



**Leicester
Partnership
School**



**Leicester
City Council**

Admissions Policy

Schedule for Development, Monitoring and Review	
Approved by governors on:	24 th March 2022
Implementation monitored by:	Shaun Whittingham
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	
The next review of this policy:	March 2023

Contents

Pupil Admission Numbers & Arrangements:

Categories of pupils referred to the Leicester Partnership School (LPS):-

- 1. Pupils at risk of permanent exclusion who have been referred to the LPS for pre-exclusion support.**
- 2. Pupils who have received a fixed period exclusion from their mainstream school of more than 5 days.**
- 3. Permanently excluded city resident pupils requiring education from the 6th day of their permanent exclusion.**
- 4. Permanently excluded city resident pupils requiring education from the 6th day of their permanent exclusion from an out of city school.**
- 5. Permanently excluded pupils who have reached their effective date of permanent exclusion.**
- 6. Permanently excluded pupils whose exclusion has been overturned at the Independent Review Panel.**

Additional and Complimentary Procedures:-

- Admissions Meetings**
- Back to School Meetings**
- Review Meetings**
- Exit Meetings**
- Pupils on Vocational Placements**
- Removal of a Pupil from their School Roll**

Leicester Partnership School (LPS) – Pupil Admission Numbers

Each year the LPS negotiate the number of places that it will provide with the Local Authority and secondary mainstream schools. Currently the LPS provide the following numbers and categories of placement.

Key Stage	Type of Placement	Number of places [FTE]
KS3	Dual registration or Permanent Exclusion	70
KS 4	Dual registration or permanent exclusion	40

The LPS receives its funding from the Local Authority. This funding is based on the agreed number and type of places to be commissioned by the Local Authority

All of the above place numbers are subject to on-going variation as the LPS is required to be flexible in its approach and to adapt to the changing needs of both the LA and mainstream schools.

In addition the LPS also assists schools to identify suitable alternative vocational placements for students requiring additional support. [The numbers of students accessing these vocational programmes over an academic year can vary considerably and all students remain on the roll of their mainstream school and their mainstream school is expected to both fund and monitor these placements].

There are at present 6 categories of Pupils who are referred to the **LPS**, these are as follows:-

1. Pupils at risk of permanent exclusion who have been referred by their school to the Leicester Partnership School for pre-exclusion support.
2. Pupils who have received a fixed period exclusion from their mainstream school of more than 5 days and who have been referred by their mainstream school to the Leicester Partnership School for on-going pre-exclusion support.
3. Permanently excluded City resident pupils requiring education from the 6th day of their permanent exclusion. (Prior to the effective date of exclusion the pupil remains on the school's roll)
4. Permanently excluded City resident pupils requiring education from the 6th day of their permanent exclusion from an out of City school. (Prior to the effective date of exclusion the pupil remains on the school's roll)

5. Permanently excluded City resident pupils who have reached their effective date of permanent exclusion. (From City & County schools)
6. Permanently excluded pupils following a direction to reconsider, unless within ten school days of receiving notice of the panel's decision, the governing board decides to reinstate the pupil an adjustment may be made to the school's budget in the sum of £4,000 if the panel has ordered this. In the case of an academy, the school would be required to make an equivalent payment directly to the local authority in which the school is located. This payment will be in addition to any funding that would normally follow an excluded pupil..

1. Pupils at risk of permanent exclusion who have been referred to the Leicester Partnership School for pre-exclusion support.

Pupils referred to the Leicester Partnership School for pre-exclusion support will remain on the roll of their mainstream school and when attending an LPS Education Centre will be **Dual Registered**. The Leicester Partnership School will monitor their attendance and report this to the mainstream school who will also keep an attendance register for the pupil.

If during their placement the pupil commits an offence which would normally warrant a fixed period exclusion the Leicester Partnership School will inform the mainstream school to discuss an appropriate course of action.

Appropriate action may include:-

- Providing the pupil with an **“Alternative Interim Package of Support”** *
- The mainstream school agreeing to fix period exclude the pupil and issuing the appropriate exclusion letter and recording the exclusion. If this fixed period exclusion is for more than 5 days the mainstream school will be responsible for providing provision for the pupil from the 6th day of exclusion. It may be possible for the LPS to support the school in providing this provision.

**An alternative interim package of support must be agreed with the referring school and the parents / carers of the pupil. An alternative interim package of support may include a personalised learning or virtual learning programme.*

2. Pupils who have received a fixed period exclusion from their mainstream school of more than 5 days and who have been referred by their mainstream school to the LPS for on-going pre-exclusion support.

It is often the case in such circumstances that the school feels unable to accept the pupil back into school until review of progress and arrangements indicates that the pupil is ready to return for some or all sessions.

Whenever possible it is better in these circumstances for the school to fix period exclude the pupil for the minimum number of days possible in the first instance but allow sufficient time for a multi-agency PSP or Early Help meeting to be convened (e.g. 6 - 7 days).

If it is agreed, at the PSP/Early Help meeting, that the pupil will attend LPS's provision from the 6th day it needs to be pointed out that while this support overlaps with the period of the fixed period exclusion, and if the pupil behaves in a manner that would normally warrant a fixed period exclusion from the LPS, the placement will be deemed to have broken down and the mainstream school will be responsible for providing the pupil with education provision until the end of the fixed period exclusion.

Minimising the number of days of the initial fixed period exclusion obviously reduces the potential period of over lap and minimises the chances of this occurring. If a pupil's LPS placement breaks down during a period where their school's fixed period exclusion and the provision provided by the Leicester Partnership School overlap, the mainstream school may wish to provide the pupil with an alternative interim package of support*. However, this interim provision should be for as short a period of time as possible and a suitable education programme for the pupil should be agreed as soon as possible.

Once the period of the initial fixed period exclusion has expired the pupil can be managed in the same manner as that described in Category 1 - *Pupils at risk of permanent exclusion who have been referred to the Leicester Partnership School for pre-exclusion support.*

3. Permanently excluded City resident pupils requiring education from the 6th day of their permanent exclusion:

From the 6th day of the permanent exclusion the pupil will be offered a suitable programme of education from the Leicester Partnership School. This programme will be provided by either the LPS's KS3 or KS4 Education Teams. The Service will liaise with the parents/carers and invite the pupil and the parent in for an initial meeting. At this initial meeting a parental agreement will be signed and the pupil will be allocated to a group / programme and provided with a timetable.

The pupil will remain on the roll of the excluding school until such time as the **effective date of permanent exclusion** is confirmed (i.e. after the Governors' Disciplinary meeting has been held and the appeal period has ended). This appeal period may not apply if the parent / carer indicates that they do not wish to appeal against the exclusion. During this period of time, if the parent refuses to register their child, they will be a **Guest Pupil** with the Leicester Partnership School and the Service will monitor the pupil's attendance and will inform the excluding school of the pupil's attendance through Collaborative Learning Manager (CLM). The excluding school will be required to continue maintaining an attendance register for the pupil. If the parents agree to register their child they will be **Dual Registered** with the LPS

If, during this period of time, the pupil's placement breaks down (i.e. the pupil behaves in a manner that would normally warrant a fixed period exclusion) the Leicester Partnership School will arrange for the pupil to have temporary alternative provision. This arrangement will be limited to as short a period as possible and arrangements for the pupil to return to their placement within the LPS will be made as soon as possible. Once the effective date of permanent exclusion has been reached the pupil will be placed on the roll of the Leicester Partnership School. In most cases the pupil will already be receiving a suitable education programme. [NB: In the event that the parent refuses to register their child at LPS, whilst still on roll, the main school should record unauthorised absence and pursue the non-attendance at LPS through the usual school process. This would also be the case where the parent has registered the child at LPS and there is nonattendance with no satisfactory reason provided. In the event that the parent has refused to register the child at LPS, when the effective date of exclusion is reached and the child is removed from the main school roll, the School Attendance Order should begin with LPS being the school named in the process. The responsible EWO will be the EWO who has the child's case open as a child missing from education following a referral to the EWS by LPS]

4. Permanently excluded City resident pupils requiring education from the 6th day of their permanent exclusion from an out of City school.

Pupils who are permanently excluded from out of City schools and who are City resident are the responsibility of the LPS, acting on behalf of the City Behaviour Support Service, from the 6th day of their exclusion (However, this is dependant on the County Exclusions Team receiving notification and informing City exclusions team within appropriate timescales). **The pupil will remain on the roll of the excluding school** until such time as the **effective date of permanent exclusion** is confirmed (i.e. After the Governors' Disciplinary meeting has been held and the appeal period has ended) This appeal period may not apply if the parent / carer indicates that they do not wish to appeal against the exclusion. During this period of time the pupil will be recorded as a Guest Pupil with the Leicester Partnership School and the Service will monitor the pupil's attendance and will inform the excluding

school of the pupil's attendance. The excluding school will be required to continue maintaining an attendance register for the pupil.

If, during this period of time, the pupil's placement a breaks down (i.e. the pupil behaves in a manner that would normally warrant a fixed period exclusion) the Leicester Partnership School will arrange for the pupil to have temporary alternative provision. This arrangement will be limited to as short a period as possible and arrangements for the pupil to return to their placement within the LPS will be made as soon as possible.

Once the effective date of permanent exclusion has been reached the pupil will be placed on the roll of the Leicester Partnership School. In most cases the pupil will already be receiving a suitable education programme. [NB: In the event that the parent refuses to register their child at LPS, whilst still on roll, the main school should record unauthorised absence and pursue the non-attendance at LPS through the usual school process. This would also be the case where the parent has registered the child at LPS and there is nonattendance with no satisfactory reason provided. In the event that the parent has refused to register the child at LPS, when the effective date of exclusion is reached and the child is removed from the main school roll, the School Attendance Order should begin with LPS being the school named in the process. The responsible EWO will be the EWO who has the child's case open as a child missing from education following a referral to the EWS by LPS]

5. Permanently excluded pupils who have reached their effective date of permanent exclusion.

Once the effective date of permanent exclusion has been reached (and confirmed in writing by the City exclusions team) the pupil will be placed on the roll of the LPS. In most cases the pupil will already be receiving a suitable education programme.

If during their placement the pupil commits an offence which warrants a fixed period exclusion the LPS will inform their parents / carers in writing within a period of 24 hours (Using the LA's standard exclusions letter). [NB: In the event that the parent refuses to register their child at LPS, whilst still on roll, the main school should record unauthorised absence and pursue the non-attendance at LPS through the usual school process. This would also be the case where the parent has registered the child at LPS and there is nonattendance with no satisfactory reason provided. In the event that the parent has refused to register the child at LPS, when the effective date of exclusion is reached and the child is removed from the main school roll, the School Attendance Order should begin with LPS being the school named in the process. The responsible EWO will be the EWO who has the child's case open as a child missing from education following a referral to the EWS by LPS]

6. Permanently excluded pupils whose exclusion has been overturned at the Independent Review Panel (IRP) and the IRP has recommended a rehearing by Governors.

Following a direction to reconsider, unless within ten school days of receiving notice of the panel's decision, the governing board decides to reinstate the pupil an adjustment may be made to the school's budget in the sum of £4,000 if the panel has ordered this. In the case of an academy, the school would be required to make an equivalent payment directly to the local authority in which the school is located. This payment will be in addition to any funding that would normally follow an excluded pupil.

In these circumstances the pupil remains on the roll of their mainstream school and the school is required to maintain an attendance register for the pupil until the rehearing has taken place. The LPS will support the pupil on the basis that it is offering pre-exclusion support and will therefore be managed in the manner described in Category 4 above.

If Governors do not reinstate an immediate referral, under the paired Access Protocol, to the EIP SPP is necessary to source an immediate alternative school placement. For registration purposes the pupil will be Dual Registered, unless the parent has refused to register the child at LPS in which case the child is considered to be a child missing from education and LCC School Admissions and Education Welfare processes will apply as relevant.

Additional & Complimentary Procedures:-

Admissions Meetings:

All pupils will be required to attend an Admissions Meeting (Interview) when referred to LPS. If still on the roll of a mainstream school a representative from the school and Parents / Carers are required to attend these meetings. At this meeting pupils and their parents / carers will be provided with a tour of the Centre and required consent documentation will be completed. If still on the roll of a mainstream school, school representatives will discuss and agree with LPS staff the exit strategy and sign the appropriate documentation detailing this strategy.

Back to School Meetings:

Following a period of exclusion pupils and their parents / carers are required to attend a Back to School Meeting. At this meeting a discussion will take place about how best to provide the pupil with a suitable educational programme.

Review Meetings:

All pupils have a review meeting at least every 6 weeks. Representatives from the referring school and parents/carers are required to attend these meetings. At this meeting the student's personalised learning plan detailing attendance, behaviour, progress and achievements will be discussed. Where problems are identified suitable support arrangements will be discussed and agreed. The planned exit strategy for a pupil will also be reviewed at this meeting and where necessary a revised exit strategy discussed and agreed.

Exit Meetings:

All pupils have an exit meeting at the end of their agreed programme. Representatives from the referring school and parents/carers are required to attend these meetings. At this meeting the pupil's post LPS placement arrangements are discussed and finalised. Any on-going support arrangements are also agreed. It is expected that pupils, their parents / carers and a school representative attend this meeting.

Pupils on Vocational Placements:

Permanently excluded pupils, accessing vocational placements remain on the roll of the LPS.

Pre-excluded pupils remain on the roll of their referring school and are **NOT Dual Registered** with the Leicester Partnership School. However, the LPS will inform schools of their pupils' attendance through Collaborative Learning Manager (CLM) to assist them in maintaining an attendance register for their pupils. [NB: Permanently excluded pupils for whom the process is ongoing remain on the roll of their referring school. Where the parent has registered them at LPS, they are **Dual Registered** with LPS. Where parents refuse to register the pupil with LPS, the pupil should be registered as a guest pupil only. In both cases, LPS will inform schools of their pupils' attendance through Collaborative Learning Manager (CLM) to ensure they are aware of the attendance and also, to assist them in maintaining an attendance register for their pupils who are guest status only].

It is expected that pupils accessing vocational provision will be subject to a pastoral support plan (PSP) from a mainstream school and therefore subject to an ongoing programme of support and review meetings which the Leicester Partnership School will attend as required.

All pre-exclusion referrals to Leicester Partnership School Centres will be at PSP level 2b for those students accessing part time provision and PSP Level 3 for students who will access fulltime placements within the LPS.

Admission to Leicester Partnership School provision cannot take place without an appropriate PSP meeting taking place. Schools will also be required to provide an **Information Passport** containing appropriate referral information.

Removal of a Pupil from their school roll:

Schools are required to inform the Leicester Partnership School if a pupil is removed from their roll (i.e. if they move out of Authority, transferred to another school or their status changes). In such circumstances the pupil will either remain dual registered with the LPS, if this is agreed by the Behaviour and Attendance Partnership (BAP) and receiving school or will be removed from the LPS's roll with the agreement of the BAP and the receiving school. Pupils on vocational placements will either remain on placement at the request of the BAP and receiving school or will be removed from placement at the request of the BAP and receiving school.