



3.2 The Roles & the Operating and Financial Parameters of the High Risk Group, the High Risk Group+ and The High Needs Risk Group

What is the High Risk Group Panel?

The High Risk Group (HRG) is a joint Local Authority/ school multi-agency panel which aims to reduce the need for permanent exclusion (PEX) and improve the outcomes for vulnerable children and young people (CYP) through inter-agency working.

The High Risk Group will seek to **offer guidance and support** to any South Glos. school where there is a child or children **are on the SEND register and at risk of permanent exclusion**.

In addition to guidance and support, the High Risk Group panel will consider requests for short term funding to support Alternative Provision or interventions for children at SEND support (SEN K).

In the case of pupils with an Education, Health and Care Plan (EHCP) at risk of PEX, schools should contact the Case Coordinator and Link Educational Psychologist to request an Interim Annual Review and Placement Maintenance support alongside requesting professional consultation through the **High Needs Risk Group (HNRG)**

What are the aims of the HRG Panels?

The HRG has the overarching purpose to prevent permanent exclusions.

Brokering support and offering professional challenge from services including: Early Intervention; Social care; Youth Justice Service; PLC SLT and EIO team; EP service; Safeguarding; Inclusion and Behaviour Team; as well as Health colleagues:

- Ensuring appropriate assessments, planning and interventions are in place for children and young people (CYP) at risk of PEX,
- Offering independent view of the current strategies through support and challenge discussions
- Sharing information from all appropriate agencies and facilitating inter-agency working
- Providing advice and guidance to schools

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- Providing direct, short-term funding to allow schools to implement an appropriate costed provision to support behaviour presentation of those at SEND support.

The referral pathway to HRG support

Escalating challenging behaviour resulting in the risk of permanent exclusion is often the result of complex experiences, catalysts and needs. It is essential that school staff and leaders are making reasonable adjustments, accurately assessing need and attempting to identify barriers to learning when a child is at risk of exclusion. However, at times this may be difficult for various reasons, including unknown family history or unknown trauma, complex needs, parental disengagement and/ or staff not having relevant knowledge and expertise to be able to do this confidently and effectively.

Where schools have ensured quality first teaching supports the learner, made reasonable adjustments to adapt provision to meet presenting needs, sought to find solutions utilising universal provision available (**The South Glos Way Inclusion Toolkit's Universal Provision (Appendix A: 2.1) and Graduated Approach documents (Appendix A: 2.5-2.8)**) and engaged a range of professional services (including for SEN K pupils those commissioned by Cluster as well as advice from Cluster Lead SENDCos – *schools should refer to specific Cluster commissioned offer*) and have acted upon advice and evaluated the impact of these strategies, yet the pupil remains at high risk of permanent exclusion, a referral may be made to the High Risk Group. **The Graduated Response for Children and Young People at Risk of Exclusion (Appendix Bi)** flowchart outlines the necessary steps schools must take prior to making a referral to the High Risk Group panels.

In the case of **pupils with an EHCP who are at risk of permanent exclusion**, schools should refer to the **The Graduated Response for Children and Young People at Risk of Exclusion (Appendix Bi)** flowchart to identify support available alongside the provision outlined in the plan, but where exclusion risk remains, despite engaging a range of professionals and the pupil's placement at school is at risk, schools should contact the Case Coordinator and Link Educational Psychologist to request an Interim Annual Review and Placement Maintenance support alongside requesting consultation through the **High Needs Risk Group (HNRG) (Appendix K)**

Criteria for referral to HRG support

The Graduated Response for Children and Young People at Risk of Exclusion (Appendix Bi) flowchart outlines the necessary steps schools should take prior to making a referral to the **High Risk Group**. These are outlined below:

- Quality first teaching is evident in supporting the pupil. Reasonable adjustments & adapted provision with a clear planning & review (ADPR cycles)
- Utilised Universal Provision at school support, e.g. evidence of consideration of the South Glos. Way Toolkit, use of the Belonging Toolkit, use of NHS Core Offers, Educational Psychology Core Offer, South Glos. Parent Carer Forum and SEND and You
- Commissioned additional support and sought external advice e.g. specialist inclusion services, mental health support teams, Educational Psychology traded offers and professional referrals e.g. CAMHs
- Accessed the Cluster commissioned offer which **MUST** have included PLC Education Inclusion Officer support. Advice and strategies must be actioned, embedded and evaluated over a period of at least 6-8 weeks
- Engaged with a range of professionals to explore presentation of need. e. g. Speech and Language, Occupational Therapy and Educational Psychologists
- An Inclusion specialist support service (*ISS, BSS or School/Trust commissioned support*) **MUST** have been engaged; advice and strategies must be actioned, embedded and evaluated over a period of at least 6-8 weeks
- Discussed the case with the Cluster Lead/SENDCo who will confirm if there is any other support available which hasn't been actioned, embedded and evaluated and where appropriate will confirm that an HRG referral is the next appropriate step. The Cluster Lead/SENDCo will alert the HRG triage team to an incoming referral.
- Evidence a **minimum of £3000 notional SEND allocation** from the start of the current academic year for the pupil at risk, with the **minimum evidenced amount of support increasing as the academic year progresses:**
 - *referrals in term 2 should have evidenced a minimum of £3,000*
 - *referrals in term 3 should have evidenced a minimum of £4,000*
 - *referrals in term 4 should have evidenced a minimum of £4,500*
 - *referrals in term 5 should have evidenced a minimum of £5,000*
 - *referrals in term 6 should have evidenced a minimum of £5,500*

Making a referral to the HRG or HNRG

When all aspects of **The Graduated Response for Children and Young People at Risk of Exclusion** flowchart and have been actioned, embedded and evaluated as outlined above (**Appendix Bi**) a referral can be made.

Referrers should discuss with the child's parents the operating parameters of the group and the reason for the referral. Schools should ask parents/carers to complete an **Information Sharing Consent Form** (**Appendix Ci**) confirming parental consent on the referral form.

Schools should read and sign the **High Risk Group Data Sharing Agreement** (**Appendix Cii**) before the first referral is made in each academic year. If a school has multiple referrers, we will forward the previously signed DSA to ask for confirmation that they are in agreement with regards data sharing procedures.

Referral paperwork:

- ❖ **Students at SEN K:** Referrals should be made on the **High Risk Group Referral Form 2025-26** (**Appendix D**)

*HRG Referral deadlines and proposed meeting dates are outlined in the document, **High Risk Group Panel Meeting Dates 2025-26** (**Appendix G**).*

- ❖ **Students with an EHCP at risk of PEX:** Referrals should be made on the **Student with An EHCP at High Risk of PEX – High Needs Risk Group** (**Appendix K**) to request a professionals' discussion.

A High Needs Risk Group (HNRG) will be convened on a needs basis and therefore there are no deadlines for triage consideration; if the request for a High Needs Risk Group consultation is accepted a meeting will be convened within 5 working days

The High Risk Group Triage Checklist (**Appendix F**) should be referred to before the completed referral form and associated paperwork is submitted to HRGreferrals@southglos.gov.uk

Should we receive more referrals than agenda slots available at the forthcoming panel, cases will be triaged based on the date schools submitted the referral alongside the information submitted. Schools will be limited to a maximum of **two cases per agenda** and we may need to ask schools to prioritise cases.

Completed referral forms and associated paperwork will be triaged by LA officers and any questions or queries will be raised with the referrer. If the young person is to be

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added to an agenda for discussion the referrer will be notified via email of the panel date, the approximate timeslot and provided with a TEAMS link.

Where it appears key information or reference to professionals' advice and subsequent actions is missing/ has not been actioned or evaluated, relevant documents/reports are not included in the referral submission, or where it appears the funding parameter criteria has not been met, the triage team will contact the school representative to ask for a review of the application and, upon receipt of the information, decide if the case will be discussed in a subsequent panel meeting agenda.

Signposting and referral to other partner agencies and services

The **HRG panels** (those at SEND support) and **HNRG** (those with an EHCP) **panels** may also be able to signpost schools to additional services available for example through Youth Justice Service or the Violence Reduction Partnership; such services may require onward referral paperwork completed.

Frequency and format of the HRG panel meetings

HRG panels convene via Microsoft TEAMS, bi-weekly in Terms 2-6 and are two and a half hours in length (typically 1:00-3:30pm). Meetings will be recorded to support minute-taking.

Each case will be allotted approximately 15 minutes within the schedule; some cases may require longer and some may be allocated less time. Should cases require longer discussion the Fair Access and Exclusions Officer will endeavour to inform referrers - via email - of revised expected timescales. Where a school have submitted more than one case for discussion case conversations will be consecutively.

The Fair Access and Exclusions Officer will summarise the case based on the information included in the referral form. Panel members working with the pupil/family will also supplement this with any updates or further detail. The Headteacher Chair will invite the referrer to update the delegates on the current position or if there have been any developments since the referral was submitted for triage.

All panel members will discuss the case and offer support and challenge as appropriate. The panel members may ask supplementary questions of the referring Headteacher/ school representative regarding the request for funding or aspects of the referral, as well as make suggestions for actions moving forward.

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Typically, a decision will be made within the meeting as to whether the funding requested can be allocated or whether there are special conditions or circumstances specific to the case. In extraordinary cases the panel may take the decision-making process outside of the meeting and further communication with the referrer may be necessary.

The Chair will summarise the advice and guidance given by the panel, the allocated funding for the pupil, as well as the timescales agreed for the funding. Confirmation of agreed actions and funding will be shared by the Local Authority Fair Access and Exclusions Officer via email following the meeting.

Claiming agreed funding, safeguarding and Quality Assurance processes

Funding agreed will be paid to schools as a reimbursement for the interventions or AP provision following an HRG panel – the Local Authority will not make payments directly to the intervention or Alternative Provision provider. The Fair Access and Exclusions Officer will request payment to be made by finance colleagues **upon receipt of evidence that an invoice/s were paid to AP providers commissioned or where additional staffing hours have been provided to offer support to the young person**, evidence of the additional costs via the establishment list or invoice from a supply agency **AND a letter of confirmation that all safeguarding checks and quality assurance procedures were carried out prior to commissioning and impact of the interventions are reviewed.**

For both interventions on school site, and those to be completed at Alternative Provision, there should be mechanisms in place to review the targets set and the impact the intervention has had on the pupil in reducing their risk of exclusion. Where Alternative Provision or intervention is discussed at a panel, quality assurance, safeguarding and monitoring remains the sole responsibility of the school where the pupil is on roll. The HRG is **NOT** the commissioner in this instance, the school is. Funding is awarded to schools, and they are responsible for visiting AP settings prior to commissioning, putting in place an agreement with the provider which details outcomes, cost, monitoring etc. Schools should refer to the [Alternative Provision Framework](#) for further guidance on LA expectations around commissioning AP and interventions.

Whilst it remains the sole responsibility of the school to conduct Quality Assurance, safeguarding and monitoring, for all cases discussed at HRG/ HRG+ where funding is agreed, the LA will expect a letter of assurance that these checks were undertaken prior to the placement commences. Funding reimbursement for AP/ interventions

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agreed by HRG/HRG+ panel will not be paid until confirmation of these safeguarding and QA processes is received.

Where evidence of payments and safeguarding/ QA processes have not been received two terms after panel agreement there will be an assumption that the support is no longer required and reallocated to the available budget. Schools will be sent a reminder at the end of each subsequent term following panel agreement.

Should a pupil be PEX'd from a school before the end of the agreed AP/ intervention, the funding paid to a school will be reduced depending on the number of weeks left of the intervention. Should a pupil be granted an EHCP within the timeframe of agreed HRG/HRG+ financial support, HRG funding will cease at the point of the EHCP funding being in place for the pupil.

Local Authority officers will also undertake random dip-sample audits to ensure that the process as outlined above has been followed (i.e. schools have commissioned an appropriate provision, conducted all safeguarding and QA checks and that outcomes have been achieved and the CYP risk of exclusion has reduced).

There is an expectation of the panel that, following allocation of funding, referrers will participate in an evaluation process to measure the impact of the provision. As well as identifying the impact of the provision it will enable the panel to develop an inventory of interventions and providers which future referrers could be signposted to. Evaluation and feedback of the process will be used to review the functions of the panels.

Financial parameters of the High Risk Group Panels

The HRG panel consider the following financial parameters to ensure equity across the schools within the Local Authority:

- The HRG will, where referral criteria are met & capacity allows, support young people who attend a South Glos. school. It will be unable to support requests for funding made for young people who attend a school in a surrounding LA but are South Glos. residents. The panel may be able to signpost to relevant services cross-border should the service parameters be linked to residency.
- The maximum allowable funding request per pupil at SEN K per academic year is £3000 and up to 12-weeks of support.
- HNRG and HRG+ panels will not be able to agree to any Changes of Placement or Exceptional funding requests – any such agreements would be made through the usual 0-25 team's EHCP placement panels.

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- The HRG panel will support requests for short -term funding; the funding is not intended to support **ongoing educational provision over a sustained period**. The intention is that the short-term interventions or use of Alternative Provision support the child to reintegrate back into their classroom environment and reduce the risk of exclusion.
- When applications for funding are made in terms 5 and 6 the panel will only be able to fund the support based on the cost of the number of weeks remaining of the academic year. The maximum allowable funding is £3000 per pupil however during terms 5 & 6 the panel will only agree funding based on the **weekly cost of the intervention x the number of weeks remaining of the school year, from the panel date**; the panel will not be able to support requests that include interventions to be carried over into term 1 of the next academic year.
- The HRG will not support funding requests for support during the school holidays.
- It is strongly recommended that schools utilise existing staff members to facilitate multi-agency recommendations for 1:1 provision/ extra support for children; the panel advocate the use of adults who are familiar with the needs of the young person, the operation of the school and specific safeguarding policies and procedures. Schools may look to increase hours of existing staff members or redeploy staff and backfill the post/hours to provide the most appropriate support for an individual.
- The panel will not allocate funding to support existing staffing structures within school e.g., where senior leaders are supporting behaviour of individuals at risk of exclusion, with the exception of where leaders should be teaching and their timetable commitments covered as they are the most appropriate/ trusted member of staff.
- In evidencing notional SEND spend, the panel will not be able to include costings of existing members of staff conducting interventions with a particular pupil(s) unless those staff members had been backfilled by other additional personnel to cover existing teaching to complete the pupil support.
- Where schools can demonstrate reasonable endeavours have been made to use existing staff members to cover additional support for individuals (either through the increase in hours or through redeployment and backfilling of contracted hours) but this has been unsuccessful, the panel may consider supporting the funding of agency staff (costs would be included up to the maximum application referral of £3,000). In such cases the High Risk Group panel will not fund any associated introduction or administration costs to engage the agency and schools will be expected to cover any difference in costs of agency staff compared to equivalent salaried members of the school staff.

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- Where a school utilises a supply agency to support provision for a pupil at risk of PEX but the pupil is only on a reduced timetable, HRG will only reimburse for the time spent with the pupil or covering a member of school staff to support the pupil regardless of the number of hours the supply teacher is employed for.
- Where additional adult support is required to facilitate a young person's access/attendance to an Alternative Provision, the panel will consider funding the request where additional hours are needed, or existing staff are redeployed but funding is required to backfill the post/hours. It is strongly recommended that schools utilise existing staff members who are familiar with the needs of the young person, the operation of the school and specific safeguarding policies and procedures to facilitate this.
- Associated Transport costs to and from an Alternative Provision will not be funded through the panel.
- The HRG panel will pay up to a maximum of £150 per day for supply agency costs (a maximum of £95 per morning and a maximum of £80 per afternoon session for half days)
- The HRG panel will not accept requests for funding to cover observations or facilitate Graduated Response support /advisory sessions from other professionals such as Educational Psychologists or inclusion specialist support services.
- The HRG panel will not be able to cover costs of training courses or sessions of school staff, even if recommended by another professional, and will not be able to support requests for whole-school schemes or educational packages.
- Requests made for items such as laptops or manipulatives, which would ordinarily be made available to children through whole-school or department budgets, will not be supported.
- When calculating the notional SEND spend allocated to a pupil, referrers should base the cost of any group intervention provision on a per pupil basis.
- When calculating the notional SEND spend allocated to a pupil, the panel will be unable to consider travel costs to an AP or an offsite intervention.
- When calculating the notional SEND spend allocated to a pupil, the panel will only be able to consider additional staffing costs for the time spent with the student i.e. only a half day could be 'counted' if a supply teacher has been booked for a full day yet the pupil is on a reduced timetable and leaves school at lunchtime
- Where schools have been allocated a student through the **Fair Access Panel via FAP Category D**, or where they have admitted a student previously permanently excluded via a standard admission application, the panel will accept a referral for

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advice and guidance before having evidence of the full notional SEND spend expectation relevant to the term of the referral. There will be an expectation though that the school have made **reasonable endeavours to plan support** based on information passed to them by the PEX'ing school and PLC (where appropriate), **considered the graduated response for exclusion flowchart**, having sought and engaged additional advice from external agencies **and have made a commitment to support with initial funding of provision**. Where HRG funding is agreed in principle the school will be expected to submit a costed plan and engage in an ongoing review of impact of provision dependent on funding criteria set by the panel.

What is the High Risk Group+ Panel?

The HRG+ Panel works within the parameters of the HRG Panel but with extended scope to facilitate referrals for a child/children at **imminent** risk of permanent exclusion following a significant one-off incident or due to PDB **AND** been through HRG process in last two terms.

The Local Authority will endeavour to convene a multi-agency support and challenge discussion panel within five school days of receipt of the HRG+ request, with panel representation taking into consideration profile of the CYP and nature of the incident.

The panel discussion will seek to explore if a permanent exclusion can be prevented with alternatives identified through partner discussion and signposting. Where pupils are residents of other LAs panel members will endeavour to advise on contacts and alternatives to South Glos systems and programmes.

Where the pupil is not issued with a PEX, and an alternative has been identified, the school will be encouraged to consider support available through the Graduated Response for exclusions and where all criteria met complete a referral to HRG for financial support.

As with the HNRG arrangements, where a pupil with an EHCP is at imminent risk of PEX, the school should contact the Case Coordinator and Link Educational Psychologist to initiate an Interim Annual Review alongside requesting an HRG+ panel. The HRG+ multi-agency panel will seek to offer consultation & signposting but will be unable to agree any requests for Exceptional Funding or agree any Change of Placement requests. Discussion and any advice provided in the HRG+ discussion will be considered within the Interim Annual Review.

HRG+ panels can be requested by schools throughout the school year.

The referral pathway to HRG + support

Headteachers should alert a LA officer (Fair Access and Exclusions, Attendance, Exclusions and Licensing Manager or Safeguarding Advisor of the potential PEX as soon as they have issued the suspension letter to the family.

The Headteacher should complete a **High Risk Group + triage referral form** (Appendix I) and submit along with supporting evidence requested, **including the suspension letter which confirms an extended suspension period and that the pupil is at imminent risk of PEX**. Schools should notify LA officers as soon as possible following the incident/ decision to issue a PEX to enable sufficient time to convene appropriate colleagues.

Schools should seek to discuss the referral with parents/carers and, where appropriate, an **Information Sharing Consent Form** (Appendix Ci) should be completed. Where it has not been possible to complete the consent form the school should confirm on the referral form if consent was given verbally. Where parents do not consent to the referral or consent could not be gathered, the panel will be able to discuss the scenario of the case.

What is the High Needs Risk Group Panel?

The High Needs Risk Group (HNRG) Panel is for children and young people with an Education Health and Care Plan at risk of permanent exclusion.

Schools should consider support available as outlined in **the Graduated Response for Children and Young People at Risk of Exclusion** (Appendix Bi) flowchart alongside the Education Health and Care Plan provision. However, where exclusion risk remains and the pupil's placement at school is at risk despite engaging a range of professionals to explore presentation of need, schools should contact the Case Coordinator and Link Educational Psychologist to request an Interim Annual Review and Placement Maintenance support alongside requesting consultation through the **High Needs Risk Group (HNRG)**. Schools wishing to request this support and challenge conversation should complete the **High Needs Risk Group Consultation request** form (Appendix K). Membership of the panel will include professionals from the High Risk Group as well as colleagues from the 0-25 team, Educational Psychology and the Virtual School, where relevant.

Referrers should discuss with the child's parents the operating parameters of the group and the reason for the referral. Schools should ask parents/carers to complete an **Information Sharing Consent Form** (Appendix Ci) confirming parental consent on the referral form.

Schools should read and sign the **High Risk Group Data Sharing Agreement** (Appendix Cii) before the first referral is made in each academic year. If a school has

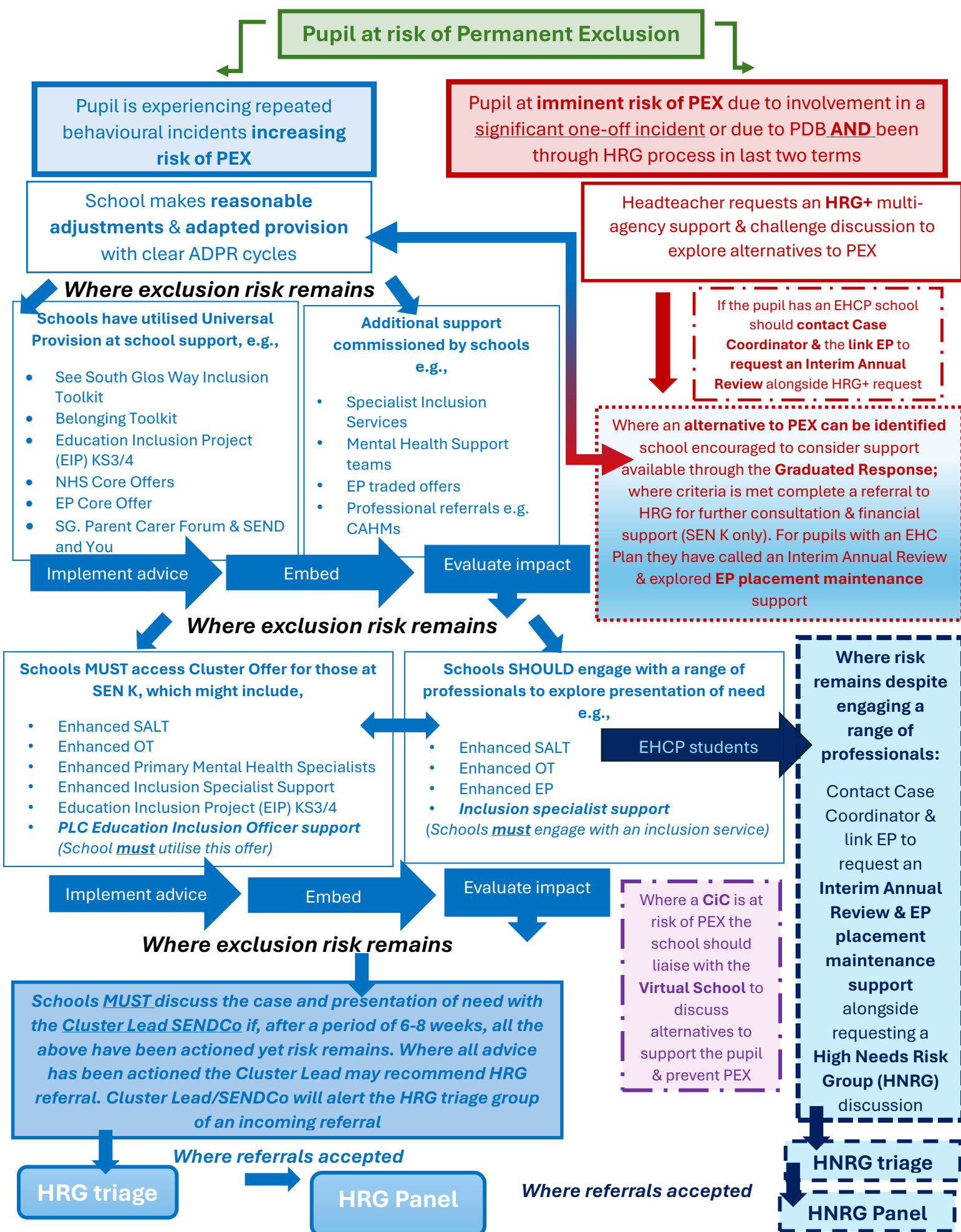
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multiple referrers, we will forward the previously signed DSA to ask for confirmation that they are in agreement with regards data sharing procedures.

Appendix Bi – A nested list version of this flowchart is also available (Appendix Bii)

The Graduated Response for Children and Young People at Risk of Exclusion

~A summary of support systems and services for pupils at risk of exclusion~



HIGH RISK GROUP (those at SEN support)

& HIGH NEEDS RISK GROUP (those at EHCP)

INFORMATION SHARING CONSENT FORM 2025-26

The referral to HRG, HNRG or HRG+ should be discussed with the parent/carers & the process explained. Parent/carers consent should be obtained prior to submission for triage.

Your statement of consent

Please read the following carefully and then sign and date the form. By signing the form you are agreeing to all of the following:

I have been informed about the need to share information about me/my child so those working with me/my family can work together.

I have been given the opportunity to discuss what sharing and not sharing information will mean to me and my family.

I have received a leaflet about sharing information.

I agree that my basic personal information such as name, address, school and GP can be shared.

I understand that the additional information shared will be used to access the range of support/services required to meet my child's needs.

Additional information may include sensitive information such as mental health, sexual health, alleged or committed offences.

I understand that my information will be held securely on paper and computer in accordance with the Data Protection Act.

I understand that confidentiality may not be maintained where a person may be at risk of significant harm, or where it is required by law to share information for family support procedures or child protection procedures.

I understand that the information will be shared with the appropriate agencies. These could include those leading the local SEND Cluster support, the council services such as education and social care, also external services such as the police, health services, voluntary organisations, and other organisations providing a service to children, young people and families.

In relation to your statement of consent please tick one of following:

☐ **I agree** that my/my child's/children's personal information may be shared with those involved with me/my child(ren)

☐ **I do not agree** that my/my child's/ children's personal information may be shared with those involved with me/my child(ren)

☐ **I agree** that my/my child's/children's personal information may be shared with those involved with me/my child(ren), **with the exception of:**

☐ **I agree** to the involvement of the services listed below and it has been explained to me what these services may involve:

Signature of parent/carers:

Print name:

Date:

Signature of HRG/ HNRG referrer:

Print name:

Date:

South Gloucestershire Council Information Sharing Agreement

DATA SHARING PROTOCOL FOR HIGH RISK GROUP/ HIGH RISK GROUP+/EDUCATION CORE RISK GROUP

This is an agreement between:

Org Name & Address:

Org Key Contact Name and contact details:

Org DPO Contact details:

Please also sign and date at the bottom of this document

and **South Gloucestershire Council (SGC)**.

1 Purposes and benefits of information sharing

1.1 Introduction

The High Risk Group (HRG) and High Risk Group + area Joint Local Authority/ School Peer Review Panel which aims to reduce the need for permanent exclusion and improve the outcomes for vulnerable children and young people (CYP) through inter-agency working.

The HRG and HRG+ panels have the overarching purpose to prevent permanent exclusions through the sharing of contextual information and facilitating inter-agency working and advice giving to support the young people who have been referred.

Referrers (representatives of South Glos schools) submit contextual information regarding the young person who is at significant risk of permanent exclusion, to the Fair Access and Exclusions Officer via a secure email.

The referral case is triaged and where it meets financial and operating criteria will be added to the agenda. Before adding to the agenda, the referral forms will be anonymised to include initials rather than full names to ensure an individual cannot be identified by other referrers attending the panel meeting or by the Headteacher Chairs. The Fair Access and Exclusions officer will share full names with the multi-agencies separate to the agenda to allow them to read any historic reports about the case to offer the most appropriate advice to the referrer during the panel meeting. Children and Young People will be referred to by initials during the panel.

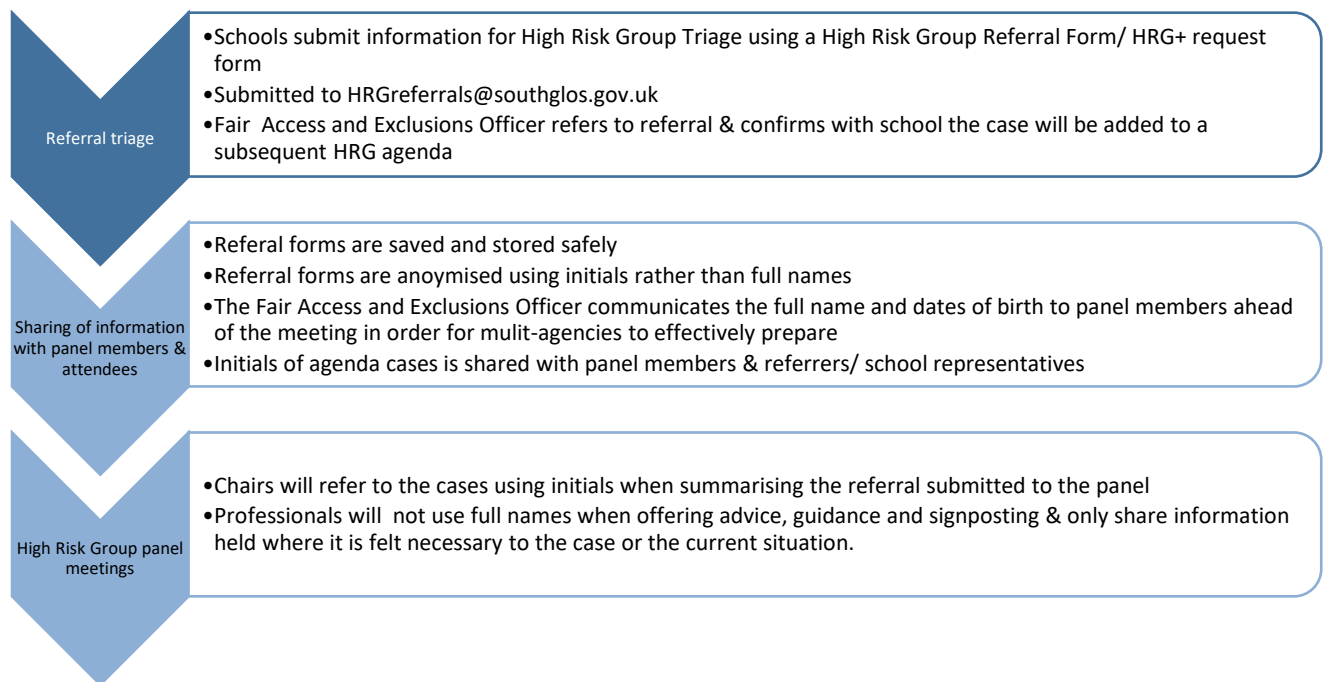
Discussion at the panel meeting seeks to broker support for schools and Children and Young People from various agencies: Child and Adolescent Mental Health Service; Social care; Youth Justice Service; Families and Young People Service; Pathways Learning Centre; Educational Psychology service;

Education and Health Care Plan Coordination team; Inclusion and Behaviour Team and the Violence Reduction Unit; SEND & Inclusion Officers as well as Local Authority officers used in support roles.

The effectiveness of the High Risk Group in their overarching aim to support Children and Young People at significant risk of exclusion depends wholly on the sharing of information relevant to the case.

1.2 Process Data Flow

The flow diagram below details the interactions between the various partners.



HIGH RISK GROUP Flow Diagram to illustrate the process of information collection and sharing

1.3 Information Exchanged

Information Exchanged

Due to the nature of the panel and the work carried out the information and data shared could be categorised as personal and sensitive information.

Information gathered on the referral form which is then shared with panel members includes:

Full name (Initials are used when the triaged form is disseminated to panel members)

- Age
- School attended (& previous schools)
- Year group
- Ethnicity
- Gender
- Sex
- Attendance
- SEND information & assessment data
- A summary of health and SEND professionals involved

Data will be shared on a bi-weekly basis in line with the calendar of High Risk Group panel meetings. HRG+ meetings will be held on a more ad-hoc basis as requested by a school where a student is at imminent risk of Permanent Exclusion.

This data will be accessed by the High Risk Group in the South Gloucestershire Local Authority. All South Gloucestershire Council colleagues are trained in data control and all panel members, including the Headteacher Chairs, will have a good understanding of processing data and how to safeguard children in doing so.

The data is shared with attendees via secure email. Chairs and members of panel will receive initialized information. Those attending that do need the full name due to direct involvement in support, for example educational psychologists, will receive these details in a separate email so those without a business need to view this data do not receive this. Other schools attending will only have initials in both documents and during the meeting, so that data is shared proportionately.

There are no circumstances where this data should be disclosed to any other individuals or organisations or used by the High Risk Group for any purpose other than that set out in the agreement.

If data of a more particularly sensitive or confidential nature needs to be discussed in relation to a specific pupil, other attendees not directly involved with that pupil's support will be asked to leave the meeting while this is discussed.

Data should be stored securely upon receipt by attendees in line with their obligations under the Data Protection Act and UK GDPR. No data should be stored in an unsecure format.

Any attempt to re-identify data that was shared in an anonymised format is prohibited for attendees not directly involved in a data subject's support.

1.4 Retention Periods

SGC will hold data for six years (Section 2 of the Limitation Act) from date of receipt as data may be required for future support work with these data subjects. This retention period may need to be extended for certain records, for example if safeguarding needs are identified.

Processors directly involved in a data subject's support will hold the data under the obligations defined in this agreement for the period needed to provide this support.

Attendees not directly involved in a data subject's support, such as the chairs and other schools, are to delete the agenda and any recorded data after the meeting.

2 Roles and responsibilities of Partners

South Glos Council – Data Controller – Service areas include: Social care; Youth Justice Service; Families and Young People Service; Educational Psychology service; Education and Health Care Plan Coordination team; Violence Reduction Unit; Community Safety, Safeguarding, Attendance, exclusions and licensing; SEND & Inclusion Officers;

Referring School – Data Processor

External organisations – Data Processor – Pathways Learning Centre, Inclusion and Behaviour Team, Child and Adolescent Mental Health Service and other health partners, police and other attending schools.

Data Subjects. – School pupils, parents

2.1 Legal Basis for Processing

The principal laws concerning the protection, disclosure and use of personal information include those listed below:

- the Data Protection Act 2018
 - UK General Data Protection Act (UK GDPR) Art 6(1)(e) public task/fulfilment of official duties under section 13 of the Education Act 1996. Additional basis for special category data, Article 9(2)(g) reasons of substantial public interest. The specific condition that applies under Schedule 1 Part 2 the Data Protection Act 2018 is paragraph 6 (statutory and government purposes) in order to fulfil legislative duties under Education Act 1996.

If during this process a child is deemed to be at risk or requires safeguarding, another relevant legal basis may apply to process and retain the data.

Anonymised data will be kept for statistical purposes by SGC to assist with evaluation of the scheme.

The Controller and Processors are to ensure they have an up-to-date privacy notice that covers the use of data for the purposes of the HRG.

3 Processor Obligations in Relation to the Processing of Council Data

3.1 To the extent that the performance of the Provider's obligations, and any supporting and/or ancillary activities, involves processing Council Data, the Provider acting as Processor shall:

- 3.1.1 only carry out processing of Council Data in accordance with the Council's documented instructions, including where relevant for transfers of UK resident Council Data outside the European Economic Area ("EEA") or to an international organisation (unless the Provider is otherwise required to process Council Data by European Union, Member State and/or UK law to which the Provider is subject, in which case the Provider shall inform the Council of that legal requirement unless prohibited by that law on important grounds of public interest), and shall immediately inform the Council if, in the Provider's opinion, any instruction given by the Council to the Provider infringes Privacy and Data Protection Requirements;
- 3.1.2 notify the Council without undue delay of any requests received from a Data Subject exercising their rights under Privacy and Data Protection Requirements and, taking into account the nature of the processing, assist the Council by taking appropriate technical and organisational measures, insofar as this is possible, with fulfilling its obligations in respect of Data Subject rights under Privacy and Data Protection Requirements, including responding to any subject access requests or requests from Data Subjects for access to, rectification, erasure or portability of Personal Data, or for restriction of processing or objections to processing of Personal Data;
- 3.1.3 take all security measures required in accordance with Privacy and Data Protection Requirements (including where relevant, Article 32 (Security of Processing) of the GDPR, and at the request of the Council provide a written description of, and rationale for, the technical and organisational measures implemented, or to be implemented, to protect the Personal Data against unauthorised or unlawful processing and accidental loss; and detect and report Personal Data breaches

without undue delay;

- 3.1.4 where relevant for the processing of Council Data and taking into account the nature of the processing and the information available to the Provider, use all measures to assist the Council in ensuring compliance with the Council's obligations to;

keep Personal Data secure (Article 32 GDPR);

notify Personal Data breaches to the ICO (Article 33 GDPR);

advise Data Subjects when there has been a Personal Data breach (Article 34 GDPR);

carry out data protection impact assessments (Article 35 GDPR); and

consult with the ICO where a data protection impact assessment indicates that there is an unmitigated high risk to the processing (Article 36 GDPR).

without undue delay, inform the Council on becoming aware of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Council Data transmitted, stored or otherwise processed. The Provider accepts and acknowledges that the Council shall direct in its sole discretion, any and all steps and measures taken to remedy a breach by the Provider under Privacy and Data Protection Requirements, including but not limited to any communications with the ICO. The Provider agrees not to act in any way upon such disclosure without the prior written consent of the Council;

make available to the Council all information necessary to demonstrate compliance with the obligations laid down in this Agreement and allow for and contribute to audits, including inspections, conducted by the Council or another auditor mandated by the Council as set out in clause 4; and

in addition to the confidentiality obligations contained within the Agreement, ensure that persons authorised to process the Council Data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.

- 3.2 On expiry or termination of the Agreement, the Provider shall immediately cease to use Council Data and shall arrange for its safe return or destruction as shall be required by the Council (unless European Union, Member States and/or UK Law requires storage of any Personal Data contained within the Council Data or an exemption under the GDPR applies).

4 Audit Rights

- 4.1 Upon the Council's reasonable request, the Provider agrees to provide the Council with any documentation or records (which may be redacted to remove confidential commercial information not relevant to the requirements of this Agreement) which will enable it to verify and monitor the Provider's compliance with its data protection and security obligations under the terms of this Agreement, within 14 days of receipt of such request, and to notify the Council of the person within the Provider's organisation who will act as the point of contact for provision of the information required by the Council.
- 4.2 Where, in the reasonable opinion of the Council, such documentation is not sufficient in order

to meet the obligations of Article 28 of the GDPR, the Council will be entitled, upon reasonable prior written notice to the Provider and upon reasonable grounds, to conduct an on-site audit of the Provider's premises used in connection with the Service, solely to confirm compliance with its data protection and security obligations under this Agreement.

- 4.3 Any audit carried out by the Council will be conducted in a manner that does not disrupt, delay or interfere with the Provider's performance of its business. The Council shall ensure that the individuals carrying out the audit are under the same confidentiality obligations as set out in the Agreement.
- 4.4 Any audit right granted to the Provider under the Agreement shall remain in full force and effect. In the event that there is no audit right in favour of the Provider or the audit right contained in the Agreement in favour of the Provider is not sufficient to enable it to verify and monitor the Council's compliance with its data protection and security obligations under the terms of this Agreement, then, the Provider shall be entitled to carry out an audit of the Council on reciprocal terms as those set out in clauses 4.1, 4.2 and 4.3 above.

5 Use of Sub-Processors

- 5.1 The Council confers their consent for the Provider to use Sub-processors in the delivery of the Service. Where the Provider uses a Sub-processor(s) in relation to the Council Data the Provider shall:
 - 5.1.1 in relation to UK resident Personal Data, enter into a legally binding written agreement that places the equivalent data protection obligations as those set out in this Agreement upon the Sub-Processor to the extent applicable to the nature of the services provided by such Sub-processor, in particular providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the GDPR;
 - 5.1.2 shall remain liable for any act or omission of a Sub-processor that does not comply with the data protection obligations as set out in this Agreement; and
 - 5.1.3 where required by law, the Provider shall inform the Council of any intended changes concerning the appointment or replacement of a Sub-processor with access to Council Data and give the Council the opportunity to object to such changes.

6 Transfers of UK Resident Personal Data to Third Countries or International Organisations

- 6.1 The Provider shall not cause or permit any Council Data relating to a UK resident to be transferred outside of the European Economic Area (EEA) unless such transfer is necessary for the purposes of supplying the Services under the Agreement, in which case the provisions of this clause 6 shall apply.
- 6.2 Transfer subject to adequate safeguards: Where obligations exist under the Agreement to transfer a UK resident's Personal Data for processing outside of the EEA, the Provider agrees to provide and maintain appropriate safeguards as set out in Article 46 of the GDPR for the lawful transfer the Personal Data to a third country.
- 6.3 Transfers based on adequacy decisions: Clause 6.2 shall not apply if the processing of the Personal Data is carried out in a country that the European Commission has determined as

offering an inadequate level of protection.

- 6.4 Transfers to any other country: The Provider and any Sub-processors engaged by the Provider will not transfer ANY Personal Data to third countries unless clauses 6.1 and 6.2 above are satisfied and clause 6.3 does not apply.

7 Security Information

7.1 Security

Data will be transmitted using secure email via the Fair Access and Exclusions Officer using HRGreferrals@southglos.gov.uk and

Business Support Colleagues CAHNotetakersBMR@southglos.gov.uk or cahbussinesssupportbmr@southglos.gov.uk

The information submitted by the referrer (school) will be stored securely within South Gloucestershire Council's systems and only accessed by those directly responsible for supporting the data subjects.

Processors are to use secure email addresses when contacting SGC and are required to store all information securely upon receipt.

7.2 Data Breach

If an information security incident occurs then this should be reported to CAHDataProtection@southglos.gov.uk immediately upon occurrence of the incident in order to comply with ICO reporting timescales. Processors must assist SGC in fulfilling their GDPR obligations in respect of handling data breaches, including the reporting to Supervisory Authorities.

8 Data Subject Rights and Complaints

Parties to this agreement must assist each other in fulfilling their GDPR obligations in respect of the exercise by data subjects of their rights under GDPR and the Freedom of Information Act where relevant. All parties should have procedures in place in order to comply with individual Data Subject rights and will enact these upon receipt of a valid request. If a request is received that appears to instead be aimed at or better served by one party, or requires involvement and input of the other party, the recipient will endeavour to notify the other party and forward the request as soon as possible so that the request can be resolved.

Any complaints relating to this information sharing process should be directed to CAHFeedback@southglos.gov.uk - Feedback and Information Governance Team, Children, Adults & Health, South Gloucestershire Council.

GDPR rights or concerns should be directed to DPO@southglos.gov.uk - Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB

9 Monitoring and Review

The Data agreement will initially be reviewed on a yearly basis by SGC and any changes communicated to Processors upon a new referral. The agreement will be sent to new Processors on receipt of the initial referral. On subsequent referrals from the same Processor, a copy of the signed DSA will be sent to remind the Processor of their obligations. After a year, any subsequent referral from an existing Processor will be prompt a request for them to review the DSA to confirm they still agree.

Both Participants to this information sharing agreement reserve the right to terminate this agreement immediately in the following circumstances:

- by reason of cost, resources or other factors beyond the control of South Gloucestershire Council
- if any material change occurs which, in the opinion of either participant significantly impairs the value of the data sharing arrangement in meeting their respective objectives.

If there is a significant complaint, or a security breach, this may also prompt a review and update of the arrangement, as well as if there is a change in circumstances or rationale for the data sharing.

In the event of a significant security breach or other serious breach of the terms of this agreement by either participant the Information sharing agreement will be terminated or suspended immediately without notice. On expiry or termination of the Agreement, the Provider shall immediately cease to use Council Data and shall arrange for its safe return or destruction as shall be required by the Council (unless European Union, Member States and/or UK Law requires storage of any Personal Data contained within the Council Data or an exemption under the GDPR applies).

10 Signatories

The signatories to this protocol will agree to share data with one another providing the following conditions are met:

- There is a clear legal basis for sharing data
- That it is necessary to share data
- That the data being shared is proportionate.

The details of which are covered off in the body of the report.

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NAME

POSITION

ORGANISATION South Gloucestershire Council

Date

NAME

POSITION

ORGANISATION

Date

11 Distribution

A copy of this agreement, once signed, should be held by each signatory, the relevant Information Asset Owner and the Information Governance Compliance Officer (Policy) for inclusion in the central register.

HIGH RISK GROUP REFERRAL FORM

2025-2026

~ A funding & advice panel for young people at SEND K at risk of Permanent Exclusion ~

For children with an EHCP who are at risk of Permanent Exclusion schools should requesting an Interim Annual Review & Placement Maintenance support from the EP team alongside completion of Appendix K

Requests for advice & or funding can be made to the HRG panel when all other strategies and support provision on the **Graduated Response for Children and Young People at Risk of Exclusion flowchart** (Appendix B) have been actioned, implemented, embedded and evaluated yet the risk of exclusion remains AND schools can evidence a **minimum of £3000 notional SEND allocation** from the start of the current academic year for the pupil at risk, with the **minimum evidenced amount of support increasing as the academic year progresses**:

- referrals in **term 2** should have evidenced a **minimum of £3,000**
- referrals in **term 3** should have evidenced a **minimum of £4,000**
- referrals in **term 4** should have evidenced a **minimum of £4,500**
- referrals in **term 5** should have evidenced a **minimum of £5,000**
- referrals in **term 6** should have evidenced a **minimum of £5,500**

Please complete the referral form fully to support the triage process and to allow professionals opportunities to consider cases prior to the panel.

Contact details of referrer	Name & role in school:		
	Email:		
Contact details of finance point of contact	Name:	Date of referral	
	Email:		

Cluster Lead SENDCo discussion & recommendation for referral to HRG

Schools must have a discussion with the Cluster Lead/ SENDCo regarding the case when, despite all aspects of the graduated response for exclusions having been actioned, embedded & reviewed, risk of exclusion remains. A referral to HRG will be agreed with the Cluster Lead/SENDCo if there is agreement that all avenues of support have been evidenced. The Cluster SENDCo will alert the HRG triage group to an incoming referral

SEND Cluster	
Date of discussion	
Brief overview of cluster support utilised & discussion/ advice given by Cluster SENDCo	

Name of student		Age & Year Group	
School		Resident of South Glos.? (Y/N (+ LA))	
Previous school (s)		Attendance % <i>Please provide a copy of the attendance certificate</i>	24-25:
			25-26:
Ethnicity		Receipt of Pupil Premium Grant (Y/N)	
Sex		Gender	
Primary SEN Need <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>		Secondary SEN Need <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>	
Parent/carer completed Information Sharing Consent Form (Y/N + Date)		Number of days suspensions & incidents of repeat suspensions	23-24:
			24-25:
		Previous PEX (Y/N)	

When submitting the referral please attach a Support Plan or equivalent APDR paperwork

Please ensure that the APDR cycle has been completed with evaluation and impact consideration included. Any referral which does not include at least one APDR cycle will be returned to the school.

Child's voice

Describe your experience of school at the moment... What is going well? What could be going better?

Parent's voice

Describe your child's experience of school at the moment... What is going well? What could be going better?

SEN Info/Assessment	Details of recent SEND assessments completed (e.g. EP assessments/ SALT assessment/ Boxall/ SDQ/ Thrive) & outcomes (including any referrals, pathways in progress or diagnoses made)
Cognition & Learning	
Communication & Interaction	
Social Emotional and Mental Health	
Sensory and Physical/ Medical	

Professionals' involvement

*Schools should provide the **latest professional's report, written feedback or referral form** (where schools have requested professional support but awaiting a date/service capacity) for all professionals involved*

	Brief summary of advice/actions/impact.
PLC Education Inclusion Officer <i>(commissioned by Cluster)</i> (Please include latest report/s) <i>*Schools <u>must</u> utilise this offer*</i>	
Inclusion Specialist Support <i>(ISS, BSS or school/Trust Commissioned)</i> (Please include latest report/s, written feedback or referral form if awaiting date/service capacity)	

Appendix D

<i>*Schools must engage with an inclusion specialist service*</i>	
Educational Psychologist <i>(Please include latest report/s, written feedback or referral form if awaiting date/service capacity)</i>	
EHAP/TAC/Internal support plan <i>(Please include latest plan)</i>	
Education Inclusion Project (EIP) <i>(Please include latest report)</i>	
Families Plus or Young People's Service	
Social care involvement <i>Open for Assessment, CiN, CP, CLA, CiC, kinship or historic involvement</i>	
Young Person's Drugs and Alcohol Service (YPDAS)	
Youth Justice Service (YJS)	
Violence Reduction Partnership (VRP)	
Other agencies or charity <i>(Mentoring services, AP, Barnardos, Julian House, Southern Brooks etc)</i>	

Health Professionals involvement (Include dates and number of reviews) <i>Schools should provide the latest professional's report, written feedback or referral form (where schools have requested professional support but awaiting a date/service capacity) for all professionals involved</i>		
Professional	Diagnosis/ summary of advice	Case remains open or date closed
Paediatrician		
PMHS		
CAMHS		
SALT		
OT		
Physiotherapy		
Other		

Appendix D

Alternatives to exclusion used		
	Dates	Summary or action & impact evaluation
Other reasonable adjustments made to support learner <i>(Please include any adjustments not included on the SEND/My Plan/ APDR paperwork e.g. uniform adaptations, behaviour policy adaptations)</i>		
Access to school resource base or enhanced school provision <i>(Please provide a brief overview of what the provision looks like & details)</i>		
Reduced timetable <i>(Please provide a copy of the reduced timetable & reviews)</i>		
Access to Alternative Provision <i>(Please provide a summary of the provision & a copy of latest review)</i>		
Off-site direction to improve & support behaviour <i>(Please provide a copy of latest plan & review)</i>		
Included in school-based project to reduce exclusion (school MAT, LA or Cluster funded) <i>(Please include details of project & summary of involvement/impact)</i>		
Therapeutic/Counselling support <i>(Please include details of project & summary of involvement/impact)</i>		
Other <i>(Please detail)</i>		
Previous referral/ discussion at HRG <i>(Please include summary of advice given and actions advised with impact evaluation)</i>		

Pupil Pen Portrait

The information you share will support the panel in understanding the needs of the CYP & will be used by the panel to summarise the case you're bringing for support

You should refer to,

- Brief description of current presentation of needs in school
- Strengths & any barriers to learning/ engagement
- Interests & aspirations
- Current academic assessments (note any significant changes to historic achievement)
- Plans for the student (e.g. EHCNa submitted, neurodiversity pathway referral, Early College placement, AP)

Interventions or AP already used to reduce the risk of exclusion this academic year 2025-26

Please record below costed provision/ interventions or AP this student has received YTD (25-26)

Any referrals submitted in term 2 (autumn) should reflect a minimum of £3000 additional support beyond universal provision, increasing by a minimum of £500 each half term through the academic year i.e referrals submitted in term 6 should demonstrate a minimum of £5,500 of the pupil's notional £6000 SEND spend.

Costs of interventions should be recorded per child, rather than per group.

Costs should not include projections of future support; SLT time; staff already in role but have been moved across to support the student (unless backfilled), transport costs, resources such as laptops or costs of professional observations or support.

*Please refer to **Appendix H** for an example of a completed **Costed provision record***

School staff member initials or AP provider or other	Intervention	Start date	End date	Cost of intervention for the student per session x number of sessions	Total cost of intervention/ AP	Please confirm that any staffing has been employed specifically to this intervention
TOTAL COST OF ALL INTERVENTIONS/ AP/ SPENT ON PUPIL SINCE THE START OF 2025-26 ACADEMIC YEAR:						

HRG Funding Support

****Only complete this section if you are requesting financial support from the HRG panel****

Detail below the intended provision to be put in place if HRG funding support is agreed (up to a maximum of £3,000).

*Please refer to **Appendix G** for an example of a completed **costed provision plan/ request for HRG financial support***

Intervention/ provision or AP	Recommended by (EP, SALT, OT, Inclusion Service etc)	Staffing/ frequency	Intended start date	Intended review date	Cost per day/week x weeks of intervention (per pupil)
					TOTAL HRG FUNDING REQUESTED (max £3,000)

HIGH RISK GROUP 2025-26

REFERRAL TO HRG TRIAGE CHECKLIST (FOR SCHOOL USE ONLY – not be submitted)

Before submitting the referral to the panel triage please check you have included/ can evidence the following,

- ✓ Quality first teaching is evident in supporting the pupil. Reasonable adjustments & adapted provision with a clear planning & review (ADPR cycles)
- ✓ Utilised Universal Provision at school support, e.g. evidence of consideration of the South Glos. Way Toolkit, use of NHS Core Offers, Educational Psychology Core Offer, South Glos. Parent Carer Forum and SEND and You
- ✓ Commissioned additional support and sought external advice e.g. specialist inclusion services, mental health support teams, Educational Psychology traded offers and professional referrals e.g. CAMHs
- ✓ Accessed the Cluster commissioned offer which **MUST** have included PLC Education Inclusion Officer support. Advice and strategies must be actioned, embedded and evaluated over a period of at least 6-8 weeks
- ✓ Engaged with a range of professionals to explore presentation of need. e. g. Speech and Language, Occupational Therapy and Educational Psychologists.
- ✓ An Inclusion specialist support service (*ISS, BSS or School/Trust commissioned support*) **MUST** have been engaged; advice and strategies must be actioned, embedded and evaluated over a period of at least 6-8 weeks
- ✓ All reports or written feedback from professionals involved as outlined above. Where a school have made a referral to a professional service, but capacity of the service means a significant wait, the referral form should be submitted
- ✓ Discussed the case with the Cluster Lead/SENDCo who will confirm if there is any other support available which hasn't been actioned, embedded and evaluated and where appropriate will confirm that an HRG referral is the next appropriate step. The Cluster Lead/SENDCo will alert the HRG triage team to an incoming referral.
- ✓ Evidence a **minimum of £3000 notional SEND allocation** from the start of the current academic year for the pupil at risk, with the **minimum evidenced amount of support increasing as the academic year progresses:**
 - referrals in **term 2** should have evidenced a **minimum of £3,000**
 - referrals in **term 3** should have evidenced a **minimum of £4,000**
 - referrals in **term 4** should have evidenced a **minimum of £4,500**
 - referrals in **term 5** should have evidenced a **minimum of £5,000**
 - referrals in **term 6** should have evidenced a **minimum of £5,500**
- ✓ Discussed the intention to refer and explained the HRG process with parents/carers and support completion of the **Information Sharing Consent Form** (Appendix Ci). The **High Risk Data Sharing Agreement** (Appendix Cii) has been read, signed and completed by the referring school – both forms to be submitted
- ✓ Agreement to participate in evaluating the impact of the AP/ intervention(s) through the completion of a feedback process
- ✓ Acknowledgement that as commissioners of the Alternative Provision/ interventions the school are responsible for carrying out due diligence, quality assurance and safeguarding checks prior to commissioning of the Alternative Provision/ intervention providers/ additional staffing.
- ✓ Acknowledgement that should a pupil be Permanent Excluded before the end of the intervention/AP provision supported by HRG, the funding released will be reduced by the number of weeks left of the support package.
- ✓ Acknowledgement that should a pupil be issued an EHCP before the end of the intervention/AP provision supported by HRG, the funding released will be reduced to the point of the EHCP funding being in place

High Risk Group Calendar Overview 2025-26

November 2025 – June 2026

Held via Teams
1.00pm – 3.30pm

Term 1 – Schools should refer to **Appendix B – Graduated Response for Children and Young People at risk of Exclusion flowchart** which outlines steps and support available for SEN K pupils at risk of PEX before referral to HRG.

Schools should engage a range of professionals to explore presentation of need, which may include **EPs, SALT or OT**. In addition, schools should consider what support is available from the **Cluster Commissioned Provision Map** and utilise the **Cluster Offer of PLC EIO consultation** for advice and support strategies. Schools must also have **consulted with Inclusion Specialist Support** to discuss presentation of need & put in place advice given.

Where professionals have been involved there is an expectation that the school team use the strategies, advice and signposting, implementing suggestions to formulate/ update support plans. Such recommendations/ support plans should be trialled for a period of 6-8 weeks. The plan and actions taken should be reviewed and where risk of exclusion remains schools should then seek advice from **the Cluster Lead/SENDCo**. The case should be discussed and where the Cluster SENDCo agrees that all avenues of support have been exhausted, a referral to the HRG triage group can be made.

In supporting the pupil at risk of exclusion, schools should utilise funds within their **2025-2026 school budget** showing evidence of the notional SEND spend for that pupil prior to referral:

- Schools referring in **term 2** should have evidenced a **minimum of £3,000**
- Schools referring in **term 3** should have evidenced a **minimum of £4,000**
- Schools referring in **term 4** should have evidenced a **minimum of £4,500**
- Schools referring in **term 5** should have evidenced a **minimum of £5,000**
- Schools referring in **term 6** should have evidenced a **minimum of £5,500**

Referrals should be submitted to HRGreferrals@southglos.gov.uk by 9am on the deadline date. Referrals (including documentation outlined on the referral form) that are received in line with the **Referral deadline** will be considered for inclusion at the next panel meeting. Should referrals be missing any requested information/ documentation, they will be returned to the referrer. The triage team may have additional questions or queries regarding the information supplied and will raise these with the referrer via email. Where more referrals are received than the agenda allows, schools will be alerted & added to a later meeting's agenda. Schools can submit a **maximum of two cases for each meeting** – if there are more referrals received than agenda spaces the school may be asked to prioritise cases.

Where a CYP is at **IMMINENT** risk of PEX (due to a **serious one-off incident** or **persistent disruptive behaviour** and have been through HRG panel within 6 months/ two terms), Headteachers can request a HRG+ panel via a HRG+ triage form. The referral will be considered and where appropriate a support and challenge conversation will be convened upon receipt of the referral– along with accompanying evidence. HRG+ requests should be completed and submitted to HRGreferrals@southglos.gov.uk

Appendix G	HRG panel date	Referral deadline (9am)	To be Chaired by
2a	10.11.25	03.11.25	Katherine Ogden and Tom Hutchings
2b	24.11.25	17.11.25	Katherine Ogden and Claire Parfitt
2c	08.12.25	01.12.25	Katherine Ogden and Tom Hutchings
3a	12.01.26	05.01.26	Katherine Ogden and Claire Parfitt
3b	26.01.26	19.01.26	Katherine Ogden and Tom Hutchings
3c	09.02.26	02.02.26	Katherine Ogden and Claire Parfitt
4a	02.03.26	23.02.26	Katherine Ogden and Tom Hutchings
4b	16.03.26	09.03.26	Katherine Ogden and Claire Parfitt
4c	30.03.26	23.03.26	Katherine Ogden and Tom Hutchings

Appendix G

5a	27.04.26	20.04.26	Katherine Ogden and Claire Parfitt
5b	11.05.26	01.05.26*	Katherine Ogden and Tom Hutchings
6a	01.06.25	18.05.26*	Katherine Ogden and Claire Parfitt
6b	15.06.26	08.06.26	Katherine Ogden and Tom Hutchings
6c	29.06.26	22.06.26	Katherine Ogden and Claire Parfitt

EXAMPLE OF COSTED PROVISION/ INTERVENTIONS (EVIDENCING NOTIONAL SEND SPEND) TO REDUCE RISK OF EXCLUSION THIS ACADEMIC YEAR

Referral submitted in Spring 1 – expectation of minimum £4,000

Interventions or AP already used to reduce the risk of exclusion this academic year 2025-26						
Please record below costed provision/ interventions or AP this student has received YTD (25-26)						
Any referrals submitted in term 2 (autumn) should reflect a minimum of £3000 additional support beyond universal provision, increasing by a minimum of £500 each half term through the academic year i.e referrals submitted in term 6 should demonstrate a minimum of £5,500 of the pupil's notional £6000 SEND spend.						
Costs of interventions should be recorded per child, rather than per group.						
Costs <u>should not</u> include projections of future support; SLT time; staff already in role but have been moved across to support the student (unless backfilled), transport costs, resources such as laptops or costs of professional observations or support.						
School staff member initials or AP provider or other	Intervention	Start date	End date	Cost of intervention for the student per session x number of sessions	Total cost of intervention / AP	Please confirm that any staffing has been employed specifically to this intervention
JA – existing member of staff with increased hours	1:1 mentoring/ lunchtime support	2 nd Sept. '25	Ongoing	£25 per 45mins x 3 sessions per week = £75 per week x 15 weeks. £75 x 15 weeks	£1,125	Yes – existing trusted adult has had hours increased to cover lunchtimes
ST – Class TA has had hours increased (20mins after lunchtime 3 days per week)	Art therapy	2 nd Sept. '25	Ongoing	£8 per 20mins x 3 sessions per week = £24 per week X 15 weeks £24 x 15 weeks	£360	Yes – existing class TA remains for 30mins after lunchtime before J leaves on reduced TT
Supply agency has backfilled LM (Cedar class TA)	1:1 TA in classroom to support bespoke provision as advised by ISS (am only)	22 nd Sept. '25	19 th December '25	3 x ½ day am supply @ £95 X 12 weeks £285 x 12 weeks	£3,420	Yes – backfilled so trusted adult from Cedar class has come out to be with JC
Peopleton Brook Farm AP	Therapeutic support as advised by PLC EIO	2 nd Nov '25	19 th Dec. '25	£150 per session x 2 per week = £300 per week x 7 weeks £300 x 7 weeks	£2,100	NA
TOTAL COST OF ALL INTERVENTIONS/ AP/ SPENT ON PUPIL SINCE THE START OF 2025-26 ACADEMIC YEAR:					£7,005 YTD	

EXAMPLE OF COSTED PROVISION PLAN/ REQUEST FOR HRG FINANCIAL SUPPORT

HRG Funding Support					
<i>*Only complete this section if you are requesting financial support from the HRG panel*</i>					
<i>Detail below the intended provision to be put in place if HRG funding support is agreed (up to a maximum of £3,000).</i>					
Intervention/ provision or AP	Recommended by (EP, SALT, OT, Inclusion Service etc)	Staffing/ frequency	Intended start date	Intended review date	Cost per day/week x weeks of intervention (per pupil)
Peopleton Brook Farm AP	PLC EIO & EP	1 day per week	19.1.26	27.2.26 (6 weeks)	£150 per day x 1 per week £150 x 6 weeks = £900
Lunchtime mentoring facilitating small group play (4 chn)	EP	4 days per week (JA)	Ongoing	Review how the group play is working 3 weeks	£25 per day / 4 chn = £6.25/child £6.25 x 4 per week = £25 £25 x 6 weeks = £150
Supply agency to backfill trusted adult (LM). Reduced TT to be increased to 4 half days	ISS	4 half days per week (backfill LM)	19.1.26	06.02.26 (3-week review)	£95 per ½ day x 4 per week £380 x 6 weeks = £2,280
					TOTAL HRG FUNDING REQUESTED £3,000 (max £3,000)

HIGH RISK GROUP + TRIAGE FORM

~ Request for a multi-agency support & challenge discussion to explore alternatives to an imminent Permanent Exclusion ~

Please complete the triage form fully to allow us the opportunity to convene a panel of professionals appropriate to the presentation of the pupil.

Schools should seek to discuss the HRG+ referral with parents/carers and where appropriate and possible complete an Information Sharing Consent Form ([Appendix Ci](#))

Submit the completed triage form & supporting evidence to HRGreferrals@southglos.gov.uk

We will aim to convene the panel within 5 school days of being made aware of the imminent risk of Permanent Exclusion.

N.B For pupils with an EHCP - The multi-agency panel will seek to offer consultation & advice but will be unable to agree any requests for Exceptional Funding or agree any Change of Placement requests.

Please attach the suspension letter which states the extended suspension period and the imminent risk of PEX

Contact details of referrer	Name & role in school:
	Email:

Name of student		Age	
School		Year Group	
Resident of South Glos.? (Y/N (+ LA))		SEN status SEN K EHCP	
Primary SEN Need ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI		Secondary SEN Need ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI	
SEND Learning/ My Support Plan. Cycles of assess, plan, do, review (APDR) (This MUST be included if on SEND register)		Number of days suspensions & incidents of repeat suspensions	23-24:
			24-25:

<p>Have you discussed the HRG+ request with parent/carer? (Y/N + Date)</p> <p>If yes has the parent/carer completed Information Sharing Consent Form (Y + Date)</p> <p>If not has the parent given verbal consent? (Y/N + Date)</p>		<p>Previous PEX (Y/N)</p>	
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<p>Brief summary of the incident that has led to the child being at imminent risk of Permanent Exclusion</p>

<p>Please outline the current position of the exclusion</p> <p><i>What date did the incident occur? Have you issued a suspension, & if so, for how many days? When does the suspension expire? Have you informed the parent/carer in your suspension letter that you are conducting further investigation before deciding whether it is appropriate for a PEX to be issued?</i></p>

Appendix I

Professionals'/ service involvement	Case remains open or date closed
Educational Psychologist <i>(Please include latest report)</i>	
Inclusion Specialist Support <i>ISS, BSS or school/Trust Commissioned</i> <i>(Please include latest report/s)</i>	
PLC Education Inclusion Officer (<i>commissioned by Cluster</i>) <i>(Please include latest report)</i>	
SEND Cluster support	
Previous Education Inclusion Trust – Vanguard (EIT) <i>(Please include last report)</i>	
Education Inclusion Project (EIP) <i>(Please include latest report)</i>	
Families Plus or Young People's Service	
Social care involvement - <i>Open for Assessment, CiN, CP, CLA, CiC, kinship or historic involvement</i>	
Young Person's Drugs and Alcohol Service (YPDAS)	
EHAP/TAC/Internal support plan	
Youth Justice Service (YJS)	
Violence Reduction Partnership (VRP)	
Other agencies or charity (Mentoring services, AP, Barnardos, Julian House, Southern Brooks etc)	

Health Professionals'/ service involvement	Case remains open or date closed
Paediatrician	
PMHS	
CAMHS	
SALT	
OT	
Physiotherapy	
Other	

Appendix I

Steps taken to avoid exclusion:	Dates	Please give details and outline the impact of actions taken	Please give an indication of the cost YTD
SEND provision and adjustments made, evidenced through APDR <i>(Please list reasonable adjustments made)</i>			
Other reasonable adjustments made to support learner <i>(e.g. uniform adaptations, behaviour policy adaptations)</i>			
Reduced timetable <i>(Please provide a copy of the reduced timetable & reviews)</i>			
Access to Alternative Provision			
Access to school resource base or enhanced school provision			
Off-site direction to improve & support behaviour			
Managed Move			
Temporary placement within alternative Trust school <i>(Please provide context for use)</i>			
Included in school-based project to reduce exclusion (school MAT, LA or Cluster funded)			
Therapeutic/Counselling support			
Other (please detail)			
Previous referral/ discussion at HRG			
TOTAL COST			

Child's voice

Appendix I

Parent's voice

STUDENT WITH AN EHCP AT HIGH RISK OF PEX

HIGH NEEDS RISK GROUP (HNRG) CONSULTATION REQUEST FORM

~ Request for a multi-agency support & challenge discussion to explore alternatives to the Permanent Exclusion of a pupil with an EHCP ~

N.B. A request for a multi-agency support and challenge discussion can only be made after an Early Annual Review has been arranged. The multi-agency panel will seek to offer consultation & advice but will be unable to agree any requests for Exceptional Funding or agree any Change of Placement requests.

Please complete the request form as fully to allow us the opportunity to convene a panel of professionals appropriate to the presentation of the pupil.

Schools should seek to discuss the ECRG consultation with parents/ complete an Information Sharing Consent Form ([Appendix Ci](#))

Submit the completed HNRG consultation request form & any supporting evidence to HRGreferrals@southglos.gov.uk and copy in your Link EP & EHCP Case Coordinator. Please attach a copy of the **EHCP**.

Contact details of referrer	Name & role in school: Email:
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Name of student		Age & Year Group	
School		Resident of South Glos.? (Y/N (+ LA))	
Primary SEN Need <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>		Secondary SEN Need <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>	
EHCP Case Coordinator		Date of last Annual Review	
Link EP		Parent/carers completed Information Sharing Consent Form (Y/N + Date)	
Please confirm you have requested an Interim Annual Review <i>Please include date of communication</i>		Parent/carers completed Information Sharing Consent Form (Y/N + Date)	

Please outline the current educational provision of the child
(Please attach any relevant documents to support the panel)

EHCP Banding		Number of days suspensions & incidents of repeat suspensions	24-25:
			25-26:

Please provide a brief summary of the incident(s) that has led to the child being at risk of Permanent Exclusion.

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Please provide details/paperwork from the pupil's last Annual Review.

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Appendix K

Steps taken to avoid exclusion:	Dates	Please give details and outline the impact of actions taken	Please give an indication of the cost YTD
SEND provision set out in EHC plan broken down through APDR			
Other reasonable adjustments made to support learner (e.g. uniform adaptations, behaviour policy adaptations)			
Reduced timetable (Please provide a copy of the reduced timetable & reviews)			
Access to Alternative Provision			
Access to school resource base or enhanced school provision			
Off-site direction to improve & support behaviour			
Managed Move			
Temporary placement within alternative Trust school (Please provide context for use)			
Included in school-based project to reduce exclusion (school MAT, LA or Cluster funded)			
Therapeutic/Counselling support			
Other (please detail)			
Previous referral/ discussion at HRG			
TOTAL COST			

Professionals'/ service involvement	Case remains open or date closed
Educational Psychologist (Please include latest report)	
Inclusion Specialist Support <i>ISS, BSS or school/Trust Commissioned</i> (Please include latest report/s)	
PLC Education Inclusion Officer (<i>commissioned by Cluster</i>) (Please include latest report)	
SEND Cluster support	
Education Inclusion Project (EIP) (Please include latest report)	
Families Plus or Young People's Service	
Social care involvement - <i>Open for Assessment, CiN, CP, CLA, CiC, kinship or historic involvement</i>	
Young Person's Drugs and Alcohol Service (YPDAS)	
EHAP/TAC/Internal support plan	
Youth Justice Service (YJS)	
Violence Reduction Partnership (VRP)	
Other agencies or charity (Mentoring services, AP, Barnardos, Julian House, Southern Brooks etc)	

Health Professionals'/ service involvement	Case remains open or date closed
Paediatrician	
PMHS	
CAMHS	
SALT	
OT	
Physiotherapy	
Other	