

THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

COMMISSIONING / ADMISSIONS FORM TO KSSS & BPRU FEDERATION

COMPLETED	ADMISSIONS:
PRE-ON-ROLL	SINGLE/P.EX SCC APP to PRU Head of School [p.ex notification forms; SCC review with HoS at APP meetings]
DOCUMENTS	DUAL REG to PRU Head of School [admissions form; Review agreed with HoS]
	Discussion at SEND & Inclusion Hub per District
	On Roll onto ARBOR
	Home School access to ARBOR: Home School students only

COMPLETED	INDUCTION:
ON ENTRY	Home Visit (COVID pending)
STUDENT PEN	Pre-Admissions meeting: HoS with p/c, student; Home School & External Agencies if appropriate. [Induction booklet & signing docs; CTF; Safeguarding file etc]
PORTRAIT	Admin Admissions: Arbor; My Concern; My Maths; Email; ICT; exams etc.
	Induction Programme: 10 days covering baseline testing and introductions from Eng/Maths/Sci/PE/Food/Art/PSHE/Music/ICT/SEND & Iceberg/ IAG – KS 4 only; etc. Formalising Individual Learning Plan – possibly including WEX & College provision (KS4 only); other AP

INITIAL INFORMATION:	
NAME:	YR GRP: 7 8 9 10 11
HOME SCHOOL:	REASON FOR REFERRAL:
CONTACT NAME:	
START DATE:	EST. LENGTH OF PROVISION:
APP DIRECTIVE: Y/N	ON SEND & INCLUSION HUB: Y / N
INITIAL OFFER: TIMES	SEND: Y / N
MON:	EHCA: EP: EHCP: Y/N
TUES	
WED:	MHWB: Y / N
THURS:	
FRI:	
RISK ASSESSMENT NEEDED: Y / N	SAFEGUARDING CONCERNS: Y / N
	LAC:
	MACE:

CURRICULUM OFFER:	
MEDICAL: EOTAS:	
KS 3:	E/M/S/ART/FOOD/PE/PSHE/ etc
	ENRICHMENT ACTIVITIES eg Hair & Beauty; Forest Schools
	F/S QUALS
KS4:	GCSE (equivalent): E/EL/M/S/ART/FOOD/PE/MUSIC & F/S QUALS
	IAG 1:1
	AP: WEX OTHER:
	HOME SCHOOL exam quals to be completed at PRU: ENGLISH: MATHS: SCIENCE: OTHER:

ENRICHMENT OFFER: Students will be included in calendared events throughout the year – eg.	
SPEAKERS	Careers – Employees/Employers etc; School Nurse & Condom Club; Knife & Gangs;
WORKSHOPS	Zoo Lab; STEM; Sport; Artist in Residence
TRIPS	Sport; OAA; Art; Museums; National Trust; Galleries;
AP & WEX (age required)	Construction; Hair/Beauty; WEX – set up around student’s interests/ambition; Farming; SLA with SSC; Eagles Nest;
COMMUNITY	Work with staff on projects in the school’s local community/over the district.
MODELLING	All staff work hard to model the right positive interactions, behaviours, language, discussion points etc How to request things, how to take turns, how to listen to others etc
OTHER:	

PERSONAL DEVELOPMENT & BEHAVIOUR OFFER:	
On Entry Student Pen Portrait	Pre-Admission & Induction programme (10 days): 1:1/small group time with key T&L staff; baseline testing (if appropriate); SEND; Iceberg – emotional literacy; suitable strategies/interventions that have worked and might work as each student settles into their ILP.
ILP	Each student will have a 25 hr offer that includes some bespoke pathways at KS4 – including AP, WEX – if appropriate. All students have social interaction time to practice positive behaviours when in a group of students and staff at breaks and lunchtime.
WEX	WEX is for KS 4 students only – based on suitable placement that has been H&S vetted by M.Franks etc. WEX Coordinator interviews; sources placement; agreement signed by Student-P/C-WEX.
PBSP	Each student has time with staff to set and review PBSPs – what triggers and what soothes etc.
OTHER:	

ASSESSMENT:

PRU:	Formative: per lesson/group of lessons. Summative: per half term gradesweep against annual set target. Reporting to P/C: per term with Performance Review Day meeting with p/c, student, agencies, home school etc to review holistic progress: attendance, behaviour, academic, next steps etc.
HOME SCHOOL:	For the PRU and Home School to agree on a bespoke basis.

PLANNED TRANSITION FROM THE PRU	NEXT PHASE OF EDUCATION:
	Transition to Home School: ETA:
	Manage Move to: ETA:
	EHCP and SEND provision: Needing to start / complete EHCP: Other agencies involved at transition:
	POST 16 placement: Entrust hand over:

REVIEW DATES: (PRU reviews provision weekly – informing p/c Fri for the following week
KSSS & BPRU encourage all Home Schools to visit their students on a regular basis.

DATE	WHO	PROGRESS	NEXT STEPS	BY WHEN

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FINAL OFF ROLL INFORMATION:	
OFF ROLL DATE:	
REASON FOR OFF ROLLING:	
STAFF TO INFORM:	GM – Pupil placement / Arbor: archive on Arbor SG – Finance: Cross Charging or TRIG 8 funding JM – SENCO HoS – take off weekly KPI tracker All staff & School Counsellor
EXTERNAL AGENCIES TO INFORM:	Social Worker; EHT T3 CSE panel YOT Other:

This is an agreement between the Home School/ SCC for each commissioned student’s place at either KSSS or BPRU. This is agreed by KSSS or BPRU Head of School with the home school – using F2F meetings; virtual meetings; emails; telephone etc. **EACH HOME SCHOOL HAS ACCESS TO ARBOR & MY CONCERN giving access to live data.**

The Head of School will complete (and review with SLT and appropriate Admin staff) & share with the correct Inclusion Lead for the Home School; it will be up dated with SCC at APP meetings that the Head of School attends regularly throughout the year – at the discretion of SCC.

There may be rare occasions that SCC direct KSSS or BPRU to send dual registered students back to the home school due to the rise in P.ex before the commissioned period of time. If we have to do this – we will review all current dual registered students based on something like the following priority list: BUT we do fully realise that they are with us at the PRU for needing the PRU, but the statutory part of SCC PRUs are to provide education from the 6th day.

1. Students who are dual who are likely to succeed back in mainstream.
2. Dual students who do not reside in the actual district that the PRU serves or in SCC.
3. Dual student who has an external package around them with Social worker/EHT/YOT etc.
4. Schools that don’t take PRU Managed Moves.
5. Dual registered students who are on MACE/CSE/YOT etc
6. Dual reg students who are in the EHCNA/P.

This commissioning – admissions agreement is part of the induction process; it will be up dated by the Head of School after meetings with the Home School and after District SEND & Inclusion Hub meetings per term. This working document should be read in conjunction with SCC admissions

(<https://www.staffordshireconnects.info/kb5/staffordshire/directory/advice.page?id=tQRJVVQHZAE>)



AND KSSS & BPRU Federation AP commissioning, monitoring & Quality Assurance Checklist.