



***School Inclusions Policy
2022/2023
For all
Havering Schools and
Academies***

***This policy reflects the Local Authorities responsibility for
safeguarding and promoting the welfare of children and their
educational attainment and achievement***

**Issue Date: 01 September 2022
Review Date: 01 July 2023**

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1. Introduction

- 1.1 This Policy has been developed in compliance with the School Admissions Code September 2021. The Policy is designed to maximise the life chances and choices for all children attending Havering schools. Havering works in collaboration with the NHS and all multi agencies and families to ensure the needs of all children are met.

2. Principles

- 2.1 This policy sets out the principals to be followed by all providers of education within the borough of Havering and aims to clarify a common approach for Havering's Head Teachers to support school inclusion.
- 2.2 The Inclusion Team will work closely with Schools / Academies to support the processes outlined within this School Inclusions Policy to:
- Provide early intervention
 - Support schools with avoiding suspensions and permanent exclusions
 - Assist schools with providing targetted support for vulnerable pupils
 - Ensure the most appropriate support and placements are recommended
 - Provide access to Alternative Pathways

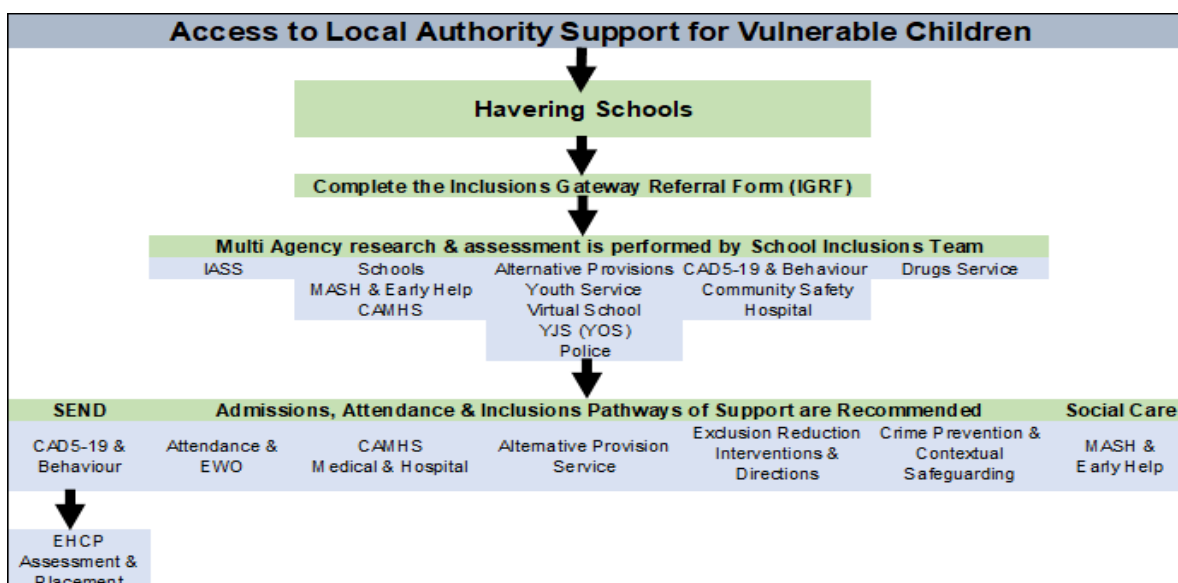
3. Referrals to the Inclusions Gateway

3.1 Referrals can be made to the School Inclusions Gateway using the Inclusions Gateway Referral Form at inclusions@havering.gov.uk to apply for the following support and interventions for vulnerable children:

Programme Name	Description
5 Day Direction (Offsite)	To avoid a 3 day or more suspension
10 Day Direction (In school)	Early Intervention for low level disruption
Advisory Teacher (SEND)	CAD5-19
Alternative Provision (Direction offsite)	Short term intervention or long term core/vocational/EAL
Attendance (EWO)	Attendance support
Behind the Lines (Koru)	Contextualised Safeguarding (CCE / CSE)
CAD5-19 (Inclusions Consultation)	Case consultation & reasonable adjustments
CAD5-19 (Behaviour Service)	Waves of intervention
Educational Psychologist	SEND assessment
Managed Move	Fresh start for pupils
Medical, health or hospital	15 days absent due to ill health / medical
Mentoring (Agreed location)	Hard to reach / engage pupils and parents
Online Learning	Education provided on an online live platform
Peace of Mind (Agreed location)	Therapy support (SEMH / anxiety)
Permanent Exclusion	Alternative Provision
Primary Direction Programme (In school)	Early Intervention for low level disruption
Tutoring (Agreed location)	Core subjects
Transition Programme (SEND)	Avoid permanent exclusions with underlying SEND

4. Inclusions Gateway Referral Flow Chart

- 4.1 Referrals must be made using the [Inclusions Gateway Referral Form](#).
- 4.2 All completed forms must be e-mailed to inclusions@havering.gov.uk for the process in the table below to begin.
- 4.3 A member of the Inclusions Team will research the case and contact will be made with the referring school within 2 school days.



5. Alternative Provision

- 5.1 To comply with GDPR, parental consent must be gained and added to the Inclusions Gateway Referral Form, prior to submission.
- 5.2 Alternative Provision (AP) is either early intervention, educational support and long term AP Placements that are made available to schools to support pupils who require a different approach and delivering to their education.
- 5.3 AP is delivered in school or off site at an agreed location dependent on the pupils identified needs.
- 5.4 When pupils are directed off site to an AP for a period of support and intervention, the expectation is that the pupil will be reintegrated back to their referring home school (see LBH Reintegration Policy).

6. AP Platform for Monitoring Attendance & Behaviour

- 6.1 The Inclusions Officer will add the pupil to the AP Platform and link them to their AP time table on receipt of the signed Individual Placement Agreement from school. This process must be carried prior to the pupil's start date.
- 6.2 AP's will monitor and add pupils attendance with notes, to the platform, twice per day in accordance with the DfE Guidance – Working together to Improve Attendance 2022.
- 6.3 Schools will retrieve their pupils attendance from the AP Platform twice per day and add this to their Management Information system. This will ensure schools remain compliant with their safeguarding and legal registration obligations with regards to their pupils who are educated off site.

7. English as an Additional Language (EAL)

- 7.1 Schools can access support for pupils who present with English as an additional language, either via school and the local authorities EAL Team or by accessing a placement at a College or AP studying the English Speakers of other Languages (ESOL) programme.

8. Health / Medical / Hospital

- 8.1 The LA is responsible for arranging suitable full time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education. The LA should provide such education as soon as it has been made aware by the School that the child will be away from school for 15 days or more, whether consecutive or cumulative.

- 8.2 All referred children remain the responsibility of the referring school. With regards to provision of work, recording of progress / achievement data and attendance, pupils must remain dual registered.
- 8.3 The expectation is that all medical pupil will reintegrate back to their referring school.
- 8.4 Year 11 pupils who are assessing their education via The Bridge Medical AP are able to be managed moved to the provision for the remainder of year 11 as a cost to the school if they meet the follow criteria:
- Have been attending AP for most of their Key Stage 4
 - A managed move would be in the best interest of the child
 - Parents are in agreement

9. Suspended and Permanently Excluded Pupils

- 9.1 Where a head teacher believes that a permanent exclusion is the only course of action, they should notify the Inclusions Team at inclusions@haverling.gov.uk to explore an alternative course of action before issuing a suspension or permanent exclusion. Please see:
- LBH Suspensions & Permanent Exclusions Policy

10. Reintegration back into mainstream school

- 10.1 A reintegration is a supported transfer for pupil's moving from a period of support and intervention or a permanent exclusion in an alternative provision, back into their mainstream school. The process is coordinated by the alternative provision in collaboration with the Inclusions Team, parents / carers and the receiving school.
- 10.2 Please see LBH Reintegration Policy & Plan

11. Elective Home Education (EHE)

- 11.1 Parents must not be persuaded to electively home educate because the child is at risk of exclusions or has a poor attendance record.
- 11.2 If the child is at risk of a suspension or permanent exclusions, alternatives should be explored in first instance prior to any action being taken.
- 11.3 If the child has a poor attendance record, the school and, if appropriate, local authority should seek to address the issues behind the absenteeism and use the other remedies available to them.
- 11.4 When a child is removed from mainstream education for the purpose of EHE, the AWPU and Child Premium funding within that financial year from the date the

child is taken off roll will be recovered by the LA to assist in re-engaging the child back into mainstream education.

11.5 The AWPU funding will be subsequently allocated to the admitting school from the date of admission to the end of the financial year.

12. Children from the Traveller Community

12.1 The School Inclusions team provides advice, guidance and focused support to schools, parents and pupils from the Traveller Community.

12.2 For parents wishing to apply for a school place an online school admissions form must be completed www.havering.gov.uk/admissions

12.3 For school wishing to apply for support for vulnerable pupils complete the IGRF to follow points 3, 4 and 5 above.

13. Children Missing Education

13.1 If a pupil is recognised as not having a school roll, an email should be sent to CME@havering.gov.uk immediately along with any contextualised information around the child.

13.2 All schools including Independent School must notify the local authority when deleting a pupils from their register as outlined in the CME Policy.

14. Looked After Children (LAC)

14.1 If a LAC requires AP, the pupils school must gain consent from the virtual school and complete the Inclusions Gateway Referral Form and email it to inclusions@havering.gov.uk

15. Special Educational Needs and disabilities (SEND) with an EHCP

14.2 If a pupil who has an EHCP requires AP the pupils school must gain consent from CAD5-19 through an interim review then complete the Inclusions Gateway Referral Form and email it to inclusions@havering.gov.uk

16. School Request for Funding Support

15.1 Categories of vulnerable students who may be eligible to receive additional financial support from the Social Inclusion Fund (SIF) will be decided upon on a case by case basis. Requests should be sent by email to AP@havering.gov.uk.

- 15.2 The Aged Weighted Pupil Unit (AWPU) Funding will be deducted from Schools where children are placed into Alternative Provisions to offset against the costs.
- 15.3 Deprivation Pupil Premium and Pupil Premium for Looked after Children (LAC) & Previously LAC, will be deducted from Schools / Academies where children are placed into Alternative Provision to off-set against the costs.
- 15.4 SIF will only support placements for pupils who are attending AP providers that are on the Local Authority's Quality Assured Approved AP list.