

Torbay Protocol for CLA - Admissions and Exclusions

Admissions

Torbay has a duty to ensure all Children Looked After are identified with minimum delay, safeguarded and admitted to an appropriate educational provider with good transition arrangements in place.

- Child Looked After (Torbay) requires a school place - Social Worker (SW) contacts the Headteacher of the Virtual School (VS) to discuss appropriate school. The SW will have the following information - Special Educational Needs, contact addresses, care plan, child's legal status, known agencies/services; a current Personal Education Care Plan (EHC plan); attendance history; exclusions history; background to child; CAF(if in place); EHC plan or equivalent (if in place).
- HT of Virtual School liaises with Admissions and SW submits Admissions Form.
- Child Looked After (out of area) - before the child is placed in Torbay the SW will contact Admissions and, in the case of a child with a Statement/EHC plan, the SEN team.
- Admissions contacts Head of Virtual School and the receiving school to arrange 'Out of Area' CLA planning/admissions meeting.
- Child Looked After (Torbay) - HT of Virtual School contacts HT of receiving school to discuss transition plan and plan meeting between receiving school, virtual school and SW.
- Meeting with SW and school and to review PEP.
- PEP is written and developed within 20 days of child commencing at the school.

- The Designated Teacher at the school will ensure there are strategies in place to support the child and where necessary implements a Pastoral Support Programme (PSP). If the child has other existing plans, such as IEP, then the PSP should be integrated with the existing plans and not seen in isolation.
- SW responsible for all future PEPs, including regularity and inputs from school and others.
- Early intervention can minimise later difficulties
- Carers must inform school/SW of unsettling events or concerns
- If there are difficulties in school the school should contact carers and the Virtual School HT
- Carers should contact the SW
- Discussion between SW and Virtual School HT
- If needed a planning meeting should be held in school this may result in referrals to EPS, CAMHS, and alternative provision if appropriate etc. This will result in either an updated PSP or the writing of a PSP. We would recommend that if a child has not seen an Educational Psychologist (EP) in the past 12 weeks, an EP consultation is arranged.

Exclusions

Fixed Term Exclusions (FTX)

We are committed to eliminating exclusions of CLA and work closely with schools to address the needs of CLA who are finding life difficult. The following protocol is important in supporting our work in this.

- Fixed period exclusions should be used sparingly and be for as short a time as possible.

- In all cases the school must inform the carer, SW and the Attendance Officer of the Virtual School before the child is sent home. (N.B. - an email contact is not sufficient).
- The phone call must be followed up by a letter.
- School will provide work for the child
- SW to liaise with carer re supervision of work
- Carer and SW have a duty to ensure the child is not found in a public place during school hours, unless there is reasonable justification
- School to send paperwork to pupil.services@torbay.gov.uk ***within one working day*** of the exclusion.
- If exclusion is for more than one day SW to contact HT of Virtual School to discuss support needs. If child has a Statement of SEN the HT of the Virtual School will contact SEN team.
- Only in exceptional cases should there be a FTX of more than five days. For any period of Fixed Term Exclusion there must be a planning meeting organised by the school and attended by the SW. The HT of the Virtual School will ensure one of the Virtual School Team attends this meeting.
- SW will consult with the school to review the PEP after the Fixed Term Exclusion
- School, in liaison with the Virtual School, will implement the support package/action plan

Permanent Exclusion (PX)

There are certain groups of pupils with additional needs who are particularly vulnerable to the impacts of exclusion. This includes pupils with statements of special educational needs (SEN) and looked after children. Head teachers should, as far as possible, avoid excluding permanently any pupil with a statement of SEN or a looked after child.

- If all strategies have been implemented or if there is a serious offence then the HT prior to the permanent exclusion must inform the Headteacher of the Virtual School, carers and SW. The head then implements normal procedures.

Managed Move

In certain circumstances, it may be appropriate to transfer a pupil to another school to reduce the risk of the pupil being either permanently excluded or their educational experience being detrimentally affected. Such transfers must be processed within the procedures outlined in managed move protocol, in order that schools are in no doubt as to who is responsible for the pupil at any time during the process.

- An emergency review meeting will be held before a managed move is considered.
- All stakeholders agree that a managed move may be in the best interest of the child
- School to contact Headteacher of the Virtual School.
- All parties need to understand that a managed move removes the right of appeal.
- The home school is responsible for management of paperwork is completed and must send this to tricia.harwood@torbay.gov.uk and copied to pupil.services@torbay.gov.uk
- Child remains on roll at the home school and the proposed school registers the child as dual registered. A review meeting will be held to establish if the move has been successful. If successful the child will be removed from roll of the home school. The child is sole registered at the proposed school.
- Home school will transfer all data.
- Where a child has a Statement of SEN will be fully involved from the onset of a managed move discussion.