

# Procedure for Referral of County School based, City Resident, Students to Leicester Partnership School

Intervention Thresholds	City	County	Description
	PSP Level 1	Tier 1	School based intervention[s]
	PSP level 2A	Tier 2	
	PSP level 2B	Tier 3	P/T External Agency Intervention[s]
	PSP Level 3	Tier 4	F/T External Agency Intervention[s]

School determines that the pupil is at risk of exclusion and contacts their respective Area Partnership for Advice & Support

School gathers evidence of support provided via their respective Area Partnership

School contacts Leicester Partnership School to seek pre-exclusion advice and support  
**Contact:** Rebecca Edwards  
**Tel:** 07718585773  
**Email:** redwards@lps.leicester.sch.uk

School Convenes a PSP Meeting & sends completed **Information Passport** to the LPS prior to the meeting

School issues a **Permanent Exclusion** without requesting and /or considering support from the Leicester Partnership School

The school agrees to access the pre-exclusion provision and support that is offered in order to avoid a permanent exclusion

Having considered the available pre-exclusion options the school decides to issue a **Permanent Exclusion**

**NB:** If the school has a **Trading Agreement ++** with the LPS this will come to an end

**NB:** If the school has a **Trading Agreement \*\*** with the LPS this will remain in place

The pupil attends the LPS on a FT basis. The school is charged the remaining AWPU & Pupil Premium Grant\* [\*If applicable]

The pupil is **DUAL REGISTERED** with the LPS and is placed on the agreed provision[s]

The pupil attends the LPS on a FT basis. The school is charged the remaining AWPU & Pupil Premium Grant\* [\*If applicable]

**Vocational Placements**  
 The LPS will assist schools in identifying a suitable placement. The AP will charge schools directly for this provision

KS 4 Provision Options				KS 3 Provision Options				
1 Day Functional Skills Programme	2 Day GCSE /BTEC Programme	5 Day Reception Programme	1 Day Programme	2 Day Programme	5 Day Programme	EHCP Assessment PT or FT	EHCP Placement PT or FT	
1-2 Years	1-2 Years	4 – 6 Weeks	18 Weeks	18 Weeks	6-8 Weeks	24+ Weeks	1-3 Years	

**\*\* IF THE SCHOOL HAS A VALID TRADING AGREEMENT IN PLACE WITH THE LPS ALL LPS BASED PROVISION [DETAILED ABOVE] IS PROVIDED FREE OF CHARGE.**

**++ IF THE SCHOOL DOES NOT HAVE A VALID TRADING AGREEMENT WITH THE LPS ALL PROVISION IS CHARGED AT £25 PER DAY AND THE SCHOOL WILL BE REQUIRED TO COMPLETE A REQUISITION FORM PRIOR TO THEIR PROVISION**