



ADMISSIONS CRITERIA

Version: January 2020

Background

Herefordshire Pupil Referral Service (HPRS) has 80 places for pupils in Years 7-11. The Local Authority commissions 50 places for priority permanently excluded pupils. There are an additional 30 places that can be commissioned directly from schools.

Any pupil referred to the service should be presenting with continuing, concerning, challenging behaviour and will have received previous interventions from within their mainstream schools, often with multi-agency involvement.

Permanently Excluded Pupils

All permanently excluded pupils in Years 7 to 11, who are resident in Herefordshire, will be expected to attend HPRS from the 6th day following a permanent exclusion. It is the responsibility of the excluding school to provide work for the first 5 days and for parents to ensure the pupil is not in a public place during school hours.

The excluding school must inform the Local Authority immediately. HPRS MUST be informed via a fully-completed HPRS Information Passport on the first day of the exclusion to ensure the 6-day timescale can be met.

Other Referrals

The aim of a HPRS referral is to support pupils to change behaviours and to support schools to avoid the use of permanent exclusion. Referrals can be discussed with HPRS prior to any formal referral being made.

A referral is formally triggered via a fully-completed HPRS Information Passport. The document **MUST** be completed in full and additional relevant paperwork submitted in order to avoid any delay in processing the application.

All referrals should be made in accordance with the HPRS Levels of Need. Please see the HPRS document 'Information for Schools' for details on the types of support we offer.

The following criteria apply:

- Referrals are made by schools/local authorities (we are unable to accept referrals from parents);
- Referrals are accepted from schools who have already provided a range of appropriate support and intervention;
- The primary need for a referral to HPRS must be behavioural. *Whilst pupils may also have other presenting needs, such as communication and interaction difficulties (eg. ASD), cognition and learning difficulties (eg. a specific learning difficulty), or sensory and/or physical needs (eg. visual impairment), behaviour must be the overriding concern.*
- We are unable to support pupils with severe or profound and multiple learning difficulties.

The PRU Forum

Referrals to HPRS are regularly reviewed by a panel known as the PRU Forum. The PRU forum currently meets six times through the year during term time, after In-Year Fair Access (IYFA) Panel meetings.

The role of the PRU Forum is to secure appropriate placements for pupils in Key Stage 3 & 4, resident in Herefordshire, who by reason of behaviour may not receive suitable education unless such arrangements are made for them.

Notes on the function of PRU Forum:

- The panel will monitor the placement of all pupils into HPRS and review any placements which may need to be referred back to the mainstream school.
- HPRS will endeavour to inform the referring school of the outcome of the panel's decision within three working days.
- HPRS are unable to discuss referrals with parents until a referral has been accepted. Any parental queries regarding the referral should be directed to the host school.
- All placements agreed at forum meetings will be implemented by HPRS within four working weeks or on the next available Intervention placement.
- **HPRS applies a referral submission deadline of 5 working days before the panel dates above**, in order to allow all documentation to be processed. Any referrals received after these dates will be kept on-hold until the next panel date. However, where possible The Head of HPRS will ensure that urgent referrals are considered between panel meetings and agreement sought.

PRU Forum Membership:

- Local Authority Social Inclusion Officer
- Educational Psychologist
- Head of HPRS
- Deputy Head of HPRS (Intervention)

Admission to HPRS

- Once a referral is accepted, HPRS will notify the school and make contact with parents/carers to arrange an initial admission meeting.
- All pupils attend a structured induction programme for up to two weeks at the beginning of their placement. This is part-time (1 session per day) to facilitate a range of assessments and ensure the pupil's timetable can be best matched to meet their individual needs.
- Pupils admitted to HPRS on an Intervention or Permanent Placement (Levels 3 & 4) will remain on the roll of the school with Dual Registration status (Main at host school, Subsidiary at HPRS). HPRS will provide regular feedback to the host school.

*For full information on the range of support offered by HPRS, please refer to our document:
HPRS - Information for Schools*