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ADMISSIONS CRITERIA

Version: Summer 2025

**Background**

The Local Authority commissions 64 places for priority permanently excluded pupils. An additional 10 places are available for commissioning directly by 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 (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 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**