



Admission and Exit Policy

Policy updated: January 2024

Policy review: January 2025

Member of staff with overall responsibility: Executive Headteacher

Management Committee with reviewing responsibility: Full Committee.

PART ONE - ADMISSIONS CRITERIA.

A full time placement will automatically be offered by the TPRS to pupils who

1. Are resident in Tameside and have been permanently excluded from a mainstream school, and Do NOT have an Education, Health and Social Care Plan (EHCP), and
2. Pupils with EHCPs who are at the end of their Key Stage 3 provision and are single registered at Thomas Ashton School, for whom specialist provision is still required (38 commissioned places).

Provision may be made at the TPRS for pupils who do not fit within the above criteria for a variety of reasons. Provision under this category is most likely to be for short term placement of pupils. Reasons for pupils who are not permanently excluded to be educated within the TPRS include, but are not limited to;

3. Pupils with EHCPs placed within the TPRS as Key Stage 4 transfers from mainstream school or out of borough, where it is deemed in partnerships with the TPRS, that this is the most suitable place for their education needs to be met. In these cases, it would be a requirement of the TPRS that a representative of the service be present at the Annual Review of the EHCP at the end of Key Stage 3, or at the point of transition, should that be in Key Stage 4.
4. Pupils who arrive from out of borough, where there is evidence of them attending alternative provision in their current academic year, and evidence that they may not immediately be suited for a mainstream school. These pupils have usually been permanently excluded in the preceding 12 months.

Additional consideration of the suitability of placement is given to cases where pupils have a broad range of complex needs, in discussion with the LA and mainstream colleagues.

REFERRAL OF PUPILS WHO ARE NOT PERMANENTLY EXCLUDED .

Each proposed admission to the TPRS via any means other than permanent exclusion is discussed at a [Safety Welfare and Attendance Team meetings\(SWAT\)](#). The Panel is made up of the following TPRS staff;

Jane Bailey	Head of WBC (Chair)
Dominic Warwood	Head of Elmbridge School.
Suzie Connor	Deputy Head WBC and SENCo
Anna O'Brien	Assistant Head Pastoral
Louisa Walton	Pastoral Manager – Safeguarding
Sarah Vella	Pastoral Manager - Behaviour
Chloe Vethamony	Curriculum lead EBS
Janine Allen	Behaviour Mentor EBS
Kay Power	Attendance Officer

The TPRS [SWAT](#) meets on a weekly basis. This is to enable speedy allocation of cases where TPRS involvement has been identified. It is expected that the majority of referrals will come via schools, who will refer directly to the TPRS.

Teams that fall within the remit of the LA Lead for Access and Inclusion, such as the SEN, LAC, EWS etc please be aware that requests for provision of pupils not permanently excluded, within any of our centres must be made via schools.

In order to refer a pupil who is not permanently excluded, School need to makes contact with the Executive Head or Head of Centre, preferably via telephone in the first instance to discuss the circumstances around the referral.

It is commonly accepted that almost all young people not permanently excluded and referred to the TPRS, are being so as a result of ongoing and pervasive social emotional and mental health difficulties. It is extremely unlikely therefore that a pupil on roll of a Tameside School can reach the point of referral for dual registration into the TPRS without ever being eligible for access to the referring school's own pastoral support, or input from the Pupil Support Services (or equivalent intervention in the case of a school which has not bought into the Pupil Support Service). We would expect a referring school to be able to demonstrate at least 6 weeks of involvement with targeted personalized support for the young person being referred, beyond simply listing punitive measures such as exclusions and isolations. Where pupils have, despite the schools' best efforts, refused to engage in the process on a number of occasions this must also be evidenced.

Communication of panel decisions

As well as the referring school/ agency being informed of individual decisions, data relating to the pupils referred to the TPRS will also form part of the reporting to the Management Committee on a termly basis.

ADMISSION PROCEDURE – PERMANENT EXCLUSION

- I. Permanent exclusion paperwork is forwarded to TPRS by the LA Admissions on day of exclusion, or as soon as possible thereafter. The Executive Head, in consultation with Heads of Centre, determines the excluded pupil's initial placement.
- II. The pastoral team from the TPRS contacts home to arrange admission meeting (letter or phone call). -
- III. Representative from identified site completes an induction meeting on site, discussing options open to the parents, including possible new schools
- IV. The excluding school are contacted to complete TPRS student profile and risk assessments and any pertinent information regarding attendance, behaviour, safeguarding, attainment and SEND must be sent to TPRS.
- V. Admission meeting takes place at the TPRS and start date set (within Day 6 deadline)

Considerations for Admissions

Other complexities could make the process less straight forward for a pupil who

- Has been permanently excluded twice and therefore needs more than one short term placement.
- Has an EHCP for specialist placement or support which the TPRS cannot meet.
- Has been excluded with others for the same incident, all who could need time at the TPRS.
- Transfers to Tameside LA from an out of Borough PRU whose admission criteria is not compatible.
- Has been permanently excluded from the TPRS.
- Is awaiting outcomes of criminal charges against the TPRS.

In addition, the duration of placement may be affected by certain Child Protection, Health and Safety or Youth Justice issues arising.

Any of the above criteria may need to be addressed during placement.

PART TWO – EXIT CRITERIA

Pupil Referral Units are by their very nature, designed to be a through point in a young person's education. There must be a presumption therefore, by all those within Tameside Children's Services, as well as amongst the Tameside Schools, that there needs to be in

place a clear, supportive timely and transparent process - agreed by all - to enable TPRS Pupils (where possible) to exit the TPRS when ready to do so. It is the responsibility of schools and the local Authority to support the TPRS as much as possible in ensuring that no pupil remains on roll and longer than is absolutely necessary.

REINTEGRATION OF PUPILS WHO ARE SINGLE REGISTERED AT THE TPRS

The reintegration process is designed to complement the expectations as set out in the Tameside Fair Access Protocol for in year transfer 2023/24 as agreed with primary and secondary schools in Tameside.

REINTEGRATION PROCEDURE

This is the reintegration process for students attending the TPRS. This is different to the managed move protocol.

1. The TPRS will have discussed choices with the pupil and the family and will offer guidance to ensure the correct choice of new school is decided. This discussion will be based on:
 - Previous allocations to the school and FAP weightings
 - Known key school information (ie. PAN figures)
 - Geographical/ transportation issues
 - Known associations that may hinder the success of the integration

Parental preference will be taken into account but this will be guided by staff at the TPRS utilising the information above. Each Tameside school should have an identified member of staff with whom the TPRS can have communications, and with whom discussions can take place about the suitability of a place.

2. TPRS will provide the identified school with as much relevant and up to date information as possible including progress made whilst at TPRS, interventions received at TPRS and evidence that the reasons for the initial permanent exclusion have been addressed.
3. The TPRS will send the initial referral form to the identified person at the new school. It is expected that the representative shares this with their own staff and that necessary discussions take place. There is an expectation of a response to this information within five school days of it being received.

If the school has an objection to the placement, this must be raised within five school days to the Assistant Head Pastoral at TPRS. TPRS will then raise the case at the next IYFAP meeting. The determination for pursuing the placement at the school, or asking for an alternative placement, will be made by IYFAP. The IYFAP panel will remain sovereign for all decisions made.

4. For Years 10 and 11 the student will remain dual registered with the TPRS for their remaining period in full time education.
For Years 7-9 the pupils will be dual registered for a twelve week period. In either case new school is the main school and TPRS the subsidiary school.
5. Once a placement has been determined an initial induction meeting will take place within two weeks of the student being accepted.
6. There is a need for regular communication with school, family and the TPRS to ensure the success of the pupil's reintegration. Support strategies and any issues that arise should be discussed regularly. Review meetings will take place at weeks 4,8 and 12.
7. At each review meeting there should be representatives from the school, the pupil, their family and the TPRS.
8. The meeting should be bespoke to the specific needs of the pupil, but at each review meeting there should be a discussion of the Pupil reintegration agreement/ support plan as well as any support strategies that have been put in place.

Additional Information:

What discussion has taken place regarding the allocation of the pupil and the choice of new school?

The TPRS will endeavor to guide pupils and their families to make the right choice so that there is a successful reintegration. For example there will be a discussion linked to how the pupil will get to school and associated transport. There will be discussion relating to known associations within the school that may prevent successful reintegration. The TPRS will also have access to relevant information for each school linked to previous IFAP allocations.

What information will the new school receive?

After a school has been identified, the TPRS will send out the TPRS Student Profile this will include key information about the student, any reports or relevant information that have come from key professionals i.e. EP reports/ YOT reports, and an overview of progress that the pupil has made at the TPRS.

What if the placement isn't working?

As part of the reintegration agreement schools are reminded that pupils can only fail their reintegration to a mainstream school if their behaviour gave significant concern i.e. behaviour which would warrant a permanent exclusion as detailed in the school's behaviour policy

*Unless a pupil has been permanently excluded from more than one school, the TPRS are obliged to take a pupil to Placement Panel should a parent request they do so, regardless of whether the TPRS feel that pupil is ready to reintegrate. Should this be the case, the TPRS will inform the Placement Panel of its views as part of the information submitted to panel.

**The DfE guidance on Fair Access Protocol indicates that 'All schools, including Academies, are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within seven calendar days'. The full Guidance document can be found by following the link below.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275580/fair_access_protocols_departmental_advice.pdf