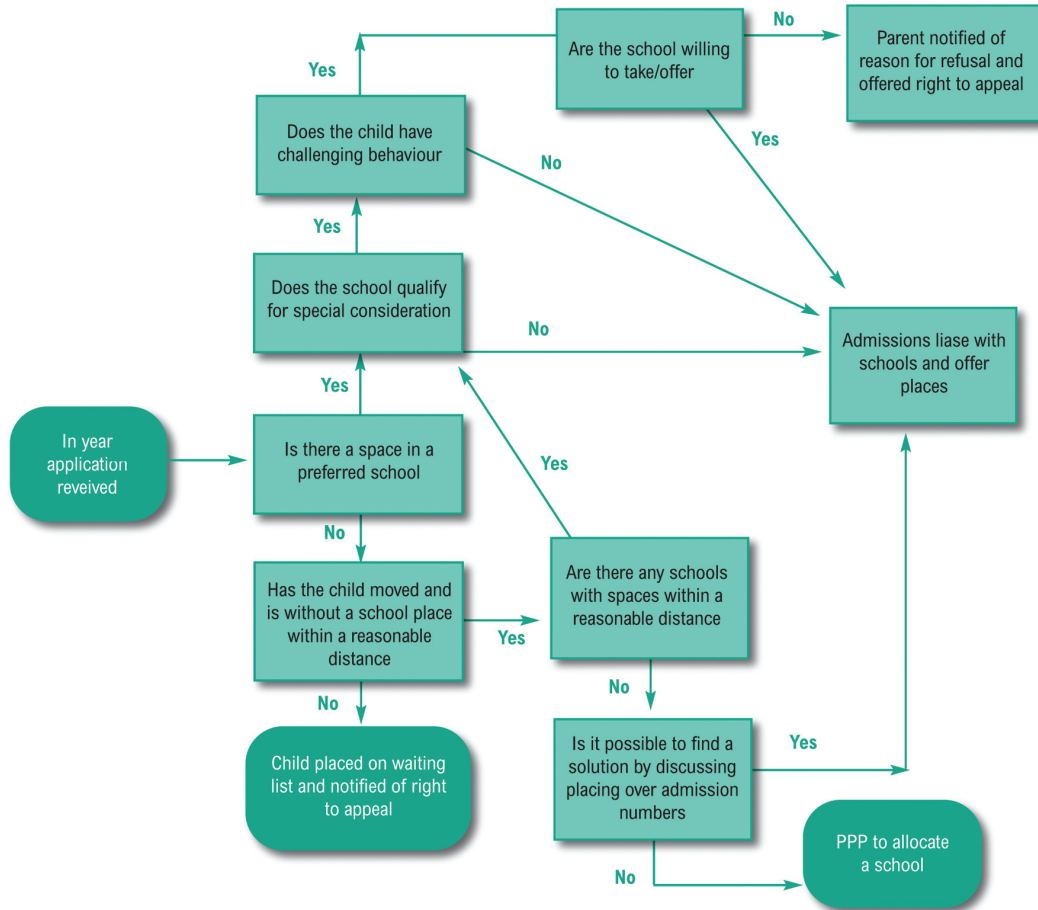
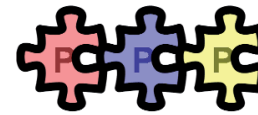


The Process Flowchart



Pupil Placement Panel

Info for Parents/Carers



Useful Contacts

West Berkshire Council Website:

www.westberks.gov.uk

West Berkshire Council Exclusions Officer:

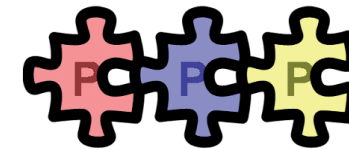
01635 503409

West Berkshire Council School Admissions:

01635 519772

Education Welfare:

01635 519797



Helping to find school places for pupils who are hard to place or hard to keep in school

If you require this information in a different format, such as audio tape, or in an other language, please ask an English speaker to contact the team on 01635 42400. WBC/PPP/AC/1213

What the Protocol is for?

The protocol does not replace the existing West Berkshire admissions process.

Parents or carers would usually contact West Berkshire Admissions when seeking a school place for their child.

The purpose of the protocol is to ensure that pupils who are out of school and are for some reason 'hard to place' or 'hard to keep in school' are quickly found a school.

This is because pupils who are out of school are at risk of underachieving as well as being in danger of becoming involved in anti-social behaviour, homelessness and in the longer term unemployment.

The protocol introduced a Vulnerable and Hard to Place Pupils Panel (Pupil Placement Panel) which consists of Headteachers, Governors and officers.

The panel will help identify an appropriate education environment for a pupil and any resources that might be required to help support them when they first start at a new school.

The pupil should start in school normally within 10 school days, although reintegration packages may vary in timescale

“Schools cannot say they are full if they are asked to take a pupil under the protocol”

Who are vulnerable pupils?

The children to be included in the Protocol must include the following children of a compulsory school age who have difficulty securing a school place

Referred to PPP – All cases

- a) children from the criminal justice system who have exhibited serious criminal behaviour resulting in a conviction or a police caution within the previous 2 years or children from a Pupil Referral Unit who need to be reintegrated into mainstream education;

Referred to PPP – In certain circumstances (see below)

- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement).
- h) unplaced children who move into West Berkshire and a school place is not available within three miles (based on a viable walking route)

In the first instance, the LA will endeavour to find a place using the normal admission process for in-year admissions and, even if a child has one or more of the factors listed above, it does not follow that this MUST be referred to PPP. Where the LA is able to find a school place for a child using the normal process, a referral to PPP would not be appropriate.

However, where there is not a space at the schools in the local area, and after discussions with schools, a space has still not been found, this could be referred to PPP.

What happens?

All schools will be part of the process.

Schools will continue to admit local pupils who apply for an available place, under the normal arrangements.

Schools cannot say they are full if they are asked to take a pupil under the protocol.

No school will be asked to take an excessive or unreasonable number of pupils including excluded pupils.

Schools may not have to take pupils who have had two permanent exclusions.

Vulnerable pupils will be given priority over other pupils are on the waiting list.

Schools should respond straight away to requests for a place and the pupils should be in school within 10 school days.

Schools cannot insist on having an appeal if the pupil is referred under the protocol.

