

# Thurrock Inclusion Panel (Primary)

## Terms of Reference

### Brief

To determine under the terms of the Thurrock Fair Access Protocol school placements and necessary support arrangements for hard to place pupils. The panel will also monitor admission of pupils to the Inclusion bases or other alternatives as they develop.

### Definition of hard to place

A hard to place pupil is defined in the Thurrock Fair Access Protocol (which in turn has regard to the minimum requirements set out in the School Admissions Code) as follows:

- permanently excluded pupils
- pupils subject to managed moves or requests for managed moves
- children with a history of violence or serious behaviour problems\*\* where a risk assessment supports the view that an alternative mainstream placement would be successful
- pupils attending Inclusion Bases or alternative arrangements awaiting reintegration to mainstream
- pupils withdrawn from school by their family following fixed term exclusions and unable to find another place
- children who have been out of education for more than 20 school days;
- children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- vulnerable children with complex family backgrounds for whom a place has not been sought;
- children who are carers; and
- children with special educational needs, disabilities or medical conditions (but without a EHCP).
- children on the Child Protection Register
- long term non-attenders
- Children withdrawn from school for Elective Home Education where the Local Authority has deemed this to be unsuitable education. Children where parents have initiated EHE under circumstances where this was to avoid a permanent exclusion from school. These will in most cases be re-directed to their original school, with the expectation that they will be re-admitted under the protocol, over number if necessary.
- children in need
- children with a CAF
- young offenders
- children for whom English is not their first language

## **Membership**

- Representative Primary Headteachers spread geographically and including a range of Multi academy trusts .
- Strategic Lead Specialist Provision / Principal Educational Psychologist
- Senior Access and Inclusion Officer
- Admissions representative
- Any other Thurrock Primary Headteacher Association (TPHA) as agreed by TPHA
- Representatives from Primary Inclusion Bases

and, by invitation where relevant to case(s) under consideration:

- Representative from the school making a pupil request
- Representatives from a minimum of three schools within the home address
- Social Care
- Headteacher Virtual School for Looked After Children
- Youth Offending Team
- Police

## **Frequency of meetings**

4 weekly

## **Servicing of Panel**

- The Panel will be chaired by the Principal Educational Psychologist / Strategic Lead for Specialist Provision deputised by Senior Access and Inclusion Officer
- Action Notes will be taken recording decisions taken
- Case papers will be made available in advance

## **Substitutes**

Panel members may nominate substitutes

Nominated substitutes must be authorised to make admission and expenditure decisions for their school or service. This is to ensure that decisions affecting children's learning opportunities can be taken in the meeting and are not delayed while authority is sought subsequently.

The decisions made will be based on the needs of individual pupils taking into account the demands across all schools in the Local Authority regardless of the any particular MAT the requesting school is a member of.

## **Process**

- All completed referrals must be submitted to the Senior Access and Inclusion Officer one week in advance of the Panel Meeting.
- Invitations to all relevant representatives with allocated time slots will be given, to reduce attendance time for participants.
- There will be the facility for a pre-meeting 30 minutes before the scheduled meeting time for emergency cases determined by Access and Inclusion officer.
- Late submissions will be accepted only if not to do so would risk failure to meet a statutory deadline or otherwise put the child, admission authority or council at risk.
- Electronic papers will be made available in advance, of the meeting to panel members.
- Cases will be presented by the relevant officer, usually the Senior Access and Inclusion Officer.
- Managed moves will be presented by the requesting school.
- At the meeting a collective decision will be reached in respect of each case submitted.
- A formal record of decisions is kept
- Cases will be referred to the school identified and agreed by the panel with the expectation that they will be admitted to the school.
- All data managed within this panel process will be organised in full compliance with GDPR. School's presenting data regarding individual pupils are responsible for ensuring that parental consent has been given for it to be shared as part of the panel process.

## **Monitoring**

Data will be collected and reported to panel.

Any chair's actions will be reported termly.

## **Venue**

To be hosted by academies/schools. Venues confirmed at the beginning of each Academic year.

## **Confidentiality**

- Panel discussions are confidential.
- Papers will be shredded and associated electronic files deleted by panel members
- Master files will be retained by LA in line with regulations for data storage and deletion.