



## **ADMISSION PATHWAY To a SHORT STAY SCHOOL/PRU**

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# Admission Pathway to a Staffordshire Short Stay School / Pupil Referral Unit (PRU)

This document sets out the categories of pupils who are eligible for admission to a Staffordshire Short Stay School or Pupil Referral Unit.

If there are any concerns or queries –either general or related to individual cases, please contact the District Inclusion Officers who will provide guidance.

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Intranet: <http://education.staffordshire.gov.uk/Pupil-Support/SEN-and-Vulnerable-Children/Policies-and-Guidance.aspx>

Staffordshire Cares Local Offer:  
<http://www.staffordshirecares.info/pages/my-disability/children-additional-needs/send-reforms/Local-offer/Governance/Strategy-and-Policies.aspx>

Email: [send.tippingst@staffordshire.gov.uk](mailto:send.tippingst@staffordshire.gov.uk)

## Admission Pathway to a Staffordshire Short Stay School / Pupil Referral Unit (PRU)

The District Inclusion Partnerships (DIP) have been established to act as the “managers” of the school community in regard to inclusion and therefore admissions to a PRU would be in the majority of situations facilitated through the DIP. The Chair of the DIP will have ‘Power to Act’ between Partnership meetings when decisions are required urgently, i.e. placement of Looked after Children (LAC) or pupils who have statements of SEN or Education Health and Care Plan (EHCP).

Please note that any LAC from another LA who is new to the authority, the school/PRU must ensure Staffordshire’s Virtual School (VS) Headteacher is notified in the first instance as well as the School Admissions and Transport Team. [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

If a pupil referred for a PRU placement has a statement of SEN or EHCP then the SEND Assessment and Planning Service must be involved in any discussions or meetings. [sendreferrals@staffordshire.gov.uk](mailto:sendreferrals@staffordshire.gov.uk).

**There are 6 categories of pupils who are eligible for admission to a PRU.**

### **Main Roll of PRU -**

- 1. Permanent Exclusion**
- 2. Exceptional Admissions – no catchment school identified**
- 3. Medical Condition**

### **Dual Roll to PRU -**

- 4. Pupil at Risk – Intervention**
- 5. Medical Condition**
- 6. Support as part of a Managed Move**

All placement requests will require the completion of the relevant PRU’s Admissions form and schools should ensure that pupil’s CTF file (see Appendix A) is forwarded in advance of an agreed admission date. Good practice would support all pupils accessing a PRU placement should have an Early Help Assessment (EHA) in place.

<http://www.staffordshire.gov.uk/community/community/Papers-Policies-and-Procedures.aspx>

Schools and PRUs should take into account the DIP Protocol when proposing pupils for placement. <http://education.staffordshire.gov.uk/Pupil-Support/SEN-and-Vulnerable-Children/Policies-and-Guidance.aspx>

No pupil should be transferred to the main roll/single registration of a PRU for any other reason as outlined below as this may constitute unlawful exclusion and the LA will **not** provide the planned place or Element 3 (TRIG-8) funding to the PRU in such circumstances..

Schools accessing dual roll/subsidiary roll placements will be charged the Element 3 top up funding in line with the High Needs Top-up Assessment Framework TRIG-8.

[http://education.staffordshire.gov.uk/Pupil-Support/SEN-and-Vulnerable-Children/Pupil-Referral-Units-\(PRUs\).aspx](http://education.staffordshire.gov.uk/Pupil-Support/SEN-and-Vulnerable-Children/Pupil-Referral-Units-(PRUs).aspx)

## Eligibility & Mechanism for Pupils accessing a **Main Roll/Single** Registration placement at a PRU

Category	Initial Contact	Paperwork Required	Action
<p><b>Permanent Exclusion</b></p> <p><a href="http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/Exclusions/Supportforexclusions.aspx">http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/Exclusions/Supportforexclusions.aspx</a></p>	<p>Entrust District Inclusion Officer (DIO) is advised by excluding school of the permanent Exclusion</p>	<p>Excluding school to complete the Notification of Permanent Exclusion and return to <a href="mailto:deborah.wright@entrust-ed.co.uk">deborah.wright@entrust-ed.co.uk</a></p> <p>The relevant PRU's Admission Form must be completed by the DIO</p>	<ul style="list-style-type: none"> <li>• DIO liaises direct with the PRU Headteacher to ensure education is provided from day 6 following permanent exclusion.</li> <li>• For KS3 pupils a mainstream school must be identified and this is facilitated through the DIO unless exceptional circumstances apply .</li> <li>• For KS4 pupils a mainstream placement may be sought for pupils who are deemed able to achieve within a high school setting</li> <li>• In the unlikely rare circumstances of the exclusion of a LAC being considered then the Personal Education Plan (PEP) must take place including the Social Worker or VS from the pupil's Home LA</li> <li>• A package funding request may be considered (please see TRIG-8 document for process) in exceptional circumstances eg siblings, perpetrators &amp; victims on same site</li> </ul>
<p><b>Exceptional Admissions – no catchment school identified</b></p>	<p>All exceptional admissions will be agreed jointly by the Principal Admission Officer and the Senior Commissioning Manager - SEND</p> <p>Where no school has been identified the Education Welfare Worker (EWW), DIO,</p>	<p>The agreed lead officer who must complete DIP referral form which has to be sent to the Chair of DIP 7 days before the DIP meeting.</p> <p>In addition the relevant PRU's Admission Form must be</p>	<ul style="list-style-type: none"> <li>• If LAC then the PEP must take place including the SW or VS from the pupil's Home LA</li> <li>• If appropriate a multi-agency meeting must include the catchment mainstream school representative, DIO and PRU to establish school placement</li> </ul>

	<p>Social Worker (SW), VS Headteacher/Coordinators, Principal Admissions Officer or the Children Missing Education Officer may identify pupils in exceptional circumstances for PRU placement but the usual protocol should be that children are placed on the roll of their catchment area school in order to access provision at the PRU.</p>	<p>completed by the agreed lead officer</p>	<ul style="list-style-type: none"> <li>• DIP to report back on outcome of placement</li> <li>• A package funding request may be considered in exceptional circumstances eg siblings, perpetrators &amp; victims on same site</li> </ul>
<p><b>Medical Condition</b></p> <p>Under the DfE's Medical Guidance Jan 2013 and Sept 2014 - If a pupil's medical/psychological condition prevents them from being able to access school before ceasing to be of compulsory school age and is supported by a Designated Medical Officer <sup>1</sup> and with parental agreement</p>	<p>The pupil's home school to liaise direct with the PRU Headteacher and inform the EWW, School Admissions and Transport and the Senior Commissioning Manager – SEND with evidence of parental agreement and DMO written information.</p> <p>If the pupil is LAC then notification to the VS is required in line with statutory guidance promoting the education of LAC pupils.</p>	<p>Pupil's home school to lead on the completion of the EHA</p>	<ul style="list-style-type: none"> <li>• PRU to confirm that DfE guidance criteria has been fully met and LA Commissioner and Entrust representative informed in advance of any admission agreement.</li> <li>• Pupil's home school to liaise direct with the PRU to ensure coordinated response including parents/carers and agreement of school/PRU roll status</li> <li>• If LAC then the PEP must take place including the SW or VS form the pupil's Home LA</li> <li>• A Package funding request may be considered in exceptional circumstances</li> </ul>

<sup>1</sup> If a medical officer is not in place then the certification must be provided by a qualified medical specialist with knowledge and experience of the conditions affecting the child, and who is not involved directly in treating or caring for the child in question. S/he must provide written information to state clearly that the child will not be well enough to return to school before ceasing to be of compulsory school age

## Eligibility & Mechanism for Pupils accessing a **Dual Roll/Current Subsidiary** placement at a PRU

Category	Initial Contact	Paperwork Required	Action
<p><b>Pupil at Risk – Intervention</b></p> <p>Pupil's causing concern where their education placement is at risk and an intervention placement is sought for a short term</p>	<p>Schools raise pupils at risk of exclusion through their DIP and linking with their DIO.</p> <p>If the pupil is LAC then notification to the VS is required in line with statutory guidance promoting the education of LAC pupils.</p> <p>NB. LAC should not wait for DIP where this may put delay into the system</p>	<p>Pupil's home school to lead on the completion of the EHA alongside the DIP referral form which has to be sent to the Chair of DIP 7 days before the DIP meeting of if necessary at the PRU discretion with Chair agreed. For LAC pupils the home school to convene a PEP For EHCP/Statemented pupils an early annual review should be considered</p>	<ul style="list-style-type: none"> <li>• PRU intervention agreed at DIP taking into account the prioritisation of vulnerable pupils.</li> <li>• PRU liaises direct with pupil's home school regarding admission</li> <li>• At end of agreed intervention the pupil should return to full-time attendance at their home school or named school</li> <li>• Schools should consider a request for support with the Local Support Team (LST) or other provider of appropriate service</li> </ul>
<p><b>Medical Condition</b></p>	<p>The pupil's home school to liaise direct with the PRU Headteacher and inform the DIO and EWW.</p> <p>If the pupil is LAC then notification to the VS is required in line with statutory guidance promoting the education of LAC pupils.</p>	<p>Pupil's home school to lead on the completion of the EHA and ensure pupil is included on the DIP Database through referral to the DIP</p>	<ul style="list-style-type: none"> <li>• The PRU can support, advise and signpost the pupil's home school to ensure full access to education but this remains the responsibility of the pupil's home school.</li> <li>• <b>However, best practice in Staffordshire is that mainstream schools manage most cases independently without the need of PRU intervention</b></li> </ul>
<p><b>Support as part of a Managed Move</b></p> <p>See DIP Protocol document for advice and guidance on managed moves</p>	<p>Schools can raise pupils identified for a managed move through their DIP. Agreements between schools can include support from the PRU. DIOs and EWWs to be informed.</p> <p>If the pupil is LAC then notification to the VS is required in line with statutory guidance promoting the education of LAC pupils.</p>	<p>School to complete DIP referral form which has to be sent to the Chair of DIP 7 days before the DIP meeting.</p>	<ul style="list-style-type: none"> <li>• Details of support required from PRU, if applicable and must be included within written managed move agreement between schools and agreed at DIP meeting when prioritising pupils within district.</li> <li>• Please refer to DIP Protocol on advice and protocol regarding managed moves</li> </ul>

## Recording Dual Registered Pupils'

### Enrolment Statuses and Absence Codes Enrolment Status

#### Enrolment Status

A pupil will generally have one of the following enrolment statuses recorded on your MIS system:

'C' (current - single registration at this school)

'M' (current main - dual registration)

'S' (current subsidiary - dual registration)

#### Recording Absence Correctly for Dual Registered Pupils

To avoid the double counting of attendance and absence for pupils who are registered at more than one school (referred to as 'dual registered'), each school will need to ensure they:

record the attendance and absence for the sessions the pupil is required to attend at their school

use code 'D' (dual registered at another educational establishment) to record all of the sessions that the pupil is due to attend at the other school

Attendance code 'D' is not collected in the school census as it is not counted as a possible session. The number of 'sessions possible' for a dual registered pupil against the main school should exclude those when the pupil is due to attend the subsidiary school and vice versa. (source: School census 2015 to 2016 Guide, version 1.5)

#### Examples

Pupil A holds a Main Dual (M) registration at a secondary school, and a Subsidiary Registration (S) at a Pupil Referral Unit (PRU). The pupil attends the PRU on Fridays only. The secondary school will therefore mark the child as absent on Fridays with a code of 'D', and the PRU will mark the pupil as absent Monday to Thursday using the 'D' absence code. Use of other absence codes in these circumstances may artificially increase percentage absence rates for your school/PRU.

Pupil B is present at an off-site educational activity that has been approved by the school. The school record this absence as code 'B'; DfE guidance states that by doing this the school is certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.

Further guidance around attendance published by the DfE can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Staffordshire's Model Attendance policy can be found at <https://www.entrust-ed.co.uk/Resources/behaviourandsafety/Taylor%20Review/Forms/AllItems.aspx>



## Common Transfer File

Extract below taken from the DfE's CTF 13 guide, version 1.0, June 2013

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270497/ctf\\_13\\_guide\\_v\\_1\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270497/ctf_13_guide_v_1_0.pdf)

### Statutory obligation

All schools maintained by a local authority in England are required when a pupil ceases to be registered at their school, and becomes a registered pupil at another school in England or Wales, to send a CTF to the new school. Schools maintained by a local authority include all phases – e.g. nursery, primary, secondary – and types of schools – e.g. special schools and pupil referral units (PRUs). PRUs are legally defined as schools and so references to schools in this document should be regarded as also applying to PRUs.

Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school.

Where a pupil transfers to a new school in Scotland, or Northern Ireland the old school in England is still required to send a CTF.

The statutory obligation on schools in England to send CTFs is set out in the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument (S.I.) and subsequent amendments in The Education (Pupil Information) (England) (Amendment) 2008. There is equivalent legislation for Wales.

### Importance of sending CTFs

Below are just some of the reasons why and circumstances when it is important for a school to send CTFs for pupils that are transferring to other schools.

- Pupil welfare - The transfer of CTFs enable pupils moving schools to be kept track of and ensures they do not go missing from the system. The transfer of CTFs also ensures that important information such as details of a pupil's special educational needs are immediately available to the new school.
- Maintaining pupil progress using prior attainment - CTFs contain details of a pupil's prior attainment. A new school can use this information to inform their planning for the pupil's continuing education. Using this knowledge of prior attainment, the school is better able to meet the individual needs of each pupil with greater accuracy and maintain the momentum of their learning.