

FLOW CHART FOR CO-ORDINATORS FOR CITY ADDRESS STUDENTS IN COUNTY SCHOOLS

SCHOOL	PARTNERSHIP	OUR ACTIONS		WHAT TO EXPECT FROM THE CITY
A. Makes a Referral to IF or Panel	Check: 1. The address of the student – is (s)he a C of L resident.	YES	Go to question 2	
		NO	County address student – continue as normal	
	2. Is the school a member of the City Behaviour and Attendance Partnership?	YES	The school should seek help and support from the City for city address students	Offer of advice and guidance support through the City BAP and Partnership School
		NO	The county will support up to and including Tier 3.	No support
B. Makes a second or third referral to the Partnership	Check: 3. Check question 1 for new referrals			
	4. Has the school done all of: a. previously agreed school action at IF and Panels? b. Considered an in county managed move c. Considered a part time programme at AP – with Partnership advice d. Considered some short term support from the Partnership if appropriate	NO	Support the school in reconsidering each of these steps carefully and if necessary starting a renewed cycle of Assess Plan Do Review. Be careful to offer <u>time limited</u> advice, support and resources	The City Partnership School will not consider the referral unless the Information Passport shows that everything possible has been done
YES		<p>See below email template 1 to send to schools and email template 3 to send to LPS</p> <p>Advise <u>the school to set up</u> a City PSP2b meeting inviting:</p> <ol style="list-style-type: none"> 1. Partnership School Team to construct a Programme 2. City BAP (Anna White) for possible managed move to City School 3. Completing the City Information Passport <p>AND</p> <p>Offer to attend the meeting with City staff if appropriate – be ready to help support the school with evidence that everything possible has been done to head off this move to Tier 4.</p>	The City Partnership School does not convene meetings themselves and expects schools to do this. The school should make sure that the LPS staff can attend.	

			<p>AND</p> <p>Formally tell the school that as soon as the student moves onto a City Programme:</p> <ol style="list-style-type: none"> 1. Any provision from the Partnership will end. 2. The Partnership will end any invoicing to the school for Pupil costs from that date. 3. The School will not be expected to pass the pupil funding to the city but will be expected to pay for a significant part of the AP provision for the student 4. The Partnership will not have any responsibility for the QA of any AP placements 	
<p>C. Makes a referral to the Partnership following a serious incident with risk of PEx</p> <p>OR Makes a further referral having done everything in Section B above</p>	<p>Has the School met with the City for a PSP2b meeting?</p>	<p>YES</p>	<p>It should be easier to move on to a PSP3 meeting</p>	<p>The LPS will want to be certain that the threshold for access to additional resources has been met – so help the school prepare a convincing case</p>
		<p>NO</p>	<p>Check that the school really has done everything to avoid a Tier 4. See Question 4 in section B</p>	
		<p>YES AND NO</p>	<p>See below email template 2 to send to the school</p> <p>Advise <u>the school to call</u> the PSP3 Meeting Offer to attend the PSP3 Meeting with City Staff if appropriate</p>	
<p>D. The School Permanently Excludes a student</p>	<p>Is the Partnership convinced that this action was in the best interests of the student concerned and the school’s pupils?</p>	<p>YES</p>	<p>Ensure that the school has contacted the LPS, convened a PSP3 meeting and completed and Information Passport. Send email template 4 to LPS</p>	<p>The LPS will be as challenging to the school as we would be in response to an unexpected Pex</p>
		<p>NO</p>	<p>As above but discuss with your Chair the concerns you have about the school’s decision.</p>	

Email Template 1

Dear <Name of School's Key Link for this case>

NAME OF STUDENT (or identifier if sent as an open email)

This email is to assist you in the process of seeking support from the City of Leicestershire Partnership School. <It follows our discussion at the <Inclusion Forum/ Panel/ Core Group Meeting> held on <date>.

You are advised to contact the Leicester Partnership School and to invite a member of staff to a <"Pastoral Support Plan 2b Meeting"/"Pastoral Support Plan 3 Meeting">. A copy of the City's flow chart for referrals can be found on our web site at www.leicessesips.org. The City asks that you organise the meeting and decide who should attend – including a member of the LPS team. Contact redwards@lps.leicester.sch.uk. LPS asks that you <complete/update> the City Information Passport prior to the meeting.

If you consider that a managed move to a city school might be an appropriate way forward for this student we suggest you invite Anna White of the City Behaviour and Attendance Partnership to the meeting. Her contact is awhite@svc-leicester.org.uk.

<l/ one of my team> will be happy to join the meeting if that will be helpful in ensuring that we can support your case for additional support from the City.

Once you have agreed a way forward with City Services for the student <HBEP/LIP/MSCIP/NWLLIP/SLIP> will step back from involvement. Any payments of pupil based funding that you have been making to the Partnership will end as will any contribution the Partnership has been making towards the cost of the student's provision.

The City operates in a different way from the County with regard to funding. (This applies to dual registered students.) Instead of a charge to the school for pupil funding the City makes no charge to schools for provision that it supplies directly* but expects the school to meet the cost of placements in alternative provisions. The City Partnership School may advise about suitable APs at the PSP meeting. The Partnership will be happy to give advice if needed. Once the student is placed with one or more APs it is the school's responsibility to monitor those placements. (This does not apply to County address students in county schools, where the Partnerships take on all the vetting , monitoring and quality assurance processes on your behalf). There is a list of APs used by the county and some advice at <https://www.leicessesips.org/links-to-ap-lists-and-reports> .

*The Leicester Partnership School has a dual registration agreement with most county schools that ensures that its provision for dual registered places are cost free. County Schools who have not "signed up" may find that additional charges are levied. Contact the LPS for further details.

Please contact me if you need any further clarification

Coordinator

Email Template 2

Dear <Name of School's Key Link for this case>

NAME OF STUDENT (or identifier if sent as an open email)

We have received notification from Leicestershire County Hall that <name of school> is in the process of issuing a permanent exclusion for this student. We note that this student has a City of Leicester address. As a result the responsibility for future provision fall to the City Local Authority – which operates its exclusions service through the Leicester Partnership School.

This email is to assist you in the process of seeking support from the City of Leicestershire Partnership School.

If the City LPS has not made contact with you we advise you to contact them and to invite a member of staff to a Pastoral Support Plan 3 Meeting. A copy of the City's flow chart for referrals can be found on our web site at www.leicsseips.org. The City asks that you organise the meeting and decide who should attend – including a member of the LPS team. LPS asks that you <complete/update> the City Information Passport prior to the meeting.

If you consider that a managed move to a city school might be an appropriate way forward for this student we suggest you invite Anna White of the City Behaviour and Attendance Partnership to the meeting.

</ one of my team> will be happy to join the meeting if that will be helpful in ensuring that we can support your case for additional support from the City.

We hope you will consider a dual registration with the City LPS as an alternative to Permanent Exclusion. If you do, the City operates in a different way from the County with regard to funding. Instead of a charge to the school for pupil funding the City makes no charge to schools for provision that it supplies directly* but expects the school to meet the cost of placements in alternative provisions.

The City Partnership School may advise about suitable Alternative Providers at the PSP meeting. The Partnership will be happy to give advice if needed. Once the student is placed with one or more APs it is the school's responsibility to monitor those placements. (This does not apply to full time programme managed county address students in county schools, where the Partnerships take on all the vetting , monitoring and quality assurance processes on your behalf). There is a list of APs used by the county and some advice at <https://www.leicsseips.org/links-to-ap-lists-and-reports> .

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Please contact me if you need any further clarification

Coordinator

Email template 3

Dear Mr Whittingham

NAME OF STUDENT (or identifier if sent as an open email) – a city address student in a county school.

This email is to let you know that we have advised <name of school> to arrange a <PSP2b/PSP3> meeting for this student and reminded them of the need to invite staff from the Leicester Partnership School and complete the Information Passport. <You were previously involved when the school held a PSP2b meeting.>

<HBEP/LIP/MSCIP/NWLLIP/SLIP> have worked with the school to support this student at county Tier 1 and 2 levels and above. We are confident that the student has needs that cannot be met <in full> from element one and two of schools' budgets.

Because we have some knowledge of this student we have offered to attend the PSP meeting when it is called. However we have also made it clear that the Partnership cannot offer any additional resource above that already allocated and that our direct involvement in the management of this student's programme will end.

If we can be of any further help in finding a way forward for this student please do not hesitate to contact us.

Email template 4

Dear Mr Whittingham

NAME OF STUDENT (or identifier if sent as an open email) – a city address student in a county school.

This email is to let you know that <HBEP/LIP/MSCIP/NWLLIP/SLIP> is aware of the recent notification of a permanent exclusion of this student at <name of school>.

We have advised the school of the need to be in contact with you to initiate a PSP3 meeting and to be ready with the Information Passport. We have reminded the school of the value of avoiding permanent exclusion and using the preferred route of dual registration. We have reminded the school that county partnership involvement with city address students ends when they make a long term move into our Tier 4.

We know that the school and LPS may need to consider a variety of options, including, for example, a managed move to a city or county school. We would be happy to discuss possible options with you if this is helpful. Please contact me if needed.

If we can be of any further help in finding a way forward for this student please do not hesitate to contact us.