

# ITEM 5

## Hard to Place Protocol

### Purpose:

The purpose of the panel:

- to allocate a school placement for those pupils who are not on the roll of a school and who are difficult to place through existing procedures
- to ensure that such placements are fairly distributed across the city between all secondary schools including voluntary aided and foundation schools (and Academies) DfES Guidance on Hard to Place Pupils LEA/0316/2004

### Category of Need:

- Children Looked After
- excluded pupils
- PRU pupils ready for reintegration
- children whose parents have been unable to find a place after moving to an area because of shortage of places
- children withdrawn from schools by parents following a fixed term exclusion or other incident and unable to find another place
- children of refugee / asylum seekers
- children from homeless families
- children involved with YOS / ASB team or police
- traveller children

### Panel Membership and meetings:

- Senior Management Team representative from each secondary school
- Education Service representatives from Admissions, SEN, PRU, EWS
- Chair of Governors from secondary school as an observer, attending on a rotational basis
- the panel will meet once per half term to merge with the Managed Moves Panel meeting

## Principles:

- pupils in all categories of need except previous permanent exclusions should go through normal admissions processes before being brought to Hard to Place Panel. All permanently excluded pupils at KS3 and in the first term at Yr 10 will be placed through the panel. Pupils who are in later stages at Yr 10 and Yr 11 will only be brought in exceptional circumstances where they can successfully integrate into the exam programme
- parents may refuse the placement agreed by the panel and retain the right to apply directly to another school. If refused by the school the parent retains the right to appeal. The Local Authority would defend the school's decision, even if the school had places available. In the event of the appeal being successful the LA would count this towards the school's target of Hard to Place placements. Request for funding could then be made retrospectively at the next panel meeting
- appeals process must be completed before being brought to Hard to Place Panel
- pupils will be referred by Admissions, SEN and PRU only. Referrers will complete a Hard to Place referral form
- previously excluded pupils will be assessed by the PRU in accordance with the Reintegration Protocol against criteria for 'reintegration readiness'
- pupils whose behaviour is not currently suitable for reintegration will not be brought to the Hard to Place Panel and will be given alternative provision
- every secondary school including voluntary aided and foundation schools will agree to take a maximum of two Hard to Place pupils in an academic year, except for a school in special measures
- once a school has accepted a pupil through Hard to Place panel they will not normally take another pupil until all other schools have accepted one pupil
- if the school accepts a Hard to Place pupil and then permanently excludes the pupil within a year of the move no fine will be imposed
- the school will admit the pupil on to the school roll within a maximum period of one term. In the interim the pupil will be placed on the roll of the PRU and marked as 'education otherwise'
- within 2 weeks of the Hard to Place panel the school will arrange an induction meeting with relevant personnel, pupil and parents to plan the integration
- the reintegration will be supported by the school's link Behaviour Support Teacher and Specialist Education Welfare Officer
- normal transport rules will apply so that if the school is over three miles from the pupil's home the Authority will provide a bus pass
- the Local Authority will seek agreement to create a budget from April 06 through the Formula Consultation during the autumn term which would be allocated for support on an individual needs basis by the Hard to Place panel