

CITY ADDRESS PUPILS IN COUNTY SCHOOLS “AT RISK” OF EXCLUSION

Guidance to Schools on how to access additional support and resources.

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Academies and Schools in both Local Authority Areas seek to avoid permanent exclusion by finding ways to support “at risk” students at an early stage. These documents are designed to assist schools in accessing timely support from the right source for those students who live in the City of Leicester but attend county schools.








There are three sections:

1. A flow Chart to guide school staff when seeking support for a child in the City Address – County School – At Risk category.
2. A protocol for schools to follow when planning support for these students
3. The City Schedule Two. (Appendix 1)

Key Contact Details

For support from your local County Secondary Education and Inclusion Partnership (For advice and support with city address students at Tier 1 -3)	https://www.leicsseips.org/about_us
For support from the City Partnership School (For advice and support for city address students at Tier 3 moving towards Tier 4 and at Tier 4)	redwards@lps.leicester.sch.uk
For support from the City Behaviour and Attendance Partnership (For possible managed moves to City schools for county or city address students and vice versa and concerns about access to City Partnership School support)	awhite@svc-leicester.org.uk
For support from the City Special Needs Service (For possible formal assessment for SEND for city address students)	https://families.leicester.gov.uk/send-local-offer/search-for-services/local-authority-services/referral-for-send-support-services/
The City Information Passport (Required by the City Leicester Partnership School for PSP 2b and PSP3 Meetings)	Nov 2020 version is on the Partnerships web site at https://www.leicsseips.org/city-address-children-in-county-sch

1: FLOW CHART FOR COUNTY SCHOOLS SEEKING SUPPORT FOR THEIR CITY ADDRESS LEARNERS “AT RISK” OF EXCLUSION

Does the Pupil have a City Address?	No 	Use the County Inclusion Forums, Partnership Referral Systems and SEND to plan a way forward
Yes 		
Does the School belong to the City Behaviour and Attendance Partnership (BAP) and /or the City Education Improvement Partnership (EIP)? 	Yes 	As soon as you require additional support contact City services
	No 	<p>Use the <i>County Protocol for City Address County School Pupils</i> up to and including Tier 3</p> <p>When you reach Tier 3 you will begin to consider whether to:</p> <ul style="list-style-type: none"> • Complete the City Information Passport and send it to the Leicester Partnership School • Set up a meeting to include County Coordinator and LPS representative and any other services you think might be appropriate
Is this a serious issue where a decision to permanently exclude is being considered?	No 	Use the <i>County Protocol for City Address County School Pupils</i>
	Yes 	Move to Tier 4 – alert City LPS, complete Passport, set up urgent meeting

COUNTY PROTOCOL FOR CITY ADDRESS COUNTY SCHOOL PUPILS AT RISK OF EXCLUSION

BEHAVIOURS		Persistent challenging behaviour	Serious "one off's"
		<i>Persistent disengagement with learning and disruption to the good order and learning of others.</i>	<i>Acts that place the child or others at risk if the child remains at the school</i>
County Tiers			
Tier 1 (School based action)	School Plan Do Assess Review	The school puts in place a PSP/SEND plan to make internal provision for the child and to set outcome targets. The Plan includes the use of school sanctions where appropriate.	<p>Will a part time programme or managed move to a city school prevent a crisis? If so the school should set up a PSP2b meeting</p> <p>Has the School made a decision that only a Tier 4 will do? If so the school should set up a PSP3 Meeting</p>
REFERRAL	School Review after minimum three weeks or further serious incidents. Negative review leads to a referral to the Inclusion Forum , or if more serious, to the Partnership Core Group .		
Tier 2a (Advice and Guidance)	Inclusion Forum	School presents child's case, and outlines actions to date. <ol style="list-style-type: none"> School seeks and receives advice from peers, partnership and other agencies, to form a revised PSP/SEND plan with a review date after a minimum of three weeks. Or if meeting threshold reached – partnership and / or other agencies offer external support integrated into the PSP/SEND plan Or the School and Partnership commence formal assessment for an EHCP Or the School strengthens the PSP/SEND plan by directly funding part time alternative provision. Or the meeting agrees that the child is now firmly at Tier 3 and requires a more complex part time programme and moves to a City PSP2b Referral 	
Tier 2b (Limited external support from P'ship and others)	(2 nd Referral if needed)		
Tier 3 (Part time placements)	(Referral to Partnership Core Group if at Tier 3)		
REFERRAL	School/partnership review after half a term (or sooner if serious issues). Negative review leads to referral to a <u>City PSP 2b Meeting</u> : The School completes the City Information Passport. The <u>School sets up a meeting</u> to include the Leicester Partnership School and the local Partnership Co-ordinator. The Coordinator can provide advice on this process.		
	The PSP2b Meeting	At PSP2b meeting the School considers next steps including: Managed Move**, elements of City offer (see your signed agreement with the Leicester Partnership School), part time or short term offer from the Partnerships, other	
REFERRAL	School/City Partnership/local Partnership Coordinator review after half a term (or sooner of serious issues arising.) Negative Review leads to a referral to a City PSP 3 Meeting : The School updates the Information Passport The <u>School sets up a meeting</u> to include the LPS and the local Partnership Co-ordinator. The co-ordinator will attend to provide updated information on the child.		
Tier 4 (Full time Programme Management)	The PSP 3 Meeting	For City students the financial responsibility of the County Partnership ends**. A City dual registration place is established. City and School*** agree how any next steps should be managed and funded.	

Footnotes on next page

Web site www.leicesseips.org

* This could be a City School –reciprocated by schools offering the possibility of managed moves to City School pupils – perhaps on a “quid pro quo” basis

** National Regulations give responsibility for High Needs spending to Local Authorities. EHCPs for city address students in county schools are funded by the City. Permanent Exclusions of city address students in county schools are funded by the City through its provision in LPS. This is why Tier 4 city address students in county schools cannot access county partnership funds.

***The expectation is that schools fund the first £10000 of a pupils educational costs – a notional £4000 pupil funding (element 1) and a further £6000 drawn from the schools SEN budget (element 2) If a school permanently excludes a child it loses the average pupil cost and pupil premium for the child.

APPENDIX 1 - Procedure for Referral of County School based, City Resident, Students to Leicester Partnership School

