



1.0 Terms of Reference

- 1.1 This policy has been written for all staff at Northern House School (PRU); service users (pupils), parents, carers and governors. All staff should have a working knowledge of this policy.
- 1.2 Copies of this Policy may be obtained from;
 - 1.2.1 Available electronically on the School Website
 - 1.2.2 Reference copy in the main School Office
 - 1.2.3 Hard copies for reference are filed in the Staff Room
 - 1.2.4 Shared Area - Electroncally
- 1.3 Edition, review, frequency;
 - 1.3.1 Edition 1 released in September 2016
 - 1.3.2 This policy will be reviewed as and when the Management Committee feels a revision is needed in order to meet the needs of the service within the LA.
 - 1.3.3 This policy is due for review September 2017
- 1.4 Relevant Statutory guidance, circulars, legislation and other sources of information are;
 - 1.4.1 Exclusion form Maintained Schools, Academies and Pupils Referral Units in England DFE-57501-2012
 - 1.4.2 OFSTED Subsidiary Guidance January 2014-110166
- 1.5 The designated lead member is Adam Price, Headteacher (01902 558149)
- 1.6 This policy has been written for all staff, parents, carers, service users (pupils) and governors at Northern House School (PRU)
- 1.7 The Rationale and Purpose of this policy
 - 1.7.1 The purpose of this policy is to ensure that there is a coordinated approach to the access of placements. To monitor and direct transition in and out of the Centre. To ascertain whether all other options have been exhausted. To prioritise the places according to need. To ensure the appropriateness of a placement at the PRU. To facilitate alternative solutions other than the PRU, through the FAP.
- 1.8 Definitions and key terms used in this policy
 - 1.8.1 PRU – Pupil Referral Unit (Short Stay School)
 - 1.8.2 FAP – Primary Inclusion Panel
- 1.9 The policy is broken down into the following sections
 - 1.9.1 Introduction
 - 1.9.2 The Aim of this Policy
 - 1.9.3 The Objective of this Policy
 - 1.9.4 Procedures and Practices
 - 1.9.4.1 Membership of the Admissions Panel
 - 1.9.4.2 The Chair of the Panel
 - 1.9.4.3 Process – Panel
 - 1.9.4.4 Placements
 - 1.9.4.5 Process – Referring Agent
 - 1.9.4.6 Dual Placements and Outreach
 - 1.9.4.7 SEND
 - 1.9.4.8 Integration of Pupils
 - 1.9.4.9 Pre-admission Meetings
 - 1.9.4.10 Meeting Requirements
 - 1.9.4.11 Reviews
 - 1.9.5 Monitoring and Evaluation

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2016/09/01 Version Number: 01 (Transferred)

A Price

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2.0 Introduction.

2.1 From September 2016 Northern House School (PRU) will have the equivalent of 48 full time places. The LA has purchased a proportion of these places for priority permanently excluded pupils or pupils at risk of exclusion. Northern House School (PRU) caters for primary age pupils within Key Stage 1 (KS1) and Key Stage 2 (KS2). Dual registered KS1 pupils can be referred for bespoke outreach/support packages which may include time assessed and observed in the PRU setting or at their home school. Both KS1 and KS2 provision will be time limited to 12 weeks.

2.2 Any pupil referred should be presenting continuing, concerning, challenging behaviour and they will have received substantial intervention actions from within their Mainstream school/Academy Trust, involving and following advice from external agencies. (Evidence to be presented at Primary Inclusion Panel to be held in the second Tuesday of every month).

3.0 The Aims of this Policy.

- 3.1 To provide a clear transparent admissions process that is understood by all service users and service providers.
- 3.2 Provide information so that schools whose pupils require additional support are clear about the availability and the nature of the support being offered.
- 3.3 To ensure that the base and purchased funding supports the level of pupil placement/intervention required.
- 3.4 To enable formulated consideration to be given to each pupil and their likely engagement with positive intervention strategies.

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4.0 The Objective of this Policy.

- 4.1 Service users understand the nature of the PRUs business and understand the criteria for placement.

- 4.2 That there are clear criteria for deciding which pupils should have priority for the limited placements (Primary Inclusion Panel).

- 4.3 That there is a clear entry and exit plan up to maximum of 12 weeks.



5.0 Procedures and Practices.

5.1 The Primary Inclusion Panel will meet within the first two weeks of each half term to consider applicants for admission to Northern House School (PRU). Pupils will be admitted on a staggered entry to the centre as appropriate.

5.2 Membership of the Admissions Panel

The Panel is to be chaired on a rotation basis. The Panel will include:

- Headteacher or Deputy Headteacher of Northern House School (PRU);
- Two Headteachers from Primary Schools, on a rolling programme throughout the year;
- SENSTART representative;
- EP representative;
- Exclusion representative;
- CAMHS;
- Virtual School Headteacher, as appropriate to specific cases; and,
- Clerical support.

5.3 The Chair of the Panel

The Chair of the Panel will represent the views of the panel and the senior leadership of the PRU and will be responsible for informing the referring school of the outcome of the referral. A decision will be based on set criteria identified in this policy.

If a decision cannot be made based on lack of appropriate evidence supplied by the school. The case can be presented at a later panel, once all relevant information has been resubmitted to panel. Late referrals to each panel will be viewed at the following panel, where possible. There will be a limit to the number of referrals at each panel, so that the process is manageable and so that due consideration is given to each case.

5.4 Process – Panel

Panel dates will be published on our website with deadline dates for submission of paperwork.

All panel members must be sent copies of all requested paperwork at least two weeks prior to the meeting, unless otherwise stated. This should be sent directly to Northern House School (PRU) and will be checked prior to being emailed out to panel members.

For dual registered pupils the panel will determine priority admissions based upon availability of places and the specific need of the child.

The Primary Inclusion Panel will communicate the outcome of the panel meeting to the referring school within 48 hours.



5.5 Placements

5.5.1 The priority for placements is as follows;

- Priority 1- pupils who have been **permanently excluded** from two or more schools.
- Priority 2 – pupils who have been **permanently excluded** from one school and on route to a new school though a managed move, where it is thought that a period of supported integration into the new school would be beneficial.
- Priority 3 – Pupils who have been excluded from school on several separate occasions and who's behaviour is leading towards permanent exclusion.
- Priority 4 – Pupils whose behaviour may be a barrier to their own or others learning and who need to be assessed so that need and interventions can be identified prior to returning to a mainstream setting.
- **Looked after children will take priority over all other priority areas, including children on the Child Protection Register.**

5.5.2 Pupils who have been permanently excluded;

The urgent admission of these pupils means they will not be presented at the Primary Inclusion Panel as its imperative that these pupils are re-entered into a learning environment at the earliest possible time. All paperwork requested in Appendix 1 will be requested immediately following exclusion. If the pupil already has an EHC Plan/Statement, they should not come to the PRU. The PRU cannot be named on an EHC Plan. An urgent review of the statement/EHC Plan should take place by the referring/excluding school together with advice/support from the SENSTART team (SEND Code of Practice, 2015). The appropriate setting must be identified as soon as possible. If an interim placement at the PRU is required, this will be for a maximum of 12 weeks and ratio of staff to pupil will be assessed by Head Teacher of the PRU. The referring school may incur an additional charge for any extra support required for the duration of the placement.

5.5.3 **Pupils already attending a specialist SEMH provision should not be permanently excluded and will not return to the PRU. An alternative specialist SEMH school should be identified immediately through liaison with SENstart. Pupils who have previously attended the PRU on more than one occasion will not return to the PRU. Alternative provision and outreach packages will need to be considered.**

5.5.4 **All dual registered pupils must remain on the register of mainstream provision.** For pupils still attending mainstream schools a menu of support packages will be determined. These will include the nature of the intervention and associated costs.



- Appendix 1: Essential paperwork and Referral form– This will be the first step in the referral process and will be emailed to the school upon request.
- Appendix 2: Supporting Information - The essential paperwork and referral returned by email with the full supporting documentation as sent by the home school.
- Appendix 3 – Contract – Kingston Centre PRU Dual Registration Contract.

5.5.5 A menu of support packages will be agreed for January 2016. This will include differentiated funding, determined by the nature of the intervention. All schools with pupils attending the PRU will be subject to the new charging policy from January 2016.

5.5.6 Funding will include:

- A daily charge of £125
- £75 per hour for outreach support including observations, recommendations and training for staff in behaviour
- PPG –pro rata (Schools Forum 2014)
- SEN funding (Schools Forum 2014)
- EP assessments as required
- Transport for dual registered pupils to be arranged and paid for by the home school.
- Sports funding etc.
- Additional therapeutic work identified and recommended by the PRU.

5.5.7 In the interim, all pupils who attend mainstream school will be offered single or a collection of sessions agreed by the PRU up to a maximum of 12-week intervention period, determined by the capacity of the service and the needs of the child.

5.6 Process – Referring Agent

5.6.1 All referring schools must complete a referral form and attach all relevant information. (Appendices 1 and 2). It's important that a written record of previous interventions, including who has led these, for how long and evidence of measured impact with reports, must accompany the referral.

5.6.2 For all pupils not permanently excluded there must be a written report from an EP supporting the need for a PRU placement. This report does not have to reflect a full psychological assessment. It can be based on an extended consultation with other staff involved with the pupil.

5.6.3 An in depth psychological assessment should be completed following the 6 week review if deemed necessary. This will be funded by the referring school.

5.7 Dual Placements and Outreach

The rationale behind any dual placement is that the PRU should be adding value



to what the mainstream school can offer and vice versa. Maintaining the placement of the pupil at his/her home school and preventing permanent exclusion. Providing strategies and training so that schools can better manage pupils with challenging behaviour within their own setting. The effectiveness of the partnership is important and thus schools need to work with the PRU and the parent to establish effective teaching, learning and behaviour strategies that meet the needs of the pupils. Bespoke packages of joint working should be planned, and reviewed every three weeks or more frequently where necessary.

5.8 SEND

Initial assessments at the PRU may identify that a pupil requires an EHC Plan. The home school will be expected take responsibility for starting and maintaining the EHC Plan. The school should also ensure that the family have been referred to Early Help, CIN, CAMHS or Social Care as appropriate. A package of parental support such as Webster-Stratten parenting classes may also need to be offered.

5.9 Integration of Pupils

If the pupil referred, has had no formal education over a significant period of time, the PRU may decide to introduce the pupil gradually through a part-time timetable. In this situation the arrangements need to be rigorous, well monitored and aspirational.

All attendance and progress records from all Alternative Provision must be sought and provided by the home school prior to entry.

Pupils returning to school will take with them a Pupil Focus Plan that will include baseline assessments, attendance data and recommended support strategies for the management of behaviour in any future setting. Failure to consistently implement recommended strategies may result in the escalation of previous behaviours.

5.10 Pre-admission Meetings

All agreed placements will begin with a pre-admission meeting whereby a representative from the SLT (a person able to make decisions on behalf of the Headteacher) of the referring school, if dual registered will attend the meeting alongside all other relevant stakeholders.

5.11 Meeting Requirements

- Signed contract to support the pupil at Northern House school (PRU);
- Protocols and procedures including Safeguarding arrangements explained with timescales that should not exceed 12 weeks; and,
- Protocol established for LAC pupils regarding legal guardianship and responsibility.

5.12 Reviews

All pupils will have a 6 weekly review at Northern House School (PRU) taken from their date of admission. If it has been decided at the start of the placement that the pupil will not return to his home school, then it is the home school's responsibility to make arrangements with another school to admit the pupil after the 12-week period is over. Placements will terminate on the date identified at the initial meeting, unless exceptional circumstances prevail and any change to this arrangement will be at the discretion of the Head teacher and Management

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Board of the PRU. Permanently excluded pupils must be allocated a placement through Admissions and the LA Exclusion Service at the start of any intervention at the PRU. SEN pupils will return their home school and await the end of the EHC Plan process in order to be moved to an appropriate setting.

Any school that is identified as receiving the pupil after permanent exclusion will be expected to attend all review meetings leading up to the pupil transferring after the 12-week intervention. If at any point receiving or dual registered schools do not engage with these meetings, the placement at Northern House School (PRU) may be terminated without notice, and the pupil will return to their home school. At the review meeting a key member of staff from Northern House School (PRU) will be identified. The key member of staff will hold regular meetings with the pupil and parent as appropriate to ensure that wishes and views of the pupil and parent are given due consideration and are fed back in the multi-agency review meeting.

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6.0 Monitoring and Evaluation.

- 6.1 The Management Committee will review admissions and reintegration processes each term as part of a standing agenda item at The Management Board's meetings.