

# Scarborough Pupil Referral Service



## Special Education Needs and Disability Policy

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On behalf of Management Committee:	Julia Waines		<i>J. Waines</i>	23.04.23

SENCo:	Wendy Chopping
Date of NASENCo Award:	July 2021
SEN Management Committee Member:	Julia Waines

The SENCo is a member of the Senior Leadership Team at Scarborough Pupil Referral Service

This Policy has been written to reflect current legislation and other school policies:

- The Children and Families Act 2014
- Equality Act 2010: advice for schools DfE Feb 2013
- Special Educational Needs and Disability Regulations 2014
- Special Educational Needs and Disabilities Code of Practice 0 – 25 (January 2015) (SEND CoP)
- Schools SEN Information Report Regulations 2015
- Current Statutory Guidance on Supporting pupils at school with medical conditions
- School's Safeguarding Policy
- Current teachers' standards
- Current teaching assistant standards
- School's Accessibility Plan

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## School Ethos

Our aim is to provide a positive learning experience in a safe, supportive and nurturing environment, enabling our pupils to: gain the skills and confidence that will allow them to become more successful within education and maximise their potential to become responsible and independent citizens.

### Objectives and aims

This policy is written to ensure everyone working in our school is clear about the ethos, principles, procedures and practice for pupils with Special Educational Needs and Disabilities (SEND). Every adult within our school must follow this policy. We use '**must**' when referring to a statutory requirement.

All items in italics are taken directly from the [SEND Code of Practice 2015](#)

*6.1 All children and young people are entitled to an appropriate education, one that is appropriate to their needs, promotes high standards and the fulfilment of potential. This should enable them to:*

- achieve their best*
  
- become confident individuals living fulfilled lives, and*
  
- make a successful transition into adulthood, whether into employment, further or higher education or training*

Things we **must** do:

- use our best endeavours to make sure that a child with SEND gets the support they need – this means doing everything we can to meet the needs of children and young people with SEND
- ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND
- designate a teacher to be responsible for co-ordinating SEND provision – the Special Educational Needs co-ordinator, or SENDCo
- inform parents when we are making special educational provision for their child
- prepare a SEN information report, which we publish on our school website
- state our arrangements for the admission of disabled children,
- state the steps being taken to prevent disabled children from being treated less favourably than others,
- provide facilities to enable access to our school for disabled children and publish our accessibility plan on our school website showing how we plan to improve access progressively over time
- have due regard to the general duties to promote disability equality.

A member of our Management Committee or a sub-committee has specific oversight of the school's arrangements for SEN and disability. This person is identified on the front page. All school leaders will regularly review how expertise and resources to address SEN can be used to build the quality of whole-school provision as part of our approach to school improvement.

The quality of education and the progress made by pupils with SEN is a core part of our school's performance management arrangements and its approach to professional development for all teaching and support staff. In addition, this also contributes to our school self-evaluation.

## How Do Teachers Identify Pupils with SEND

See Flowchart for teachers

*6.2 Every school is required to identify and address the SEN of the pupils that they support.*

*6.36 Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.*

The identification of SEND is built into our overall approach to monitoring the progress and development of all our pupils.

The steps below outlines the process that you as a teacher will follow to identify pupils with SEN.

1. Any child who gives you a concern whether it is due to a lack of academic progress, development, emotional or social need will be noted and dated on the child's records. This is referred to as a '**short note**' in the SEND CoP. It is imperative that your initial concern is logged and dated. You should add a note to the Pupil Placement Plan which are found in The Pupil Placement Planning folder on the N-Drive. Inform Wendy Chopping of your concern within 2 working days, these will be discussed as a whole staff in the Pupil Placement Planning meeting on the Friday afternoon following the concern. (If there is a child protection issue then our school's safeguarding procedures **MUST** be followed)
2. If a parent or pupil also raises a concern, this must be taken seriously and we must listen to these concerns. These will be noted and dated on the child's records, as above. Again, inform Wendy Chopping of their concern within 2 working days and log as above. (If there is a child protection issue then our school's safeguarding procedures **MUST** be followed)
3. N.B. At this point the child is not regarded as having SEN. How well the child responds or otherwise to the adjustments will determine if s/he has SEN.
4. Jennie Rogers, (pupil placement officer, will discuss the concerns informally with the parent and gather information about what the possible barrier to learning is. Our SENDCo will support you, if required. You will make any reasonable adjustments to your teaching that are required and report at the next pupil progress meeting on the impact of your adjustments (or at the next agreed time – this will be a maximum period of one term).

*6.21 Persistent disruptive or withdrawn behaviours do not necessarily mean that the child has SEN. Where there are concerns this needs to be logged on CPOMs and an assessment made by the class teacher, supported by the SENDCo, if required. This is to determine whether there are any causal factors such as unidentified learning difficulties, difficulties with communication or mental health issues.*

If appropriate, the SENDCo may approach others such as Early Help or the SEND Hub, as per the guidance in North Yorkshire County Council's (NYCC) [Ladder of Intervention](#). Any child in our school with SEND will not be discriminated against, sanctioned or disciplined due to their special educational need.

*6.17 Class and subject teachers, supported by the senior leadership team, should make regular assessments of progress for all pupils. These should seek to identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:*

- *is significantly slower than that of their peers starting from the same baseline*
- *fails to match or better the child's previous rate of progress*
- *fails to close the attainment gap between the child and their peers*
- *widens the attainment gap*

6.18 It can include progress in areas other than attainment – for instance where a pupil needs to make additional progress with wider development or social needs in order to make a successful transition to adult life.

6.23 Slow progress and low attainment do not necessarily mean that a child has SEN and should not automatically lead to a pupil being recorded as having SEN. However, they may be an indicator of a range of learning difficulties or disabilities. Equally, it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability. Some learning difficulties and disabilities occur across the range of cognitive ability and, left unaddressed may lead to frustration, which may manifest itself as disaffection, emotional or behavioural difficulties.

5. At this point, a decision as to whether the child has SEN will be made in conjunction with the SENDCo. The child or young person (CYP) is now described as being at 'SEN Support'. They will appear as Code K on our school census. If required, we can seek advice from the local SEND Hub manager to clarify our decision. This will be undertaken by the SENDCo.
6. Our SENDCo will maintain a list of pupils who have been identified as having SEN or on our SEN list. It is stated on SIMS if a CYP is identified as SEN or requiring SEN support. All teachers can access this. The Pupil Placement Plan will give an overview of the CYP's needs, interventions which have been put in place and alternative arrangements which have been agreed, this is accessible by all staff in the Pupil Placement Planning folder on the N-Drive. Any CYP with an ECHP will have a copy in their file, this can be accessed by all staff in the Pupil Records File on the N-Drive. Any reports from the educational psychologist, speech, language and communication specialist or other medical practitioners are held in the Pupil Records File on the N-Drive and are accessible by all staff. All Boxall and Thrive assessments for CYP can be accessed by all staff and are held in the Boxall and Thrive Data file on the N-Drive. Anyone accessing this information must treat the content in confidence and in line with General Data Protection Act 2018 and Protection Regulations 2017 (GDPR). It is the responsibility of each teacher to look regularly at the content to inform planning. Staff will be alerted to any new information by an email from the SENDCo.

#### There are 4 broad areas of need

- Communication and Interaction
- Cognition and Learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

If you would like further clarification of these areas of need, then consult the SEND CoP 6.28- 6.35 or discuss with our SENDCo. To assist us, NYCC has banding descriptors for each area of need. [Microsoft Word - NYCC SEMH descriptors \(northyorks.gov.uk\)](#)

#### Special Educational Provision

Once the CYP has been identified as having SEN then the formal process begins. We **must** take action to remove barriers to learning and put effective special educational provision in place.

This is called the [Graduated Response](#). It is a 4-part cycle: Assess, Plan, Do and Review.

Parents **must** be informed that their child has SEN and that additional and different provision is being provided for their child. Parents will be signposted to NYCC special educational needs and disabilities advisory and support service ([SENDIASS](#)) and the [local offer](#) . A link to this can also be found on our school website.

The graduated response is outlined below:

1. **Assess.** Assess CYPs needs – this happens when the CYP starts at the Pupil Referral Service and every term thereafter, to ensure we obtain a clear analysis of the CYP's need. The SENDCo will support with additional assessments where required. We will ensure that the assessment informs any adjustments, approaches, resources, intervention and/or support necessary.
2. **Plan.** This will be undertaken at least termly with the parents and CYP. The views of parents and pupils are of paramount importance. This will be recorded on the pupil placement plan and an agreed review date set with the parents at this meeting.

All staff contribute to the plan and it will be updated at least termly by all staff. The CYP's tutor has overall responsibility for ensuring it is kept up to date, supported by the SENDCo if required. The focus will be on how to overcome the barriers to learning identified in the assessment. If additional adult support is to be provided whether in-class or outside of class, it must be clear how, what and when this will be undertaken. The additional adult support is someone who must be suitably trained to undertake the intervention. The subject teacher is responsible for monitoring the impact within their subject, the behaviour manager is responsible for monitoring impact of behavioural interventions and the SEMH lead is responsible for monitoring the impact of therapeutic interventions.

For a timeline regarding how the plans will be conducted, see pages 1 and 2 of the Pupil Placement Plan. Do not agree to any evidence based interventions being put into the plan without first consulting the SENDCo to ensure availability of the person delivering it. The SENDCo will monitor the quality and appropriateness of the plans.

3. **Do.** The subject teacher remains responsible for the child. Where provision is provided by teaching assistants (TAs) or specialist teachers, the responsibility remains with the subject teacher. TAs must supplement and not replace teachers. Teachers are still required to work with the child in order to plan and assess the impact of any adjustments support or interventions. The SENDCo will support the class or subject teacher in the further assessment of the child's particular strengths and needs, by problem solving and advising on the effective implementation of support. The SENDCo will monitor this provision.
4. **Review** subject teacher will review the plan with the parents and CYP on the agreed date. The impact and quality of the support and interventions will be evaluated. This will feed back into the analysis of the pupil's needs. Parents will be given clear information about the impact of the support and interventions provided, enabling them to be involved in planning next steps.

### Involving Specialists

If at any point the subject teacher in consultation with the SENDCo feel they need additional advice and support from an outside agency then the consent of the parent **must** be obtained first.

This would be undertaken by the SENDCo, in consultation with parents and teachers when a pupil continues to make little or no progress or where they continue to work at levels substantially below those expected of pupils of a similar age despite evidence-based interventions/adjustments. These interventions/support will be delivered by appropriately trained staff.

The subject teacher will be asked to support the completion of the application. Subject teachers are expected to engage with the outside agency the school has approached, incorporate their recommendations into their plans, and facilitate information sharing between the parents/carers and the outside agency.

### Transition

SEN support will include a plan for effective transition between phases of education. The Pupil Placement Plan includes a section for completion by the subject teacher, parents and CYP at points of transition. This will be completed in a timely way so that the receiving establishment has all the relevant information they require. The SENDCo will support the subject teacher if required.

### Education, Health and Care Plans (EHCP)

Where a child is in receipt of an EHCP, the provision in Section F of the EHCP **must** be provided. Our teachers remain responsible for the CYP's progress. There will still be termly reviews and the graduated



response will remain in place. In addition, there will be an 'Annual Review' held each year. This **must** be before the date of the anniversary of the plan being issued. The SENDCo or member of our senior leadership team will chair the meeting and complete the required paperwork. For further details about this process and who is invited, please discuss this with the SENDCo.

### Confidentiality

Staff may have access to personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the CYP. Records should only be shared with those who have a legitimate professional need to see them. Staff should never use confidential or personal information about a CYP or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the CYP's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a CYP, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services. If a CYP, or their parent / carer makes a disclosure regarding abuse or neglect, the member of staff should follow our school safeguarding procedures.

### Safeguarding

Staff should be aware that CYP with SEND may be more vulnerable to abuse and/or less able to speak out if something isn't right. Some CYP may be more vulnerable because they:

Have additional communication needs which makes it more difficult for their voice to be heard.

Communicating solely with a parent/carers may pose more risk for the CYP so staff should try different methods of communication and work with partners from outside agencies to provide opportunities for the CYP to express themselves independently.

May be more difficult to teach and for the CYP to understand that what is happening to them is abuse so our school follows the SEND [PSHE education for pupils with SEND \(pshe-association.org.uk\)](http://pshe-association.org.uk)

May need intimate care or are isolated from others so staff should follow the Intimate Care and Lone Working Policies as well as providing opportunities for the CYP's voice to be heard through the pupil voice element of pupil placement planning.

Display inappropriate sexual behaviour or other repetitive challenging behaviours which may be misinterpreted as part of their condition or disability rather than an indicator of abuse. Staff should record any of these behaviours on CPOMS so the SENDCO and DSL can speak to those involved in the care of the CYP and make an informed decision. All CYP will have access to sexual health advice, lessons on healthy relationships and sex education. Any actions taken will follow the school's safeguarding policy.

May have injuries such as bruising which staff may assume is due to problems with mobility. Staff should record any injuries on CPOMS so that the SENDCo and DSL can speak to those involved in the care of the CYP and make an informed decision.

### Roles and Responsibilities

Our school leaders and teaching staff, including the SENDCo, will analyse data to identify any patterns in the identification of SEN, within the school and in comparison with local and national data. We will then use this information to reflect on and improve the quality of education.

#### Role of the Management Committee

Our Management Committee will work with our Headteacher to ensure that our school meets its responsibilities under the [Children & Families Act 2014 particularly section 66](#) regarding using their best endeavours and Equality Act 2010.



Our Management Committee **must** have regard to the SEND Code of Practice.

Our Management Committee **must** ensure that a Special Educational Needs Coordinator (SENDCo) is appointed and that they are qualified, i.e. they are a qualified teacher and have the national award for special educational needs and disabilities (NASENCo). If our SENDCo does not have this award on the day they are appointed then our Management Committee **must** ensure it is achieved within 3 years of their appointment. This also applies to the Headteacher if they take on the role of SENDCo.

- *6.3 There should be a member of the management committee or a sub-committee with specific oversight of the school's arrangements for SEN and disability. School leaders should regularly review how expertise and resources used to address SEN can be used to build the quality of whole-school provision as part of their approach to school improvement.*
- *6.97 They should consider their strategic approach to meeting SEN in the context of the total resources available, including any resources targeted at particular groups, such as the pupil premium.*

In our school, this means that a SEN Management Committee Member is appointed to work directly with the SENDCo and other members of the senior leadership team and report to the Management Committee about matters related to SEND.

The Management Committee **must** publish at least annually a [SEN Information report](#).

- *6.79 The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools **must** publish information on their websites about the implementation of the governing body's or the proprietor's policy for pupils with SEN. The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible.*

The report **must** contain as a minimum the 14 bullet points listed in section 6.79 of the SEND CoP and will include arrangements for supporting CYP who are looked after by the local authority and have SEN. Therefore, we will produce this annually and it will be uploaded onto our school website.

*xxi School governing bodies and proprietors **must** also publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and their accessibility plans.*

### Role of the SEN Management Committee Member

Our SEN Management Committee Member will:

- be familiar with the SEND Code of Practice 2015 particularly Chapter 6
- be a critical friend to our SENDCo by visiting at least once a term
- be aware of the numbers of CYP at our school with SEN and disabilities
- be aware of our SEND action plan

Monitor:

- the progress and attainment of our CYP with SEND
- attendance rates of our CYP with SEND
- that our CYP are not being unfairly treated due to their SEND, for example being disproportionately being sent out of lessons, or excluded from taking part in wider educational experiences
- that our CYP receive a broad curriculum and social experiences, including that they don't disproportionately miss out on curriculum content, creative activities and break times in order to access additional support
- that all policies are non-discriminatory regarding pupils with SEND

Investigate:

- the gaps or differences in our performance, attendance or levels between our CYP with and without SEND
- our strengths and areas for development regarding SEND provision
- how SEND is represented in our school development plan, and whether progress is being made towards targets
- obtain the views of our parents of CYP with SEND, about their experience of the school's SEN provision
- obtain the views of our CYP with SEND including their enjoyment and experience of learning
- obtain the views of our teachers, about their ability to implement the SEND plan

Report:

- each term to our full Management Committee board on their findings

### Role of the Headteacher

The Headteacher is responsible for the strategic development, policy and provision in our school.

They are responsible along with the Management Committee to ensure our school meets its responsibilities under Children and Families Act 2014 and the Equality Act 2010.

The Headteacher along with other members of our senior leadership team and SENDCo will publish a clear picture of the resources (e.g. a whole school provision map) that are available to the school.

Our Headteacher will ensure that any member of staff working with any CYP who has SEND is aware of their needs and have arrangements in place to meet them.

### Role of the SENDCo

*6.87 The SENDCo has an important role to play with the Headteacher and governing body, in determining the strategic development of SEN policy and provision in the school. They will be most effective in that role if they are part of the school leadership team.*

*6.88 The SENDCo has day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans.*

*6.89 The SENDCo provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENDCo should be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that pupils with SEN receive appropriate support and high-quality teaching.*

*6.90 The key responsibilities of the SENDCo will include:*

- *overseeing the day-to-day operation of the school's SEN policy*
- *co-ordinating provision for children with SEN*
- *liaising with the relevant Designated Teacher where a looked after pupil has SEN*
- *advising on the graduated approach to providing SEN support*
- *advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively*
- *liaising with parents of pupils with SEN*
- *liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies*
- *being a key point of contact with external agencies, especially the local authority and its support services*

- *liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned*
- *working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements*
- *ensuring that the school keeps the records of all pupils with SEN up to date*

Our school will ensure that the SENDCo has sufficient time and resources to carry out these functions. We will provide our SENDCo with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities in a similar way to other important strategic roles within a school.

Our SENDCo has a strategic and operational aspect to their role.

	Operational	Strategic
The	Day to day systems	Knowing our school data and types of SEND and respond according with CPD for staff
	Paperwork	Write and implement an action plan
	Liaise with agencies	Monitor and review provision and impact
	Liaise with parents and teachers	Budget – Value for money
	Teaching assistants deployment	Review processes and systems
	Transitions	Liaise with Inclusion Panel
		Report to SLT/Governors

monitoring of SEND provision in our school is an essential role of our SENDCo, as it will inform any areas for development.

This will be undertaken in a variety of ways such as, but not limited to:

- classroom observation with a focus on: SEND provision, resources and environment
- scrutiny of Pupil Placement plans content, implementation and impact
- quality assure the delivery of any interventions
- ongoing assessment of progress and impact made by intervention groups
- work sampling of pupils with SEND at least termly via book scrutinies
- attendance at pupil progress meetings
- CYP questionnaires/discussions: after interventions, about support/provision in class and homework
- teacher/TA questionnaires/discussions
- effective deployment, preparedness and practice of TAs including teaching assistant interactions and questioning skills
- informal/formal feedback from staff, parents and CYP
- CYP progress tracking, using assessment data (whole-school processes)

- attendance records of pupils with SEND
- whole school provision map
- pupil premium scrutiny and impact (similarly for Covid catch-up funding if appropriate)
- supporting CYP and staff with effective transition
- consider examination/test access arrangements
- support CPD with a focus on SEND in school
- termly meeting with our SEN Management Committee Member and report to our senior leadership team

#### Role of class teachers/subject teachers/form tutors

*6.36 Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.*

The role of the class teachers/subject teachers/form tutors is to:

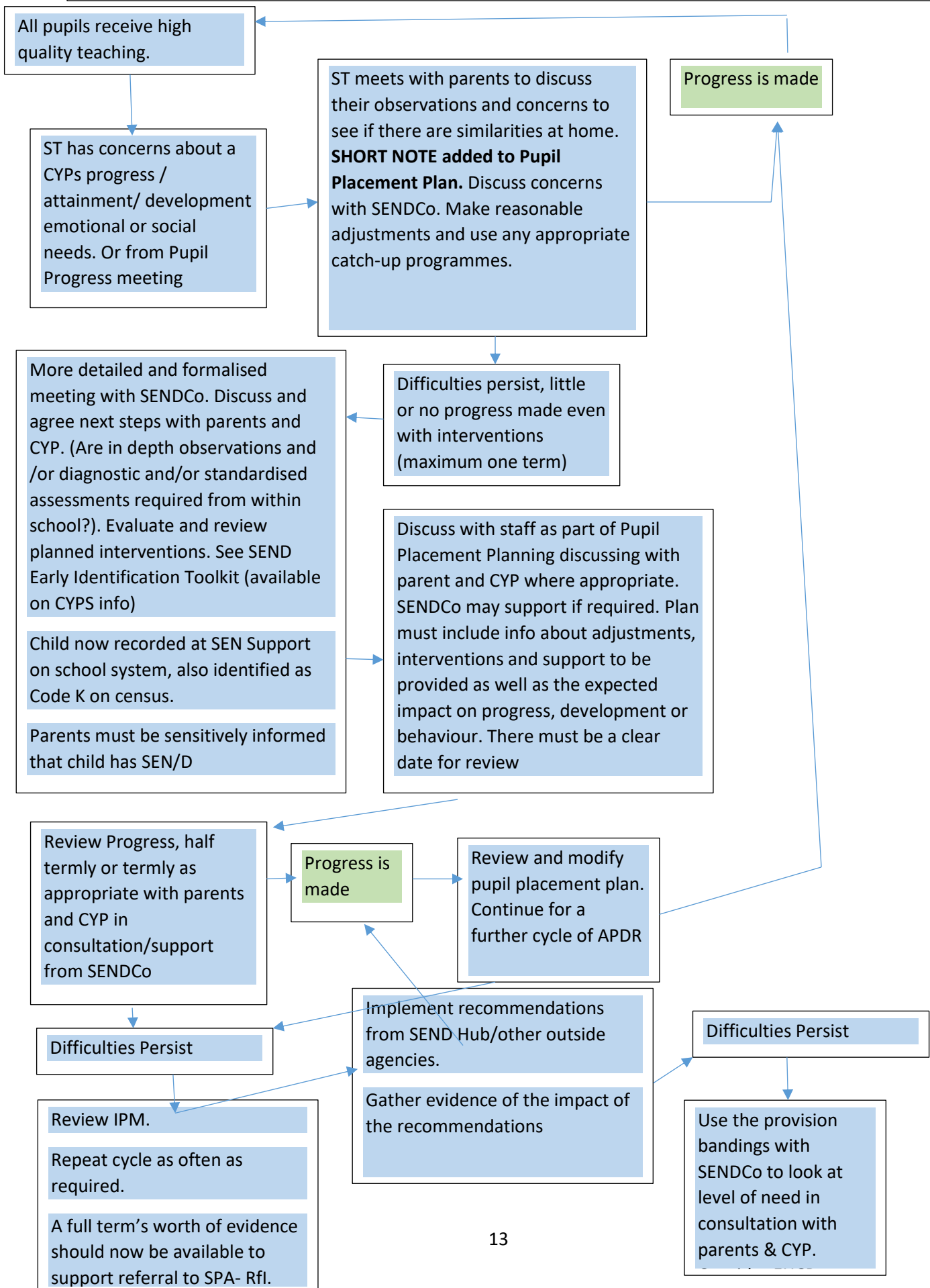
- support the SENDCo and our senior leadership team to implement this policy and have due regard to the SEND CoP
- support and engage with the SENDCo in regard to the SEND monitoring role
- identify pupils with SEND
- Input into the Pupil Placement Plans, implement and review them, as set out in this policy
- set high expectations for every CYP including those with SEND
- liaise effectively with parents and listen and act upon their concerns
- use appropriate assessments to identify barriers to learning and set targets that are ambitious for all CYP
- plan lessons that will address potential areas of difficulty and remove barriers to achievement.
- use their best endeavours to meet the needs of CYP with SEND
- make reasonable adjustments to overcome barriers to learning
- remain responsible for working with the CYP on a daily basis
- keep abreast of SEND initiatives and CPD

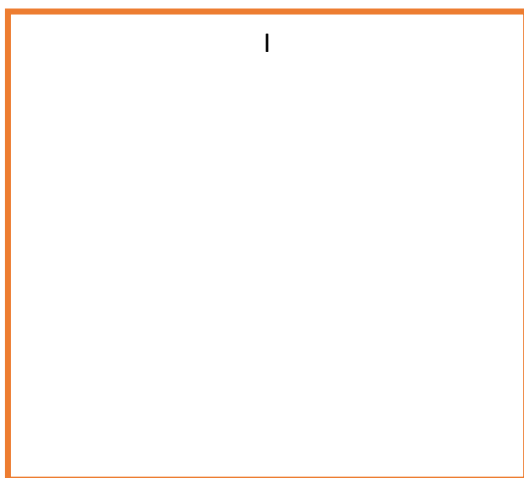
#### Role of all support staff

The role of the support staff is to:

- ensure CYP become independent, resilient learners
- promote self-esteem and social inclusion
- develop their knowledge of the curriculum
- work collaboratively with subject teachers to overcome any barriers to learning
- report any observations about the CYP they are supporting to the subject teacher
- contribute to reports for reviews of CYP with SEND
- attend CPD and keep abreast of initiatives
- follow the TA Standards (if appropriate)
- Be aware of Boxall targets for CYP and how to implement them.

Flowchart for **Teachers** to ensure initial concerns are addressed using the 'Assess, Plan, Do and Review' graduated response.





# Pupil Placement Plan

<b>Name</b>	
<b>Mentor</b>	

Start date:			
Present at admission meeting			
DOB:		Pupil Premium?	
Year group:		Current school	
EHCP			
Reason for referral:			
Attendance			
Address			
Contact details			
Priority need			
GP details			
Dentist details			
Medical information			
Parental Responsibility			

## Contents

- Pupil information
- Record of academic assessment data
- SEMH assessment data
- SEN Information
- Admission paperwork
- Pupil Voice
- Behaviour observations – First cycle of interventions recorded
- Mid Placement review
- Pupil Questionnaire
- Parent Questionnaire
- Pupil Voice
- Behaviour observations – Second cycle of interventions recorded
- Review meeting
- Pupil Voice
- Behaviour Observations – Third cycle of interventions recorded
- End of placement review meeting
- Issues, interventions and impact evidence
- End of placement pupil questionnaire
- End of placement parent questionnaire
- Appendix

### Timeline

1. Pupil referred
2. Completed Inclusion Panel paperwork received
3. Admission meeting arranged. Parents/carers, pupil and referring school invited.
4. Pupil Mentor assigned to pupil
5. Admission meeting completed and meeting minutes taken.
6. Pupil Placement Officer completes all initial assessments

7. Pupil Placement Officer then gives the teachers this information for marking/standardising.
8. Baseline assessment results added to PPP
9. Pupil Administration Officer creates a reminder on the calendar to inform staff to discuss pupil three weeks after their start date.
10. The first 'Plan-Do-Review' cycle will then be carried out. Actions for this will be agreed by all staff and Pupil Mentor to record
11. Pupil Mentor to begin the record the issues, interventions and impact evidence in the plan.
12. Pupil Administration Officer creates another reminder on the calendar nine weeks into the placement for SLT/Pupil Mentor to carry out a placement review meeting.
13. ELSA team to complete Pupil Voice sections as required and update the SEMH assessments
14. Review to be carried out by SLT/Pupil Mentor. Parents/Carers invited in.
15. Pupil Administration Officer to record meeting minutes in the plan.
16. SLT to decide on next steps for pupil based on the first cycle of Plan-Do-Review. Another cycle of interventions may be needed at this point before transitioning to mainstream school. Next steps recorded and Pupil Administration Officer create a reminder on the calendar for either an end of placement review meeting three weeks after this date, or another review meeting six weeks after this date.
17. Pupil/Parent placement questionnaire to be completed with Pupil Mentor and Pupil Placement Officer after this first review meeting.
18. The second 'Plan-Do-Review' cycle will start on the ninth Friday of placement during the afternoon meeting. Actions for this will be agreed by staff and Pupil Mentor to record interventions.
19. ELSA team and SENCO to continue to record any other interventions/information from assessments as necessary.
20. End of placement/transition meeting carried out by SLT and Pupil Mentor where a reintegration plan will be agreed. Parents/Carers and transition school invited in.
21. Pupil/Parent End of placement questionnaires completed by Pupil Mentor and Pupil Placement Officer



## **Pupil Information**

Strengths and Achievements	Challenges/barriers to learning/SEN
Behaviours observed at school	What worked well at school and what did not work so well?
Behaviours observed at home/in the community	What rewards and consequences are used at home?
What has led to the young person being referred?	How do you think this placement will benefit the young person?

<b>Factors in the Young Person's Life – please tick any that apply</b>		
<b>Tick</b>	<b>Agencies involved with the young person</b>	<b>DETAILS/CONTACT</b>
Disengagement and disaffection in education, at risk of permanent exclusion		
Vulnerability, to anti-social or criminal behaviour, exposure to gangs or criminal exploitation	Early Help	
At risk of sexual exploitation	Youth Justice	
Family breakdown,	Children's Social care	
Abuse, neglect or domestic violence.	CAMHS	
Parenting skills and capacity/young carers	Compass	
Parents or significant family members with a history of offending or substance abuse	Healthy Child Team	
Life controlling habits for the young person, addictions or patterns of destructive decision making	North Yorkshire Youth	
Risk of NEET	IDAS	
Vulnerability to crime, bullying, mistreatment or exploitation from peer group	LAC	
School age or young parent	SEN / ARO	
Any evidence of racist/homophobic/intolerant behaviours	Virtual School	
Risk of radicalisation	Trusted Relationships	
Risk taking behaviour or self-harm		
<b>Criminal Convictions</b>		
Does the young person have any criminal convictions?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Pupil Progress

	Not studied	Not on track			On track for PRS target			On track for KS4 target			Aiming higher than KS4 target	
		On Entry	KS4 target									
Maths												
Science												
English Lang												
English Lit												
Reading Age												
Symbol modality test												
Sentence completion												
Handwriting speed												
SLC												
Co-ordination												
CAT 4												
NGRT												
BPVS												
Spelling age												
PSSM												
Behaviour %												
Overlay assessment												

## SEMH Assessments

DATE	ASSESSMENT	INTERVENTION	IMPACT
<u>BOXALL</u>			
<u>THRIVE</u>			

DATE	ASSESSMENT	INTERVENTION	IMPACT
<u>BOXALL</u>			
<u>THRIVE</u>			

## **Barriers to learning**

	COMMENTS
<b>Social and Emotional Mental Health Needs</b>	
<b>Learning and Cognition Needs</b>	
<b>Physical Needs</b>	
<b>Speech, Language and Communication Needs</b>	



## Pupil Voice 1

\*To be completed by ELSA team before the first Behaviour Observation and Plan-Do-Review cycle.

At PRS we really want you to feel that you belong. It is important that we understand your opinions about your placement here so that we can plan your lessons and the learning environment around your needs to help you to feel safe and secure.

<b>Date:</b>		<b>Is pupil questionnaire completed?</b>		
When I am in school I enjoy:	When I am in school I find it difficult to:	Something I like about myself is:	Something I would like to change about my behaviour is:	
I learn best when I can: (Highlight as necessary)  Use a laptop Work on the internet Use games/puzzles Work alone Work in groups Have music in the background Have silence Take part in discussions Doodle/draw whilst listening		Prefer an outdoor learning environment Have space to move around Sit at the front Sit at the back Fiddle with something Work on PowerPoint, Excel, Word Complete lots of short tasks Have a list of my tasks so I know what is expected of me. Use coloured paper or overlays to help me to read or write Other		
It would help me if you could:	I would like you to know that:	This means that:	I will help myself by:	

**Plan, Do Review 1 - date**

What is working well?	:
What needs to improve?	
Target for change	
Strategies and Interventions	
Impact	
Review	





## Pupil / Parent Voice 2

\*To be completed by ELSA team mid placement

<b>Date:</b>	At PRS we really want you to feel that you belong. It is important that we understand your opinions about your placement here so that we can plan your lessons and the learning environment around your needs to help you to feel safe and secure.		
During my placement I am found these subjects the most enjoyable:	During my placement I found these subjects the most challenging:	Things that are going well for me at this placement:	Something I would like to change about my behaviour is:
In school my friends are:			
In school I find it difficult to get along with:			
I would like you to know that:		This means that:	
It would help me if you could:		I will help myself by:	
<b>Parent's Views</b>		<b>Agency Views</b>	
Is first parental questionnaire completed?			

**Plan, Do Review 2 - date**

What is working well?	:
What needs to improve?	
Target for change	
Strategies and Interventions	
Impact	
Review	



## Pupil /parent Voice 3

\*To be completed by ELSA team after each Behaviour Observations cycle.

<b>Date:</b>	At the PRS we really want you to feel that you belong. It is important that we understand your opinions about your placement here so that we can plan your lessons and the learning environment around your needs to help you to feel safe and secure.	
One thing that I am most proud of whilst being at this placement is:	A great memory I have of being here is:	One thing I could change about my time here would be:
Things that have gone well for me at this placement:	Things that have not gone as I have hoped here are:	My hope for the future is:
One thing I have learnt about my behaviour whilst being here is:		
<b>Parent Views</b>		<b>Agency Views</b>

**Plan, Do Review 3 - date**

What is working well?	:
What needs to improve?	
Target for change	
Strategies and Interventions	
Impact	
Review	



## Pupil /parent Voice 4

\*To be completed by ELSA team at end of placement

Date:	At the PRS we really want you to feel that you belong. It is important that we understand your opinions about your placement here so that we can plan your lessons and the learning environment around your needs to help you to feel safe and secure.	
One thing that I am most proud of whilst being at this placement is:	A great memory I have of being here is:	One thing I could change about my time here would be:
Things that have gone well for me at this placement:	Things that have not gone as I have hoped here are:	My hope for the future is:
One thing I have learnt about my behaviour whilst being here is:		
<b>Parent Views</b>	<b>Agency Views</b>	
Is final parental questionnaire completed?		

## Issues, Interventions and Impact

Date	Issue	Intervention	Impact


## Attachments which should be forwarded to mainstream school through CPOMs

	Tick if included
Speech, language and communication report	
Educational Psychologist Report	
EHCP	
Risk Assessment	
Behaviour log	
School Reports	
Social care reports	



\*To be repeated with each Plan-Do-Review cycle

## \*Pupil Support Plan (#1...)

<b>Name:</b>		<b>I enjoy:</b>	<b>I find it difficult to:</b>	 <p>SCARBOROUGH PUPIL REFERRAL SERVICE</p>	
<b>D.O.B.</b>	<b>PHOTOGRAPH</b>	<b>I would like you to know that:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <b>This means that:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>			<b>I learn best when:</b> (teaching, classroom, equipment)
<b>Date:</b>					
<b>My Targets for change:</b>					

**It would help me if you could:**

- 
- 
- 
- 

**I will help myself by:**



- 
- 
- 
- 

**Targeted support: (interventions, provisions in place)**

-

# Pupil Self – Review

Date:

<p><b>What went well?</b></p> 	
<p><b>What did not go so well?</b></p> 	
<p><b>What's important to me – now and in the future?</b></p> 