



# **EDUCATION WELFARE SERVICE**

## **PROTOCOL FOR RE-INCLUSION OF PERMANENTLY EXCLUDED PUPILS IN NORTH SOMERSET**

June 2003



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## HEADLINE INFORMATION

- There were 38 permanently excluded pupils from North Somerset schools from September 2001 to July 2002.
- In the prior two years, there were 42 in each year. The Department for Education and Skills (DfES) target for North Somerset is 31 per year.
- Governing Bodies re-directed Headteachers on 10 occasions to re-admit pupils (2001 - 2002).
- There were 6 appeals to Independent Appeal Panels, and none were upheld (2001 - 2002).
- In the last two years, 80 pupils have been permanently excluded, and only 13 re-included directly back into mainstream schools.
- Placements take, on average, 72 days to agree.

Standards Fund guidance has altered over the two year period 2001 - 2003 prior to the termination of Standards Fund 201 (also known as the Pupil Retention Grant) in April 2003.

The Department for Education and Skills (DfES) took a clear stance in 2001/2002, and guidance stated that:

*"LEAs and schools are able to agree local procedures for using Pupil Retention Grant (PRG - the element of the SIPS funding devolved to schools) to support the education of pupils once they have been permanently excluded. Such agreements must not jeopardise LEAs' ability to provide full-time education for excluded pupils from September 2002. If local agreement cannot be reached, a school's allocation of PRG must be reduced by between £3,000 and £6,000 per annum for each pupil excluded permanently after 1 April 2002" .*

Guidance in 2002/2003 placed less emphasis on a penalty or fine, but continued to emphasise local agreements and partnership between the LEA and schools.

North Somerset Secondary Headteachers agreed to develop a local agreement with the LEA for managing permanent exclusions at a meeting in November 2002 and March 2003. Key points are listed below:

- The key principles and recommendations of "Social Inclusion" as described in DfEE Social Inclusion: Pupil Support Circular No. 10/99. These are:
  - Setting good habits early
  - Early intervention
  - Rewarding achievements
  - Supporting behaviour management
  - Working with parents
  - Involving pupils
  - Commitment to equal opportunities
  - Identifying underlying causes
  - Study support

(\*DfEE Social Inclusion: Pupil Support Circular No 10/99)

- A "rapid response" meeting can be called if a school feels that they may be in a position of considering a permanent exclusion. The Headteacher can request that a joint school and professionals' meeting is called on a Monday afternoon. Professionals will ensure that they can attend a meeting at 3:00 pm on a Monday afternoon. The objectives of the meeting would be:
  - Review the Pastoral Support Programme and ensure that all possible options have been considered
  - Agree and implement new strategies
  - Consolidate advice from school and outside professionals

Ideally, parents should be included and encouraged to participate. As a minimum requirement, parental agreement to a meeting must be sought and agreed in advance of the meeting.

The frequency of these meetings will be monitored in order to ensure that only the most urgent situations result in this type of response. Feedback will be sought to find out whether schools feel this is a helpful strategy.

- "Negotiated Transfers" will be a strategy adopted (if appropriate, based on the school's assessment of the young person's needs) in order to prevent permanent exclusions.
- North Somerset needs an equitable and transparent process for managing permanent exclusions.
- All North Somerset schools will consider permanently excluded pupils within a clear timeframe and according to this protocol.
- Within three days of a permanent exclusion, the excluding school will collate the following information:
  - Intervention records - Pastoral Support Programmes/Individual Education Plans (IEPs), including information about successful strategies

- Academic summary
  - Last school report
  - Attendance record
  - Identify a key person for liaison purposes
- It is accepted that parents have a right to express a school preference, and if there is a vacancy in the preferred school, it must be offered, even if this is not the school that has been offered under the agreement. The LEA have a duty to enter into discussions with parents/carers about their preferred option.
  - Any out of area excluded pupil received into a North Somerset school should be reported to the Principal Education Welfare Officer with a copy of the exclusion form as soon as the pupil is accepted onto the school roll. The Statutory and Complex issues Panel will consider all placements of excluded pupils with Statements. This will enable the LEA to seek necessary resources for a re-inclusion plan from the home LEA if at all possible. It will also allow some examination of trends.
  - North Somerset will operate a "one out, one in" policy (see [Appendix A](#)). The process will involve school representation and will be managed by the Principal Education Welfare Officer. It will be instigated from September 2003 and reviewed termly for the first year. The previous three terms will be used to calculate the level of permanent exclusions in each school. This will provide an opportunity to review and amend as required. The Statutory and Complex Issues Panel will identify placements and the Principal Education Welfare Officer (or representative) will discuss with appropriate Heads. Groups of Heads may wish to take up a local agreement, but decisions need to be made quickly and within the timescales. A local agreement would allow Headteachers in their area to consider who takes a specific excluded child. If no agreement is forthcoming within a set time period, then the school identified by the Statutory and Complex Issues Panel, and in accordance with this protocol, will be requested to take the young person.
  - The Principal Education Welfare Officer will provide data on which schools have accepted permanently excluded pupils on a termly basis, or more frequently if requested.
  - All participants in this process will need to respond within set and agreed timescales so that the re-inclusion process is managed more effectively. Timescales will be set out as [page 6](#) of this document.
  - Assistance with transport may be provided for any permanently excluded child where the nearest appropriate school, as determined by the Local Education Authority, is more than three miles from the home address, or where the appropriate walking route (as determined by the Local Education Authority) is deemed to be exceptionally hazardous.

## WORKED EXAMPLE

Example - Schools
Meadowhall
Bluewater
Cathedral School
St. Thomas'

A pupil is permanently excluded from Bluewater:

- Governors uphold the decision.
- Papers referred to the Statutory and Complex Issues Panel, which identifies that a mainstream placement is required.
- School identified as Meadowhall.
- Information sent to Meadowhall and copies sent to other schools for information.
- An opportunity for Heads in this group to agree a local arrangement.
- If Meadowhall remains the identified school and takes the young person, then Meadowhall are placed at the bottom of the category. If Cathedral School decide to take the pupil, then Meadowhall remain at the top of the category and are likely to receive the next permanently excluded child, and Cathedral School are placed at the bottom of the category.
- Local agreements would need to be agreed by the Local Education Authority, as there is likely to be a transport and funding implication.
- If the parents opt for St. Thomas' as a parental preference, and the school has places, then the family would be given the choice of the identified school and St. Thomas'. Whichever school the child is placed in will be placed at the bottom of the category, and therefore less likely to receive an excluded child for a period of time.

### PROTOCOL FOR THE RE-INCLUSION OF PERMANENTLY EXCLUDED PUPILS

Exclusion papers considered by the Statutory and Complex Issues Panel to determine whether a mainstream placement is appropriate. A recommendation for Education Other Than At School provision can be considered and made at this Panel.

Schools are ranked according to the number of permanent exclusions over the previous three terms.

Following a permanent exclusion, the school's name goes to the top of the list to receive. Placements will be identified at either of the two schools at the top of the category. Consideration will need to be given to transport implications as part of the decision process.

Following re-inclusion of any permanently excluded pupil, the school's name goes to the bottom of the list.

There will be two lists: one for the South of the Local Education Authority and one for the North.

There may be occasions when pupils move across the North/South Groupings.

Children looked after by the Local Authority will be prioritised - there is guidance from the Department for Education and Skills (DfES 2000) stating that a new school is identified within 20 school days.

Schools that do not exclude in 2002/2003 will be placed in the non-excluding category. These schools will not be expected to receive excluded pupils under this agreement. If a non-excluding school subsequently excludes, then the school is placed in the excluding category.

**PROCESS FOR PLACEMENT OF PERMANENTLY EXCLUDED CHILDREN**

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
School inform Principal Education Welfare Officer - Form completed by school and sent to EWS to put on agenda for Statutory Complex Issues Panel. School provide the young person with appropriate work and contact with Connexions PA.	<p>Papers reviewed at next Statutory Complex Issues Panel</p>					
<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
Information requested from excluding school.				Information received from excluding school		
<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
Latest day that this can be fixed. May be earlier. Governors panel uphold permanent exclusion	<ol style="list-style-type: none"> <li>1. New school identified</li> <li>2. Information sent to all schools in group (decision required within 7 days)</li> <li>3. Allocated Audit Funding to follow the pupil</li> </ol>					
<b>Day 22</b>	<b>Day 23</b>	<b>Day 24</b>	<b>Day 25</b>	<b>Day 26</b>	<b>Day 27</b>	<b>Day 28</b>
Decision made either by school's local agreement or the named school. Head of Inclusion informed of decision.	<p>Parents invited to school to arrange inclusion process. Child placed on roll.</p>					

Progress monitored through weekly SCIP Panels for first month and then by EWO linked to school.

## CONTACTS

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