

Terms of Reference

Nyland PRU Two-Day Placement Panel

Purpose

To provide a fair, transparent and consistent process for considering referrals to the Nyland PRU Two-Day Placement Provision and allocating available places based on agreed criteria.

Membership

- 2 Nyland School staff (providers).
- 1 member SEMH Support Team (expert view on some referrals).
- Swindon Borough Council staff (commissioners).
- 3 Swindon primary school headteachers (independent users).

Role of the Panel

- Review completed and signed referrals against the agreed criteria.
- Determine whether a placement is appropriate and beneficial.
- Ensure equitable allocation of available places.
- Support the prevention of permanent exclusion where appropriate.

Referral Criteria

- The referring school has evidenced a graduated response to the presenting needs.
- The pupil's needs are sufficient to warrant a placement.
- The placement is likely to benefit the pupil.
- The pupil is likely to access the provision offered.
- The placement is likely to prevent or reduce the risk of permanent exclusion.

Eligibility

- Any pupil in a Swindon Primary School between Years 1-6 who is at risk of permanent exclusion.
- Reception-aged children will not be considered as they may not yet be fully settled into school and may not have the appropriate social skills to access placement.

Allocation of Places

- Where referrals exceed available capacity, eligible pupils will be ranked according to need.
- The ranking process will be applied consistently and transparently to ensure places are allocated to pupils with the greatest level of need and potential benefit.

Decision Making

Panel decisions should be reached by consensus wherever possible and recorded with a clear rationale.

Meetings

- Panel meetings will take place 3 times per year.
- Panels will be postponed if there is no independent representation from Swindon Headteachers or SBC representatives. Panel will take place if one of these groups is represented.
- It is the expectation that panel members attend, fully prepared and able to contribute to discussions.

Review of Terms of Reference

These Terms of Reference will be reviewed annually, or sooner if required by operational changes.