



ADMISSIONS CRITERIA

Version: 2026-2027

Background

Herefordshire Pupil Referral Service (HPRS) has 69 places for pupils in Years 7-11, split across our Key Stage 3 and Key Stage 4 Centres.

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 (Level 3 and Level 4)

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.

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 a minimum of 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.
- All none permanently excluded pupils (Level 3 and Level 4) who are seeking a potential placement at HPRS will be discussed at the Education Oversight Panel where a plan of action is put into place depending on level of need.

H3 (Home and Hospitals Hub)

Our H3 centre provides up to 25 full-time places for pupils who are unable to access mainstream education for issues in relation to anxiety, mental health and severe medical conditions. These admissions are managed by the Inclusion and Engagement Panel who meet monthly or referrals via Herefordshire Child and Adolescent Mental Health Service (CAMHS).