

# Thurrock Inclusion Panel (Secondary)

## 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.

### 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 PRUs awaiting reintegration to mainstream
- children from the criminal justice system who need to be reintegrated into mainstream education;
- pupils withdrawn from school by their family following fixed term exclusions and unable to find another place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- Children withdrawn from school for Elective Home Education where the Local Authority has deemed this to be unsuitable education.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
- Pupils transferring school in Year 11

## **Membership**

- All secondary phase Head Teachers
- Representative from Olive Academy AP
- Senior Access and Inclusion Officer
- Strategic Lead Inclusion / Principal Educational Psychologist
- Admissions representative

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

- 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 Inclusion 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.

## **Process**

- All completed referral must be submitted to the Senior Access and Inclusion Officer 1 week in advance of the Panel Meeting.
- 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.
- At the meeting a collective decision will be reached in respect of each case submitted.
- A formal record of decisions is kept

## **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.
- master files will be retained by LA