

Admissions Policy

Calderdale Pupil Referral Unit (PRU) is a cross phase school for Calderdale pupils with behavioural, social, emotional and mental health difficulties who have either been permanently excluded from mainstream schools or are at risk of being permanently excluded from mainstream schools. The unit provides places for children in KS2, KS3 and KS4. Calderdale PRU is multi-sited and offers high quality education to meet a range of needs.

Calderdale Pupil Referral Unit aims to ensure that all pupils have access to an appropriate curriculum to ensure they achieve their potential and are not disadvantaged in comparison to their peers who access education in mainstream settings. Students accessing longer term educational programmes at Calderdale Pupil Referral Unit will follow a range of accredited courses.

ADMISSIONS CRITERIA

The Full Time Equivalent (FTE) places offered cover a range of programmes for Key Stages 2,3 and 4. The pupils are either:

- Permanently excluded from mainstream school
- At risk of permanent exclusion
- Pupils new to the authority who were previously educated in a PRU setting
- Pupils new to the authority who have a history of disrupted education
- Pupils referred for alternative provision on either a full-time or part-time basis.

APPLICATIONS/REFERRALS

All applications for places on the PRU roll for pupils permanently excluded from school will be managed by the Local Authority Exclusions Officer/Inclusion Officer.

Applications for all other types of placement will be done through the Calderdale Primary or Secondary Behaviour and Attendance Collaborative (BACs). *Where individual primary schools are not part of a BAC, schools will need to contact the Head Teacher of the PRU directly to apply for a place.

All referrals will be supported by a completed BACs form and detailed information from the referring school. This will form the basis of an initial risk assessment and will help us provide:

- The most appropriate placement and provision
- The nature and duration of the placement
- The appropriate pupil exit strategy

Other services and agencies (e.g. Education Welfare Service, Educational Psychology, Calderdale and Kirklees Careers, Youth Offending Team, Health and Social Services) and parents and carers will be asked to supply additional information to support the referral process.

Places are offered only when agreement has been reached with the Local Authority Exclusions Officer and/or mainstream school and parents or carers.

PLACEMENTS

The Head Teacher of Calderdale Pupil Referral Unit has responsibility for allocating provision for referrals that meet the admissions criteria. All those involved with the pupil will be informed of the decision and a date for the admissions appointment will be arranged. In the case of preventative

placement or alternative provision placements, an agreement will be drawn up between the referring school and The Calderdale Pupil Referral Unit. The agreement will address:

- Funding
- Pupil support
- Transport arrangements
- Duration of placement
- Placement review
- Exit strategies

Any referrals that fall outside of the admissions criteria or are above the school's published PAN will be considered on a case by case basis and individuals may be offered a placement if the appropriate funding and support can be secured from the Local Authority.

Once a placement is agreed, all pupils will attend a structured induction programme for up to two weeks. This is part-time to facilitate a range of assessments and to ensure that the pupil's timetable can be best matched to meet their individual needs.

CAPACITY ISSUES

Calderdale Pupil Referral Unit may at some points in the year have greater demand for places than are available. Demand for places increases during the year and can be at its peak between Easter and June.

In the case of students with behavioural, social, emotional and mental health difficulties, capacity is sometimes related to the management of particular combinations of students and the stability of staffing rather than absolute numbers. It is the responsibility of the Head Teacher to ensure that the safety of all students and staff is paramount.

Occasionally, capacity will be reached before absolute numbers. In those cases the Head Teacher will work with officers from the Local Authority and alert them to any issues that may impact on the capacity to provide places and meet the LA's statutory responsibilities. Governors will be kept informed of pupil numbers and capacity via the Management Committee Meetings.

COMPLAINTS PROCEDURE

Any complaints regarding this policy should be addressed to the Chair of The Management Committee as detailed in Calderdale Pupil Referral Unit's complaints procedure.