

PROTOCOL FOR PLACING PUPILS FOLLOWING PERMANENT EXCLUSION

This protocol outlines the procedures followed when pupils are permanently excluded from schools in Herefordshire. Although few schools welcome the idea of accommodating pupils excluded from other schools, this protocol aims to clearly set out the process so that it is transparent for all to see.

Primary

Following a first permanent exclusion, primary pupils will receive home tuition or a period in the Brookfield intervention class, if appropriate, until a place in another school is found. In those cases where a placement in another primary school is appropriate the school is identified taking the following criteria into account:

- Places available;
- Geographical location;
- Parental preference;
- Class size;
- Local issues, for example number and nature of pupils with SEN.

When a school is identified, there is a period of negotiation with the Headteacher and the Governors. Normally there will be a planned period of reintegration. Characteristics of such a plan will include:

- a gradual build-up of time in the school with continued home tuition or attendance at the Brookfield intervention class;
- a programme of support, advice and guidance offered to the school;
- regular reviews.

For primary pupils who have been permanently excluded twice, a placement in another primary school is not usually appropriate.

Secondary

Following a first permanent exclusion, students in Years 7, 8, or 9 or in the first term of year 10, will be placed, on a temporary basis, at the Reintegration Support Base (RSB). The RSB is located on the same site as, but is separate from, the Aconbury Centre. The RSB provides education while a longer-term placement is arranged. In addition, it can carry out assessments of students to help plan for the next stage of their education.

Following a stay at the RSB, students are placed either in high schools following the agreed Cluster System, or transfer to a PRU or special school. Students placed in a school using the Cluster System normally follow an agreed reintegration programme (often outlined in a Pastoral Support Programme) involving a gradual build-up of time in school and a programme of continuing support.

The Cluster System is a process that aims to meet the needs of permanently excluded secondary students around the county in a fair and manageable way. The system was reviewed in 2003 by a group of secondary headteachers. Factors taken into account when identifying a school include:

- Geographic location;
- Size of school;
- Numbers of students excluded from school;
- Date when last excluded student placed;
- Local factors, for example, serious family problems.

For students beyond their first term in Year 10 or have had two permanent exclusions, another high school is not usually appropriate. For these students, placement in a PRU or special school, if appropriate, is usually the best option.