



Herefordshire Pupil Referral Service (HPRS)

Entry Criteria

The Herefordshire Pupil Referral Service is made up of the St. David's Centre (KS4), the Aconbury Centre (KS3) and the Hub, Hospital and Home Teaching Team (H3). The running of a single Pupil Referral Service allows the sites and resources to be used cost-effectively and offer greater flexibility across the key stages, to meet individual student need and improve student outcomes. The curriculum offer for students is enhanced by sharing specialist teachers across the service.

There are 4 categories of students eligible for admission to the Herefordshire PRS. These are described in detail on the following pages. Please note that:

- Priority placements are first allocated to Herefordshire students.
- An Information Passport and Risk Assessment are required to be completed by the host school, with relevant supporting documentation, whatever the entry criteria and directed to the Head of KS3, KS4 or H3 as appropriate.
- Once received the HPRS will evaluate the referral against the entry criteria.
- This is discussed at the monthly PRU Forum meeting, which consists of the Head Teachers of Brookfield School and HPRS, as well as the Head of KS3 and the Assistant Head of H3.
- If a decision needs to be made urgently, this can be done through a telephone discussion between the PRU Forum membership.

Please also note:

- Pregnant girls should not be referred for a placement in the HPRS and should be maintained and supported in their schools.
- Non-attendance as a main reason for referral is not an appropriate entry criteria.

The four categories of students eligible for admission are:

1. EXCLUDED STUDENTS

Permanently excluded pupils

This includes pupils that have had two permanent exclusions or one permanent exclusion after Christmas in Year 10. With the latter category, there may be circumstances when it is judged that a PRU placement is not appropriate and another mainstream school can be considered.

Single permanent excluded pupils

As a general rule KS3 students receiving their first permanent exclusion will be placed in another mainstream school as soon as possible, using the agreed 'cluster system'. While this is being arranged, students may require a brief time in a PRU where they will receive full-time education.

In exceptional circumstances, some students may be assessed as being unable to transfer to a mainstream school and will remain in the PRU. Where initial indications show significant concerns about a KS3 mainstream placement, two appropriate professionals will make a dual assessment and make the judgement. The professionals able to make such judgements are people that know the student concerned and are qualified in the area of behaviour management, but are independent of any particular school, for example, a teacher at the PRU, Behaviour Support Team teachers and Educational Psychologists.

For KS4 students, reintegration into another mainstream school may be difficult and in many cases the student will remain within the PRU system. However, a mainstream placement may be sought for students who are deemed able to achieve within a high school setting.

Late Entry in Year 11

The expectation for Key Stage 4 students starting at a PRU from November in Year 11, is that the referring school will continue to enter the student for their examinations (possibly as an external transfer candidate). The PRU will support the student to compete their studies. Students may take their examinations at the PRU if it is not reasonable for them to take the examinations at the referring school. The Head of the PRU will work closely with a designated teacher from the referring school, in order to minimise the negative effect of a late transition to the PRU system.

Pupils at Risk of Permanent Exclusion

For students who are at risk of permanent exclusion there is the opportunity to discuss the options available with the Relevant Head of KS3 or KS4. In some circumstances it may be in the interest of the pupil to continue their education in a smaller setting and a managed move could be considered. This will be discussed by the PRU Forum which meets every three weeks.

2. MEDICAL GROUNDS

Schools should be clear that this referral route is only appropriate where a student's psychological/medical condition prevents them from being able to access school. The vast majority of students with medical conditions have their needs met effectively in host schools.

Pupils must have a referral from a consultant paediatrician, or from CAMHS, along with supporting evidence from schools. It should be noted that this referral route is not usually appropriate where pupils have a statement of special needs, or are in the process of going through a statutory assessment.

The service is part of the HPRS provision for children of all ages across the County. The school needs to complete an Information Passport and submit it together with a referral from a medical or CAMHS consultant to the Assistant Head Teacher, The Hub, Hospital and Home Teaching Team (H3). An initial meeting with the Assistant Head Teacher will determine the tuition to be provided to the pupil alongside their medical or mental health support.

Whilst working with the H3, and whilst there is on-going CAMHS or medical practitioner support, a pupil remains on the school roll and the school is responsible for the following:

- Providing work and materials necessary to deliver the education.
- Monitoring pupil progress, writing reports to parents and informing parents of consultation meetings (H3 will liaise with school to give report on progress made in tuition sessions).
- Entering pupils for examinations and providing for special access arrangements.
- Marking and grading students' work, where it is required for examination assessment, providing formative feedback for both student and teacher.
- Providing and marking mock examination papers and providing revision materials.
- Providing Information, Advice and Guidance (IAG), and sex education.

Once a referral comes to an end the pupil will return to school.

There may be circumstances when it is in the best interests of the pupil for them to transfer onto the roll of the Herefordshire Pupil Referral Service (HPRS) at The Aconbury Centre (KS3) or St David's (KS4) Centre. The HPRS will then take on the responsibility of the school and the normal PRU charges will apply.

3. INTERVENTION SUPPORT AT KS3

These are **time-limited** placements designed to offer support to students struggling in mainstream school. Placements form part of a Pastoral Support Programme (PSP).

Intervention places are arranged through discussion between the Head of Centre and a relevant member of staff in school. Students remain on school roll. These placements are most successful when the mainstream school maintains regular contact with the PRU to discuss progress and attends review meetings. The school should visit the student at the Centre at least once during the placement and more often if the placement is extended.

At the end of the intervention placement, students will return to full-time attendance at their school. Wherever possible, a member of staff from the HPRS will meet with school staff to advise on behaviour management strategies.

It should be noted these places are available only when capacity permits.

4. EXCEPTIONAL CIRCUMSTANCES

The Executive Headteacher of Behaviour, in partnership with the Head of Additional Needs, reserves the right to directly place a student in the HPRS. However, this will only be used in exceptional circumstances.

The In-year Fair Access protocol aims to place students who are out of school and the most vulnerable students in Herefordshire, who are unlikely to achieve positive outcomes, within a high school setting. Recommendation for a place needs to be made via this panel with a completed Information Passport sent to the PRU forum.

Out of County placements, often the most complex, must follow our entry criteria. If a student is hard to place, a risk assessment will be completed and a package will be negotiated with the Herefordshire Virtual Head and host Authority.

Year 7 & 8 girls referred with a statement of SEN or Education Health and Care Plan to The Aconbury Centre will have an initial assessment and then a joint review with The Brookfield Academy to determine whether or not a shared placement is required.

Timescales for PRU placements

HPRS will respond to the receipt of an Information Passport within 5 working days to ensure full documentation is available.

PRU Permanent Exclusion – Provision from Day 6 after the exclusion (followed by up to a maximum of a 15 day induction period with a general expectation that at least 75% of entrants have their 25 hour entitlement within 10 days).

Hub, Hospital and Home Tuition – Provision commences within 5 days of referral and receipt of all paper work outlined above.

PRU Non- Permanent Exclusion – Provision commences from Day 11 (followed by up to a maximum of a 15 day induction period with a general expectation that at least 75% of entrants have their 25 hour entitlement within 10 days).

PRU Intervention Places at KS3 – Subject to places being available.

Charging for PRU placements

For permanent places at a PRU (only available from January of Year 9, where it is in the best interests of the young person and only where agreed by the PRU Forum) schools will be charged a one-off top-up fee of £5000 for a place in 2016-17. This is included in the £10000 place payment. HPRS will apply for any High Needs Top-up funding and this will help to cover the cost of 25-hour provision per week.

The Schools Finance Manager can provide details of this delegation.

If a KS3 pupil stays on an 'intervention placement, schools will be charged £1666.67 per half term.

INFORMATION PASSPORTS are available from any of the Centres.

To ensure you have the most recent form, send an e-mail request to:

ks3admin@hprs.hereford.sch.uk (KS3)

ks4admin@hprs.hereford.sch.uk (KS4)

hhttadmin@hprs.hereford.sch.uk (H3)

Completed information passports should be sent by Anycomms or password protected.

Dame Oremi Evans DBE.

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