





# Bradford Central PRU

## Admissions Arrangements & Placement Management

Policy agreed by Staff on:	9 May 2017
Ratified by full Management Committee:	9 May 2017
Review Date:	Summer 2018
Agreed Frequency of Review:	Annually
Allocated Group / Person to Review:	Full MC
Signed by Chair:	
Signed by Headteacher:	

## **Background / Purpose**

Bradford Central PRU fulfils a key role in the support of secondary-aged pupils at risk of permanent exclusion. In previous years, the centres were log-jammed with the long-term placement of permanently-excluded pupils who had limited opportunity of returning to mainstream education. Since the establishment of the Behaviour and Attendance Collaboratives (BACs) in September 2007, arrangements have been made for the 50 prevention placements, available at the centres to be distributed across the three BACs and for the co-ordination of such placements to be undertaken by the weekly Inclusion Managers meeting. The purpose of such placements is to enable pupils to acquire skills which allow their continued access to mainstream education and reduce the number of pupils experiencing permanent exclusion.

The placement management of pupils in the centres has been refined and improved as a result of collaborative work undertaken by the Bradford Central PRU Working Group. This has helped to inform the following processes and practices. In addition self-evaluation takes place to accurately evaluate the impact of prevention placements.

## **Policy Objectives**

The transitional management of pupils into and out of the centres is a joint enterprise between the Heads of Centre, BAC representatives and Inclusion Officers. This policy defines how placement management of pupils will be undertaken.

## **Procedures and Practices**

- Aireview and Jesse Street will make available 25 prevention placements each, of a nominal duration of eight weeks, to the BACs and will manage placement arrangements which maximise the capacity of the centres.
- The school is responsible for submitting referrals to their BAC for their pupils. These will have the appropriate evidence and paperwork to support an effective placement.
- The BACs will scrutinise the referral documentation, including a pupil's record of progress through the 7 Level Behaviour Framework, from each referring school, to inform the discussion on placement.
- Each BAC will propose appropriate referrals. These will be scrutinised by the Inclusion Officers and Heads of Centre, and if appropriate, accepted for a placement.
- The Headteacher of BCPRU has the right to refuse or close a place, if they feel that the inclusion of a specific pupil is inappropriate.
- Heads of Centre will finalise contractual arrangements between the centre and referring school to include:
  - identification of the school's key worker for each pupil
  - the involvement of other Children's Services
  - a schedule of liaison meetings between the key worker and the centre
  - entry arrangements, including parental/carer involvement
  - exit arrangements based on a realistic anticipation of the outcome of the prevention placement.
- Heads of Centre will ensure that all relevant (passport) information on pupils, referred by the BACs, is collated and used in the preparation for admission, including:
  - CAF
  - the Care Plan of a Looked After Child
  - an up to date PEP for Looked After Children
  - medical / health information
  - identification of any other agency involvement.
- Parents/carers are actively involved in the whole transitional process from the preparation for admission; throughout the actual prevention placement and during the period of re-integration to the referring school.
- Assessment for learning and the personalisation of the support programme for each pupil will be based on:

- the identification of behaviour support needs identified by the referring school
- passport information including prior attendance
- base-line assessments undertaken by the centre.
- Heads of Centre will be responsible for the re-integration report which clearly identifies the behavioural and academic needs of pupils and recommendations for their ongoing support.
- Heads of Centres will ensure that necessary procedures are actioned should a pupil's needs be considered "special" and/or beyond the scope of mainstream provision.
- The BACs will monitor all prevention placements including post placement learning outcomes and provide an annual report for the BAC Strategic Co-ordination Group.