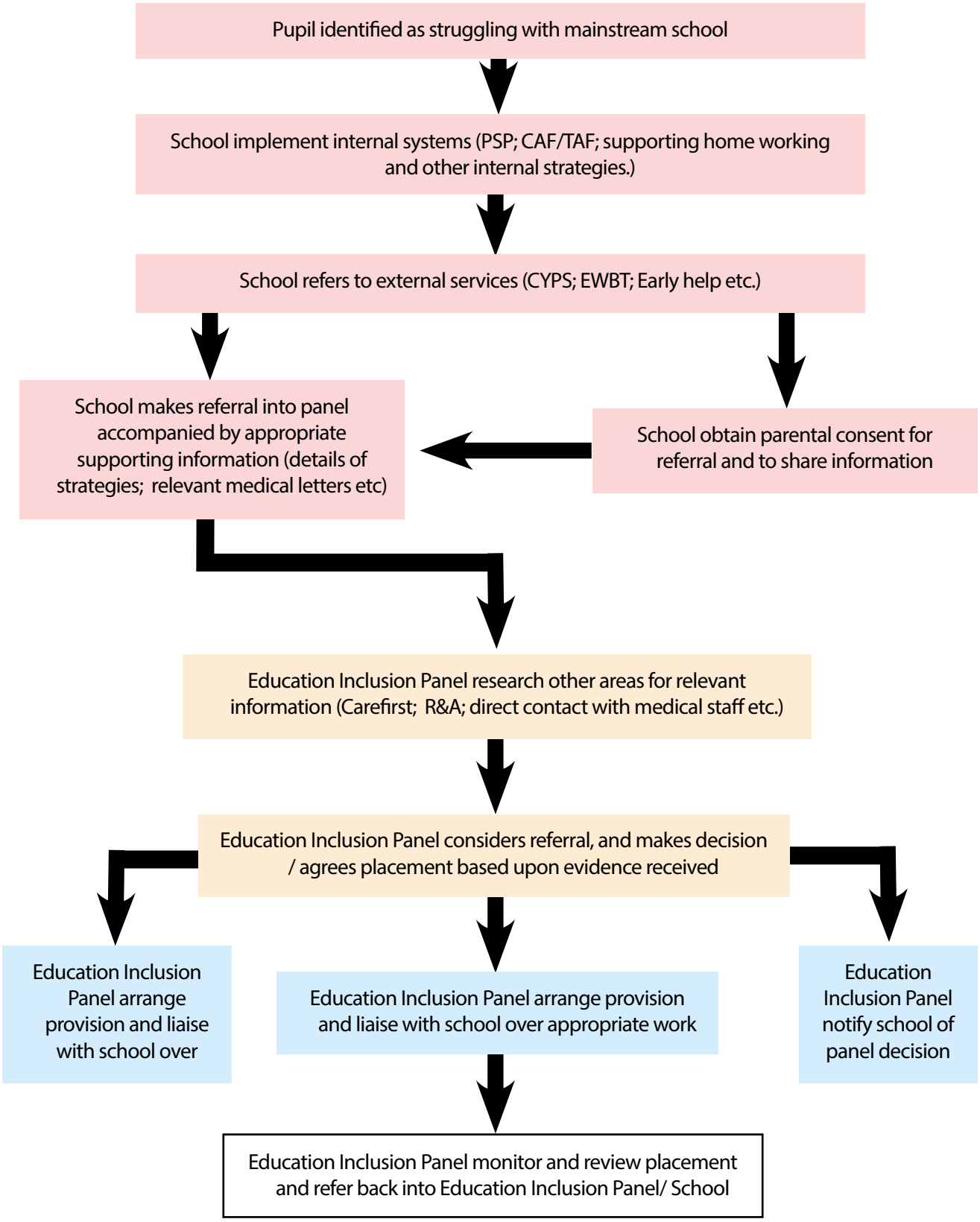
Appendix 3

Flowchart outlining process for supporting young people who have been permanently excluded



Appendix 4

Flowchart for referrals to EIP for pupils unable to access mainstream education



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