

READMISSION PROTOCOL FOR PUPILS WHO HAVE MET THE CRITERIA FOR PERMANENT EXCLUSION FROM SECONDARY SCHOOLS

SUMMARY

Secondary Head teachers and officers have been discussing the issue of exclusions and how to improve the reintegration of pupils suitable for a second chance of mainstream education. A pilot Managed Move scheme has been operating successfully in Central Area since September 2002, and more recently in part of the Northern Area.

The aim of the scheme is to establish fair and open procedures for the reintegration of pupils who have met the criteria for permanent exclusion from their mainstream secondary school. It seeks to reduce the incidence of readmission to schools with difficulties and provide a fairer basis for sharing the numbers.

The scheme will now be extended to the whole of the County.

Outline of Key Responsibilities and Protocols for Managed Moves in Secondary Schools

Key Responsibilities

1. The LEA is required to:
 - produce a Behaviour Support Plan (DfEE paper, The Role of the Local Education Authority). This is in place and currently being reviewed.
 - ensure that suitable education is provided for excluded pupils, in school, at Pupil Referral Units or elsewhere. (To achieve this the LEA provides Pupil Referral Units for excluded pupils in Years 1- 9/10, and LINKs4 projects for pupils in Key Stage 4 who are unable to return to school).
 - ensure suitable provision for pupils with behavioural difficulties, including providing advice and resources to schools (LEA specialist support services: Psychological, Attendance, and Youth and Community Services).
2. In all cases of permanent exclusion/managed moves the NPS Area Head teacher/Area Manager has a lead role in :
 - advising and supporting the Head teacher
 - attending the Disciplinary Committee meeting to advise and guide the Governors regarding exclusions procedures and practice, including the managed moves option.
 - in the case that a permanent exclusion is confirmed, providing information to any Appeals Committee
 - facilitating arrangements for the managed move, and/or making arrangements for the pupil's future education other than at school.
3. Schools are required to:

- work to improve standards of behaviour and attendance
- use permanent exclusion only as a last resort, having regard to DfES statutory guidance

Actions and Specific Responsibilities

4. The LEA supports schools and pupils at three stages: pupils experiencing behaviour problems, support around the time of a possible exclusion, and support following exclusion.

School Support

5. To support schools and pupils, the Psychological Service provides regular visits to all schools (Level 1 of service delivery). Heads and School Support Teams should ensure that pupils whose behaviour causes concern, particularly those at risk of exclusion, constitute a high priority for this work at both the level of consultation (advising and supporting the school's measures) and referral of individual pupils.
6. At Level 2 of service delivery, NPS Area Management Teams allocate staff resources to allow intensive work with individual pupils and groups of children. Fixed-term exclusions are an important criterion for establishing such priority. This response will be agreed with schools and may occur at the level of project work (e.g. working with school staff to develop and implement measures to assist groups of pupils) and intensive work with individual pupils (including the possibility of sessional attendance at a PRU). At this stage, pupils would normally be expected to be subject to a Pastoral Support Programme (PSP) and, as part of this, may have help from other agencies.
7. Members of the Youth and Community Service contribute to support of older pupils and the Norfolk Pupil Attendance Service supports measures to improve pupil attendance. The Visiting Teacher Service, Family Support Teams, Bethel Child and Family Centre, and Social Services are also available in support of vulnerable pupils.

Support at the Point of Exclusion

8. If, despite these measures, or because, exceptionally, of an abrupt deterioration in a pupil's behaviour, there is a risk of permanent exclusion, the Head should discuss the case with a member of the NPS Area Management Team to determine that all possible support routes have been considered

Exclusion / Managed Moves

9. If it is felt that there is no option but for the pupil to leave their current school i.e. the criteria for permanent exclusion are met, the procedure for permanent exclusion should be followed (revised Circular 10/99 - 2/03), and the Area Inclusion Coordinator notified, with an indication of whether a move to another school is a viable option.
10. The Inclusion Coordinator will then discuss with parents, pupil, School Support Team, and LINKs4 Coordinator as appropriate, and will inform the Head teacher of the outcome.
11. If a managed move to another school (or to LINKs4) is agreed by all parties, (i.e. parents/carers, school, and support agencies) a recommendation will be made at the meeting of the governors' disciplinary panel that, should the governors support the Head teacher's decision that the criteria for permanent exclusion are met, the exclusion may be

commuted to a fixed term exclusion to allow the arrangements for a managed move to proceed.

12. The receiving school will be alerted, and a reintegration plan will be prepared with input from the pupil's current school, the Inclusion Coordinator, and others as appropriate e.g. SST members, PRU, receiving school.
13. The pupil will be dual registered with the LEA and the receiving school until the transfer is complete, and full time attendance in school has been achieved.
14. If the nature of the behaviour does not give optimism for a managed move, or if parents wish to appeal against a decision to exclude, or, exceptionally, if the Head decides that exclusion is necessary, then the exclusions procedures outlined in the revised Circular 10/99 apply.
15. The means of identifying the next school to receive a pupil will be by the application of a points weighting system derived from a common formula:
$$100 - \left(\frac{\text{SEBD indicators}}{\text{NOR}} \times 100 \right)$$
16. Additionally, further adjustments to the formula are under consideration for schools in special circumstances.
17. The league table will be developed on a county, rather than an area basis, with some crossing of area boundaries. Within the guidelines of the scheme (see Notes - p 4) the distance a pupil must travel will always be taken into consideration.

Draft - Components of Formula (SEBD indicators) for Managed Moves League Table

- Numbers on roll LEA data
- Pupils who are the subject of Pastoral Support Programmes (PSPs) *

- Pupils who hold statements where behaviour is the primary difficulty *
- Pupils received at the request of the LEA since 9/02 (excluding Managed Move pupils) *
- Children Looked After LEA data
- Children on the Child Protection Register LEA data
- Pupils entitled to free school meals LEA data
- Children new to English LEA data
- Children of traveller families LEA data

* *school provided data*

Additionally, possible adjustments to the rank order for schools in special circumstances:

- with LSUs
- under special measures, or recently out of them (within 2 years)
- identified by OFSTED as having serious weaknesses
- where fewer than 25% of pupils are achieving 5 or more GCSEs at grades A* - C

Managed Move Scheme - Notes :

- The receiving school will have three managed move points deducted, and the transferring school will gain three points
- The AWP (pro rata, depending on the time of year) will be transferred to the receiving school once the governors' disciplinary panel has supported the managed move proposal
- No school will receive more than three pupils, or 0.4% of the school population (Y7-11) whichever is the smaller, in any one school year. There will be an additional maximum of one pupil per year group per school year.
- Managed Moves can occur even when the year group is otherwise full.
(Code of Practice on Admissions)
- Some flexibility may be used in respect of the three geographically accessible schools at the top of the list, depending on e.g. other pupils at the school known to the transferring pupil etc.
- A key worker, nominated by the receiving school will contribute to interim planning, and represent the school at PRU reviews, as appropriate.
- In cases where travel over three miles is necessitated, transport will be provided as appropriate by the Passenger Transport Unit.
- Pupils with statements indicating the need for special school placement will not be included in the scheme.

- (ix) The aim will be to provide any PRU placement and/or supported attendance at the receiving school within 16 working days. PRU placement will normally be for a maximum of one term.
- (x) Managed Move pupils will be dual registered between the receiving school and the LEA until full time attendance at the school is achieved - normally a maximum of one term.
- (xi) The scheme will be overseen by the Psychological Service in partnership with the Admissions Forum, and will be open to inspection at any time.
- (xii) Details of moves will be provided to Area Head teacher Meetings on a regular basis.

"CASHPOINT"
Managed Moves Scheme
League Table 2003/04

Loc	School	NOR	Admiss. Area	Statements EBD	PESO/Educ Co-ord. Admissions	Looked After Children	Child Protection cases	Free School Meals	English Second Lang.	Travellers	SEBD Total Points	Percent Score
2250	Wymondham College	652	C	1	0	0	0	5	1	0	7	99%
2255	Long Stratton	637	S	3	1	2	0	21	1	0	28	96%
2260	Framingham Earl	642	C	3	2	0	2	27	0	0	34	95%
2265	Old Buckenham	546	S	0	0	3	1	27	0	0	31	94%
2270	Hethersett	623	C	2	0	1	0	31	2	0	36	94%
2275	Wymondham	1163	C	2	0	1	1	67	4	0	75	94%
2309	Thorpe St. Andrew	1464	C	3	3	4	4	82	1	0	97	93%
2315	Dereham Neatherd	1086	S	0	0	1	0	68	3	1	73	93%
2289	Taverham	916	C	3	2	2	1	51	1	2	62	93%
2300	Acle	722	E	2	0	3	0	44	1	0	50	93%
2320	Watton Wayland	672	S	1	0	3	0	44	3	0	51	92%
2330	Aylsham	800	N	4	3	2	0	53	0	0	62	92%
2345	Fakenham	1055	N	13	3	4	0	60	1	3	84	92%
2370	Reepham	789	N	2	0	3	0	49	6	3	63	92%
2350	Harleston Archbishop Sancroft	438	S	0	0	0	1	34	2	1	38	91%
2355	Litcham	550	W	3	1	4	0	36	0	5	49	91%
2525	Loddon Hobart	610	E	2	0	1	0	50	0	2	55	91%
2385	Downham Market	1282	W	4	0	4	1	106	0	1	116	91%
2390	Hoveton Broadland	700	N	8	2	3	0	53	2	0	68	90%
2395	Dereham Northgate	807	S	6	0	1	3	64	8	0	82	90%
2400	Martham Flegg	744	E	0	0	8	1	66	0	2	77	90%
2415	Attleborough	718	S	13	3	1	1	49	6	2	75	90%
2405	Norwich City of Norwich	917	C	5	1	6	1	80	2	1	96	90%
2410	Diss	907	S	7	0	1	1	78	1	7	95	90%
2427	Norwich Notre Dame	888	C	2	0	5	0	77	11	1	96	89%
2432	Methwold	666	W	11	1	1	1	54	0	6	74	89%
2437	Hunstanton Smithdon	791	W	6	3	1	0	81	1	0	92	88%
2442	Stalham	461	E	1	2	0	1	49	1	0	54	88%
2452	Sprowston	1209	C	0	0	2	1	138	1	0	142	88%
2467	Cromer	691	N	0	0	0	5	75	3	0	83	88%
2472	West Walton Marshland	821	W	4	0	1	1	82	1	14	103	87%
2489	Terrington St Clement's	615	W	10	2	8	0	55	1	2	78	87%
2484	Sheringham	678	N	8	2	10	0	62	6	0	88	87%
2494	K L King Edward VII	1111	W	11	1	1	0	117	6	11	147	87%
2499	Gorleston Cliff Park	889	E	5	0	3	1	110	2	0	121	86%
2505	Hellesdon	884	C	12	0	1	0	108	1	1	123	86%

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2530	GorlestonLynn Grove VA	886	E	1	0	1	0	125	0	0	127	86%
2535	North Walsham	926	N	10	0	5	1	117	0	0	133	86%
2540	Caister	642	E	6	0	1	1	88	1	1	98	85%
2545	K L Springwood	1140	W	15	0	9	1	150	6	3	184	84%
2550	Costessey	875	C	0	0	1	0	139	0	2	142	84%
2555	Swaffham Hamond's	598	W	18	2	4	0	77	8	5	114	81%
2560	Norwich Hewett	1168	C	7	0	10	3	209	16	3	248	79%
2574	Norwich Blyth Jex	671	C	7	2	2	2	157	6	4	180	73%
2571	Thetford Charles Burrell	580	S	13	6	5	1	120	19	0	164	72%
2575	Great Yarmouth VA	772	E	0	0	3	4	186	24	3	220	72%
2586	Wells Alderman Peel	323	N	9	19	1	0	67	1	2	99	69%
2591	K L The Park	958	W	20	47	11	2	195	22	1	298	69%
2596	Gorleston Oriel	623	E	5	45	3	0	138	3	0	194	69%
2601	Norwich Heartsease	352	C	3	4	3	5	96	6	1	118	66%
2607	Norwich Earlham	625	C	20	0	2	2	192	13	3	232	63%

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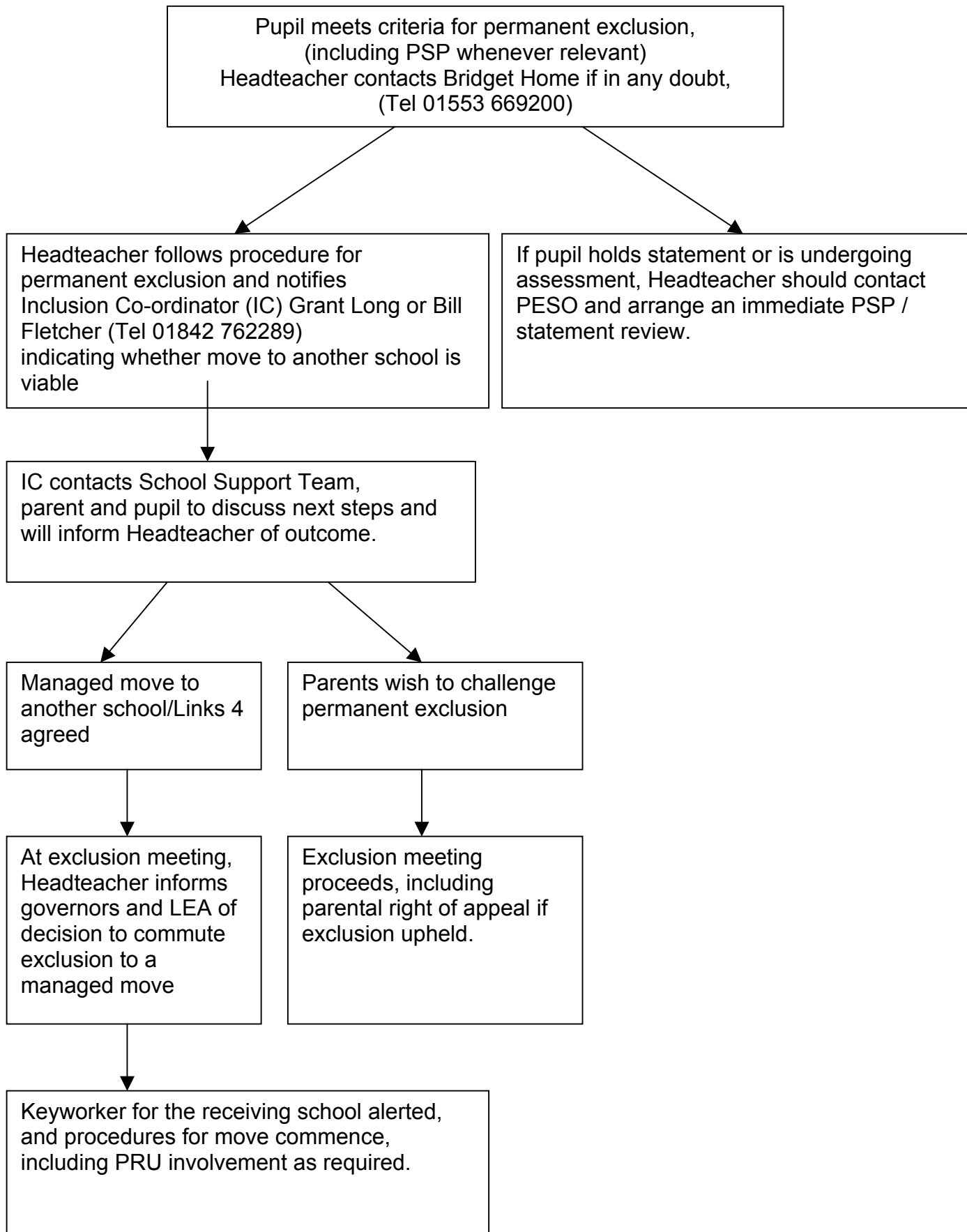
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(Sorted by Admission Area)

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2540	Diss	907	S	7	0	1	1	78	1	7	95	90%
2555	Litcham	550	W	3	1	4	0	36	0	5	49	91%
2575	West Walton Marshland	821	W	4	0	1	1	82	1	14	103	87%
2601	Swaffham Hamond's	598	W	18	2	4	0	77	8	5	114	81%
2607	K L The Park	958	W	20	47	11	2	195	22	1	298	69%
2250	Wymondham College	652	C	1	0	0	0	5	1	0	7	99%
2265	Wymondham	1163	C	2	0	1	1	67	4	0	75	94%
2345	Norwich Blyth Jex	671	C	7	2	2	2	157	6	4	180	73%
2370	Norwich Heartsease	352	C	3	4	3	5	96	6	1	118	66%
2350	Norwich Earlham	625	C	20	0	2	2	192	13	3	232	63%
2355	Acle	722	E	2	0	3	0	44	1	0	50	93%
2432	Fakenham	1055	N	13	3	4	0	60	1	3	84	92%
2442	Hoveton Broadland	700	N	8	2	3	0	53	2	0	68	90%
2545	Thetford Rosemary Mu	774	S	6	0	1	3	88	11	1	110	86%
2260	Hethersett	623	C	2	0	1	0	31	2	0	36	94%
2275	Taverham	916	C	3	2	2	1	51	1	2	62	93%
2320	Costessey	875	C	0	0	1	0	139	0	2	142	84%
2395	Gorleston Cliff Park	889	E	5	0	3	1	110	2	0	121	86%
2467	Sheringham	678	N	8	2	10	0	62	6	0	88	87%
2530	Dereham Northgate	807	S	6	0	1	3	64	8	0	82	90%
2535	Attleborough	718	S	13	3	1	1	49	6	2	75	90%

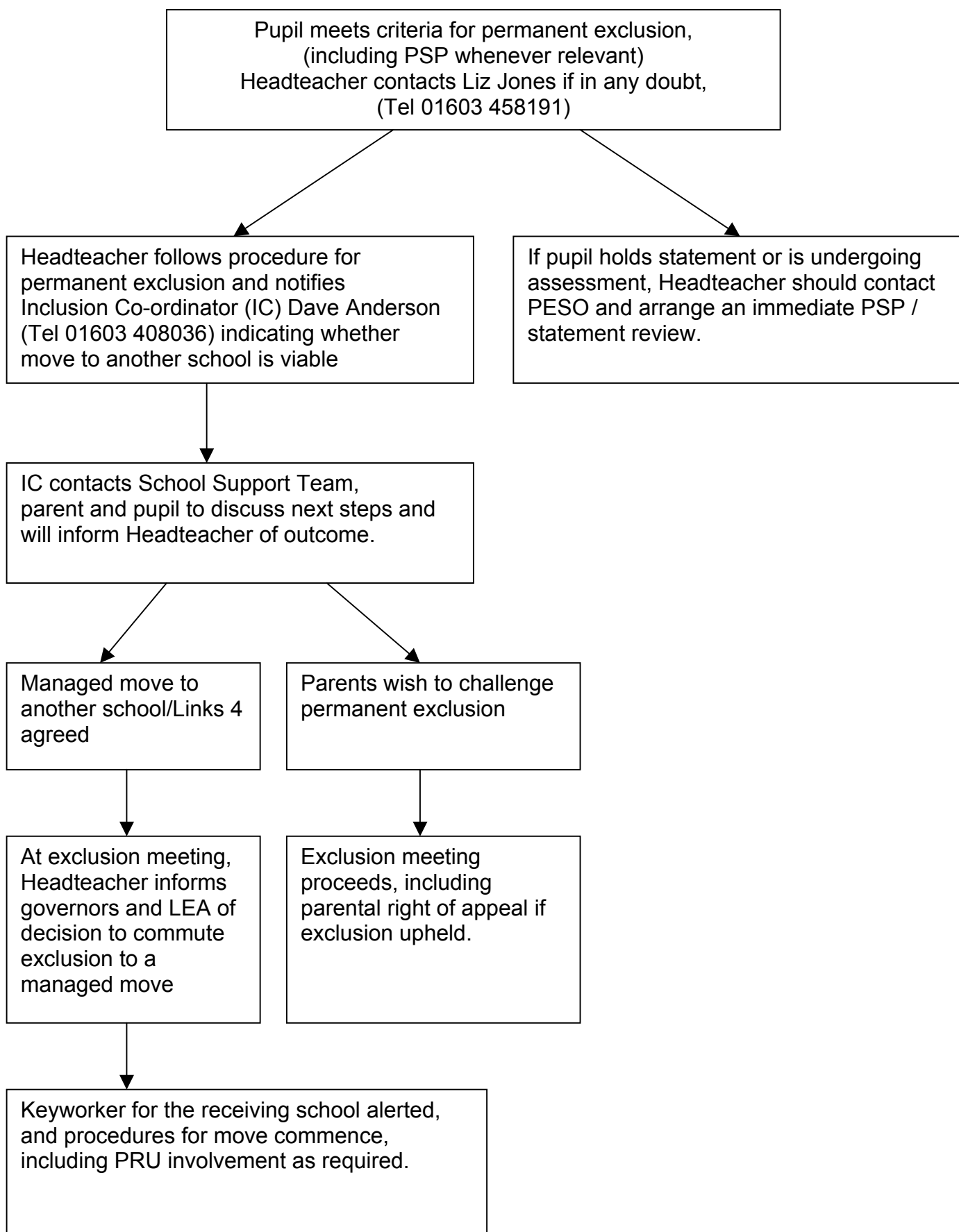
"CASHPOINT"
Managed Moves Scheme
League Table 2003/04
(Sorted by Admission Area)

Loc	School	NOR	Admiss. Area	Statements EBD	PESO/Educ Co-ord. Admissions	Looked After Children	Child Protection cases	Free School Meals	English Second Lang.	Travellers	SEBD Total Points	Percent Score
2591	K L King Edward VII	1111	W	11	1	1	0	117	6	11	147	87%
2255	Framingham Earl	642	C	3	2	0	2	27	0	0	34	95%
2309	Norwich City of Norwich	917	C	5	1	6	1	80	2	1	96	90%
2315	Norwich Notre Dame	888	C	2	0	5	0	77	11	1	96	89%
2289	Sprowston	1209	C	0	0	2	1	138	1	0	142	88%
2525	Loddon Hobart	610	E	2	0	1	0	50	0	2	55	91%
2437	Reepham	789	N	2	0	3	0	49	6	3	63	92%
2520	Harleston Archbishop S	438	S	0	0	0	1	34	2	1	38	91%
2574	Methwold	666	W	11	1	1	1	54	0	6	74	89%
2571	Hunstanton Smithdon	791	W	6	3	1	0	81	1	0	92	88%
2586	Terrington St Clement's	615	W	10	2	8	0	55	1	2	78	87%
2300	Hellesdon	884	C	12	0	1	0	108	1	1	123	86%
2400	GorlestonLynn Grove V	886	E	1	0	1	0	125	0	0	127	86%
2415	Caister	642	E	6	0	1	1	88	1	1	98	85%
2405	Great Yarmouth VA	772	E	0	0	3	4	186	24	3	220	72%
2410	Gorleston Oriel	623	E	5	45	3	0	138	3	0	194	69%
2427	Aylsham	800	N	4	3	2	0	53	0	0	62	92%
2452	Cromer	691	N	0	0	0	5	75	3	0	83	88%
2550	Thetford Charles Burre	580	S	13	6	5	1	120	19	0	164	72%
2560	Downham Market	1282	W	4	0	4	1	106	0	1	116	91%
2596	K L Springwood	1140	W	15	0	9	1	150	6	3	184	84%

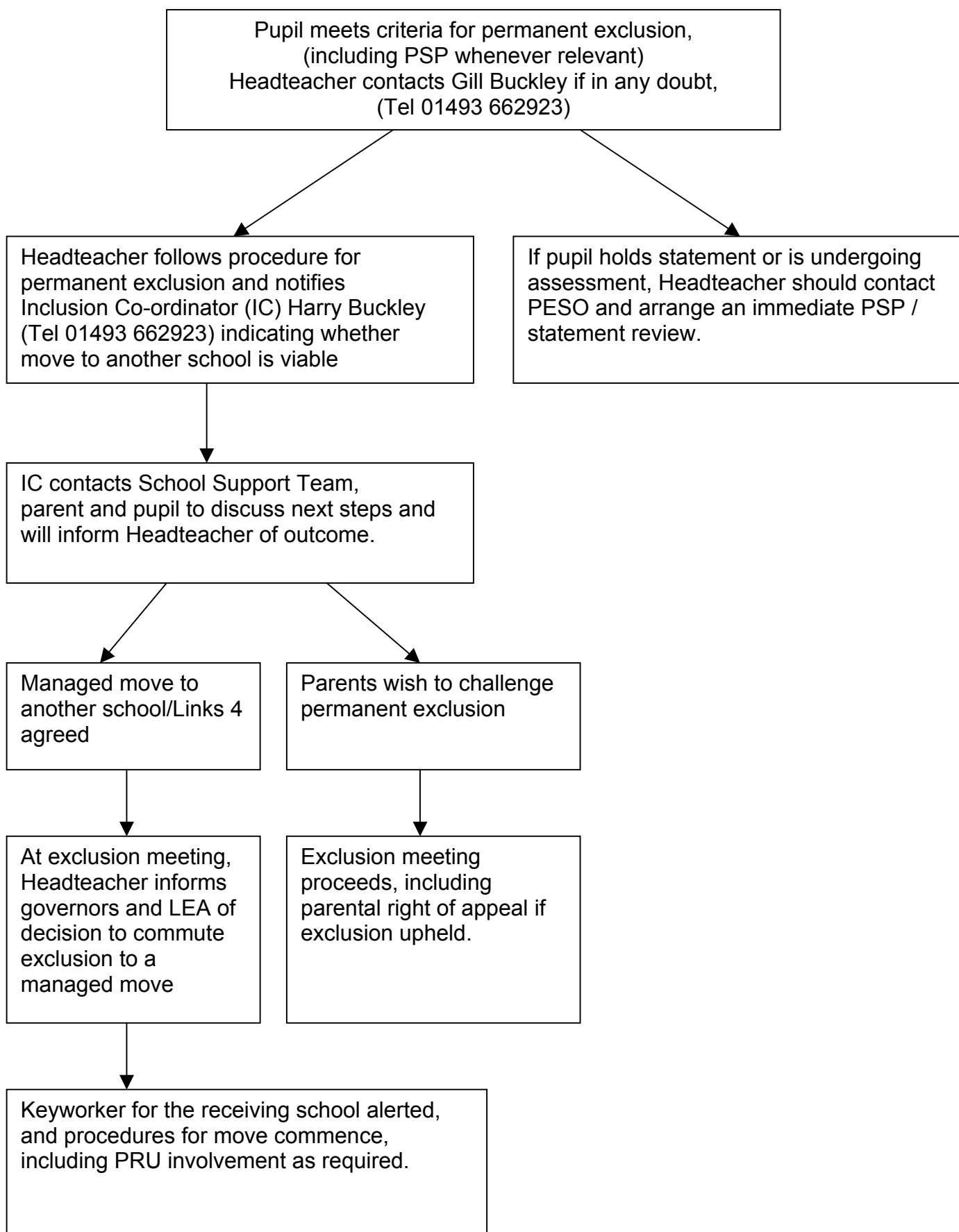
MANAGED MOVE SYSTEM



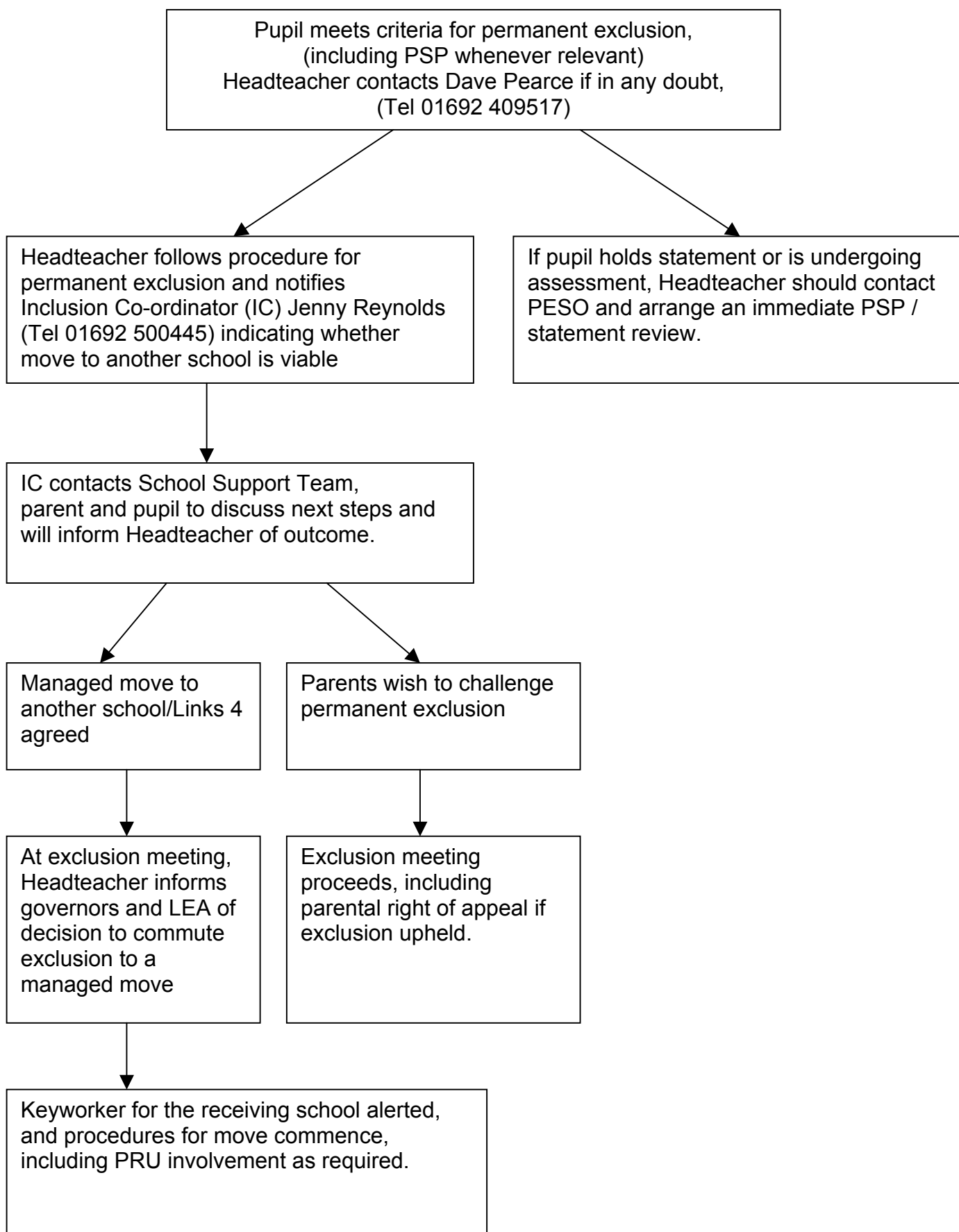
MANAGED MOVE SYSTEM



MANAGED MOVE SYSTEM



MANAGED MOVE SYSTEM



MODEL LETTER 5 - FROM THE HEADTEACHER (OR TEACHER IN CHARGE OF A PRU) NOTIFYING A PARENT OF A MANAGED MOVE AS AN ALTERNATIVE TO PERMANENT EXCLUSION

Dear **(Parent's Name)**

I regret to inform you that **(Pupil's Name)** has met the criteria for permanent exclusion. I realise that this decision may well be upsetting for you and your family, but it has not been taken lightly. The criteria for the permanent exclusion have been met because: **(Reasons to be given, including any relevant previous history)**

This means that **(Pupil's Name)** will not be allowed back to this school pending a meeting of the Pupil Discipline Committee of the Governing Body. Alternative arrangements for **(Pupil's Name)**'s education will need to be made. In the first instance the school will set work for **(him/her)**, and we would ask that you ensure that this is completed and returned to the school for marking.

In Norfolk a scheme has been developed that supports the continuing education of children who meet the criteria for permanent exclusion. This is through a 'managed move' to another school. With your agreement, I am prepared to support a managed move for **(Pupil's Name)**, as an alternative to permanent exclusion. The Inclusion Co-ordinator for this area, **(Name of Officer)**, will be in contact with you within 5 school days to discuss the options available.

If you prefer not to accept a managed move, or wish to appeal against my decision, the Pupil Discipline Committee will need to meet to consider the permanent exclusion. At the meeting, if you wish, you may make representations to the Committee. The latest date the Committee can meet is **(Date here – no later than 15 school days from the date the Committee is notified)**. If you wish to make representations to the Committee, and want to be accompanied by a friend or representative, please contact **(Clerk to the Committee – Address, Phone Number, or e-mail)**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Committee of the time, date and location of the meeting.

If the Committee upholds the permanent exclusion, alternative education will be provided by the LEA. The Inclusion Co-ordinator will discuss this with you.

You have the right to see a copy of **(Pupil's Name)**'s school record. Due to confidentiality restrictions you will need to notify me in writing if you wish to be supplied with a copy. There may be a small charge for photocopying.

You may want to contact the Exclusions Assistant, Sally Moy, at Carrow House, 301 King Street, Norwich, NR1 2TN; 01603 224011; e-mail: sally.moy@norfolk.gov.uk; who can provide useful advice. Additionally, the Advisory Centre for Education (ACE), which is an independent national advice centre for parents of children in state schools, can also provide guidance on permanent exclusion, but not the Norfolk managed move scheme. ACE can be contacted on 020 7704 9822 or at www.ace-ed.org.uk

Yours sincerely

(Name)
Headteacher

ESTABLISHING THE CASHPOINT SCHEME FOR THE COUNTY

QUESTIONS AND ANSWERS - to date - September 2003

Q. Is the need to call a meeting of the governors' disciplinary panel an additional, and unnecessary piece of bureaucracy?

A. No, it is an essential feature of the scheme that pupils are those who meet the criteria for permanent exclusion. It is necessary for the governors' disciplinary panel to agree with the headteacher's decision that the criteria are met. Managed moves of other pupils may still be productively agreed between headteachers, but these are outside the CASHPOINT scheme.

Q. In some areas of the county it has been difficult to obtain support from the PRU due to lack of places, and Psychological Service support can be at a premium when there are staff shortages or absence. Can the scheme operate under these circumstances?

A. All support services and agencies are determined to contribute to the social inclusion agenda, which this scheme is part of. PSPs are an excellent idea, but not always easy to implement when support is fully stretched. It is imperative that we continue to work together, pulling support from wherever it can be accessed in the interests of potentially excluded young people. There are plans to enhance PRU places in parts of the county where they are over-subscribed, and it is vital that there is clear communication with support services when schools feel they are unable to access the help they need.

Q. I am concerned that managed moves would need to be done sensitively. Can I be reassured that some account will be taken of the receiving school's year group?

A. The pilot schemes have taken account of particular circumstances in receiving schools, and this will continue to be the case. The readmission of a pupil who is part of the scheme is rarely easy. A fundamental aim of the scheme is to reduce the incidence of readmission to schools with difficulties and provide a fairer basis for sharing the numbers. Thus all receiving schools have to make considerable effort to enable a successful readmission. It is important that the readmission has a very good chance of succeeding, and schools and support services must work together sensitively to achieve this.

Q. Transport is a major issue in some parts of the county. How can this be overcome?

A. The distance a pupil has to travel from their home will be a key factor in identifying the receiving school. This will always be done in conjunction with adhering to the 'ground rules' of the scheme.

Q. In terms of equality, how can I justify rejecting a local youngster because we are full, and then accept a student from far away who has fouled up.

A. A fair, and much debated point. The scheme does demand that young people in difficulty are prioritised in respect of admission. The Managed Move scheme is committed to delivering pupils' educational entitlement, and to sharing the responsibility for social inclusion among all our schools. Some pupils need much more help to be included than others; it is for them that special admissions arrangements have been agreed.

CASHPOINT Managed Moves Pilot - September 2002 - July 2003

1. Statistics

- 1.1 Since September 2002, 16 pupils have been part of the secondary phase managed moves pilot project in Central Area. Of these, 8 were to move to a new school, and 8 to Links 4.
- 1.2 13 of these pupils made a successful move. 3 were unsuccessful in reintegrating to mainstream school and will transfer to Links 4 from the PRU in September 2003.
- 1.3 To date there have been 7 secondary phase permanent exclusions (and 3 primary) in the area. This is 16.1% of the county total. (The area has 31% of the child population).

2. Lessons

- 2.1 Readmission to a new school requires time and care. Assessment of needs is vital, and planned professional support is essential. Regular review meetings form an essential element of the process.
- 2.2 Each case is different, requiring an individual approach.
- 2.3 It is vital that all members of school staff are knowledgeable about the scheme.
- 2.4 Schools have to make a great deal of effort to achieve a successful reintegration.
- 2.5 The Inclusion Coordinator, PRU, and SST are essential to the working of the scheme.
- 2.6 Pupils, parents, headteachers and governors' disciplinary committees, have found the scheme a workable and positive alternative to permanent exclusion.
- 2.7 Most significant is the immediate identification of a new school.

3. Practice

- 3.1 While a degree of professional judgement has been exercised in identifying the placement for the pupil, the 'top 3' rule has been adhered to.
- 3.2 No school has been asked to take more than one pupil in the course of this first year.

4. Summary

- 4.1 A successful first year has depended on the commitment of all members of CASH to the scheme.
- 4.2 The contribution to the social inclusion agenda is marked. Pupils have been given another chance at a critical point in their education.
- 4.3 Further consideration must be given to pupils who are unable to reintegrate to mainstream school.
- 4.4 Determined partnership can take the scheme forward into a new academic year, enlarged to include the whole county.