



St Helens Alternative Provision Service
(Encompassing the 3 PRU Bases; PACE, Launchpad Tuition and
Launchpad Alternative Education)

Admissions Policy 2023

Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

Our Values / Principles

Individuals Aspirations Raised
New Experiences
Safety and Support
Personalised Programmes
Individuals Feeling Valued
Respect
Excellence in Learning

Approved by:	PRU Management Committee	Date: 13 th March 2023
Last reviewed on:	24/01/2022	
Next review due by:	March 2024	

Introduction

All local authorities have a duty in law to arrange suitable full-time education for permanently excluded pupils, and for other pupils who because of illness or other reasons would not receive suitable education without this provision. The Alternative Provision Service has been commissioned by St Helens Local Authority to enable it to discharge this duty.

There should be a policy for referrals or admission to alternative provision. There should be clear criteria for referring and admitting pupils, including those who are dual registered.

(Alternative Provision Statutory Guidance, DFE, January 2013)

Admission Criteria

The criteria for admission to St Helens Alternative Provision is detailed below:

Key Stage 1 and 2 (PACE Pupil Referral Unit)

The allocation of key stage 1 / 2 places is determined by the PACE Panel/Primary Fair Access Panel following:

- A referral from a school to undertake a structured short-term programme following a failed PSP.
- A referral from school to provide additional support through an Education Health and Care needs assessment.
- Permanent exclusion from a school, in which case the young person may be educated in the PRU on the sixth day of exclusion.
- A long-fixed term exclusion, where school cannot make suitable arrangements for the young person, in which case the young person may be educated at the PRU from the sixth day of exclusion.
- Vulnerable pupils who move into the area and cannot be accommodated in a mainstream school including those transferring from another local authority's PRU.

Key Stage 3 and 4 (Launchpad Pupil Referral Unit, encompassing KS3, KS4, Tuition and Alternative Education)

The allocation of KS3 and 4 places are determined by the Multiagency Alternative Provision Panel (Head of Service, Teachers in Charge of all KS3 and 4 areas, Safeguarding Manager and Local Authority representatives from Additional Needs, Early Help and the Education Welfare Service Teams) following:

- A referral from a school to undertake a structured short term or part time programme following a failed PSP or specific incident.
- A referral from a school to support pupils with medical needs, including mental health issues.
- Permanent exclusion from a school, in which case the young person may be educated in the PRU on the sixth day of exclusion.

- A long fixed term exclusion, where school cannot make suitable arrangements for the young person, in which case the young person may be educated at the PRU from the sixth day of exclusion.
- Vulnerable pupils who move into the area and cannot be accommodated in a mainstream school including those transferring from another local authority's PRU.

Referral Procedure

A referring school must provide all the relevant information requested on the referral form along with an up-to-date risk assessment, social care information, SEND information and PSP. All referrals must be received 5 working days before the Alternative Education Panel meets to enable requests for further information. This will ensure the Panel have the full facts when making the decision on whether to offer a placement.

Medical Provision

Where a pupil is referred to the Alternative Education Service due to a medical condition, written evidence must be supplied by the home school from either CAMHS or from a medical consultant - written evidence must be current.

The emphasis from the outset will be on professionals working collaboratively to support the pupil back to school and, for this reason, a planning meeting including all relevant professionals, parents and child is the first stage in the induction process. A reintegration plan is created, where appropriate, and reviewed throughout the placement.

Young people benefit most from being amongst their peers and studying the full curriculum offered by their home school, therefore it is always the intention to remove young people from their home school for as minimal a time as possible and to support with their re- integration.

Permanent Exclusion

The Alternative Education Service provides sixth day short term provision to children and young people who reside in St Helens and who have been permanently excluded from a mainstream primary or secondary school.

Most children will be re-integrated back into another mainstream school as quickly as possible via the Local Authority's Managed Transfer Protocol. However, longer term placements can be offered for pupils from spring term of Year 9 through to Year 11 where reintegration is unlikely to be successful and the parent/carer agrees with the placement.

It is the responsibility of the excluding school to complete the referral form and risk assessment immediately to ensure that the pupil is in the PRU by day 6 following permanent exclusion.

Where parents refuse the sixth day provision placement, contact will be made by the PRU to address any concerns and to encourage parents to attend the pre-admission meeting. In all cases where parents refuse sixth day provision alternative options will be discussed at the Fair Access Panel and where necessary the Local Authority's NIROFTE Panel.

PRU to PRU Transfers

Where a child or young person moves into St Helens and is on roll at a pupil referral unit in the previous local authority, a PRU to PRU transfer will be arranged. All referrals will be considered on a case-by-case basis in the best interest of the child and with the consent from parents/carers.

Pupil Registration

All learners supported in the Alternative Provision Service will be registered through Launchpad Pupil Referral Unit via their SIMS (School Information Management System). This will ensure that pupil attendance is legally recorded with files electronically attached to the individual record. This will facilitate both support and intervention. The aim will be to secure a high level of attendance in provision for each young person supported by the service. The establishment of Parenting Contracts, Penalty Notices or prosecution where appropriate will be facilitated through this process.

Young people will, in the main, be dual registered with Launchpad, irrespective of within which arm of provision they are being supported. The mainstream referring school will therefore mark the learners as D in this circumstance. Exceptions to this arrangement will be where a young person enters St Helens from out of borough and the LA are unable to register them on a mainstream school roll. In these cases the learners will be single registered on Launchpad roll.

Permanently excluded pupils will become single registered on Launchpad roll when the decision to permanently exclude has been ratified by the school governing body and all appeals have been held. Until that point the pupil will remain dual registered with the mainstream school.

Fair Access Panel

Pupils referred to the Fair Access Panel following their permanent exclusion will be provided with reintegration support for up to 16 weeks (PSP timescale) to maximise transition success. The pupil will be 'Main Dual' registered with the PRU (after the period for appeal has expired or Independent Review Panel have upheld the headteacher's decision) and 'Subsidiary Dual' registered with the receiving school.

After a successful integration period (no longer than 16 weeks) parents must be given the option for their child to transfer to the receiving school roll.

Education Health Care Plans

A pupil referral unit should not be named on any EHCP as a long term single registered school as this is not their purpose and they are not set up to meet the longer term needs of pupils with SEN who require specialist placements.

LAC pupils

Looked after pupils can access alternative provision with the agreement from the Local Authority (corporate parent) and Head of the Virtual School. All KS3 pupils must have a school place secured as an exit route prior to admission or be on the roll of a school to enable dual registration in KS4. A representative from the Virtual School Team and receiver school must attend all review meetings to ensure progress towards targets and to support any areas of concern.

Pupils in Year 11

Year 11 pupils permanently excluded from a mainstream school or transferring from another pupil referral unit will be offered a single registered place at Launchpad with parental consent.

Provision Charges

PACE pupils - schools will be charged £50 per learner per day, plus an additional £5 daily charge if eligible for pupil premium. Permanently excluded pupils will incur the same daily charges to the excluding school for a maximum of 1 term or until the pupil moves on to a new school or the most appropriate provision.

Launchpad pupils - school are charged £60 per learner per day, plus an additional £5 daily charge if eligible for pupil premium. A one-off charge of £100 is made for Career Connect on receipt of referrals for key stage 4. Permanently excluded pupils will incur the same daily charges to the excluding school for a maximum of 2 terms or until the pupil moves on to a new school or the most appropriate provision.

Ongoing Pupil Destinations

Where assessment indicates that a young person requires specialist SEMH or other placement following PRU provision, the Teacher in Charge of the respective base will liaise with the pupils registered school and any other professionals to support further assessment and transition or entry into Education, Employment or Training for Keystage 4 learners.