

Section 3



Understanding Social Emotional Mental Health and Reducing Exclusions

3.2 HRG & HRG+: Roles, Operating and Funding Parameters

The High Risk Group Panel

The **High Risk Group (HRG)** is a multi-agency panel comprising representatives from the Local Authority and schools. Its purpose is to reduce permanent exclusions (PEXs) and improve outcomes for vulnerable children through collaborative, inter-agency working.

The HRG aims to provide **advice, guidance, and support** to South Gloucestershire schools where a child or young person without an Education, Health and Care Plan (EHCP) is at risk of permanent exclusion.

In addition to offering advice and support, the HRG panel may consider requests for **short-term funding** to support targeted interventions and/or Alternative Provision for pupils without an EHCP. Any funding awarded is intended to support early intervention, maintain school placement, and reduce the risk of permanent exclusion.

For pupils **with an EHCP** who are at risk of permanent exclusion, schools should contact the pupil's **Case Coordinator** and **Link Educational Psychologist** to request an **Early Annual Review** and consideration of **placement maintenance support**. Schools should also identify and invite relevant multi-agency professionals whose involvement may contribute to effective planning and decision-making through the annual review process.

Purpose of the HRG Panel

The overarching aim of the **High Risk Group (HRG) Panel** is to reduce the incidence of permanent exclusions and improve outcomes for vulnerable children through early intervention, collaborative working, and targeted support.

The panel brings together professionals from a range of services, including **Early Help, Children's Social Care, the Youth Justice Service, educational leaders, the Educational Psychology Service, strategic safeguarding teams, inclusion specialists, and health services**, to provide coordinated advice, challenge, and support.

The aims of the HRG Panel are to:

- **Reduce the risk of permanent exclusion** by identifying and supporting children at the earliest opportunity.
- **Provide professional support and constructive challenge** to schools in reviewing current strategies, interventions, and provision.
- **Offer an independent, multi-agency perspective** on a child's presenting needs and the effectiveness of support already in place.

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- **Facilitate information sharing and collaborative working** between relevant agencies to ensure a coordinated response to identified needs.
- **Support schools to develop and implement effective intervention plans** that promote inclusion and sustained engagement in education.
- **Provide short-term funding**, where appropriate, to enable schools to implement targeted and costed provision for pupils without an Education, Health and Care Plan (EHCP) who are at risk of permanent exclusion.
- **Promote the use of evidence-informed interventions and graduated responses** that support pupils to remain engaged in their education and reduce the likelihood of exclusion.
- **Monitor the impact of funded provision** to ensure that support is improving outcomes and helping to maintain school placements.

Through these functions, the HRG Panel seeks to strengthen schools' capacity to meet the needs of vulnerable pupils through inclusive practice and improve educational and social outcomes for vulnerable children.

HRG referral pathway

Escalating behaviour that places a child at risk of permanent exclusion is often the result of a complex interaction of unmet needs, adverse experiences, environmental factors, and individual circumstances. It is therefore essential that schools take appropriate steps to understand and respond to the underlying causes of presenting behaviours. This includes making reasonable adjustments, accurately assessing need, and identifying and addressing barriers to learning.

The Local Authority recognises that this can be challenging. Schools may be working with limited information about a pupil's family history, previous experiences, or trauma, and may encounter complex needs, parental disengagement, or situations where additional specialist knowledge and expertise are required.

Before a referral is made to the High Risk Group (HRG), schools must demonstrate that they have:

- Delivered high-quality, inclusive teaching and learning through Quality First Teaching.
- Made reasonable adjustments to meet the child's identified or presenting needs.
- Implemented and reviewed appropriate strategies through universal provision, including those outlined within (**The South Glos Way Inclusion Toolkit's Universal Provision** ([Appendix A: 2.1](#)) and **Graduated Approach documents** ([Appendix A: 2.5-2.8](#)))
- Followed the relevant **Graduated Approach documents** guidance documents ([Appendix A: 2.5-2.8](#))
- Sought advice and support from appropriate professional services, including support available through the **SEND Cluster Offer** and other relevant agencies.
- Implemented, monitored, and reviewed the impact of recommendations made by professionals and adjusted provision accordingly.

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Where these actions have been undertaken and reviewed, and the pupil continues to present a significant risk of permanent exclusion, a referral may be submitted to the High Risk Group for consideration.

Schools must ensure that they have followed the process outlined in **The Graduated Response for Children at Risk of Exclusion (Appendix Bi)** flowchart prior to making a referral. This document sets out the expected steps, support, and interventions that should be considered and evidenced before the HRG panel becomes involved. The panel will use this information to determine whether all reasonable preventative measures have been explored and whether further multi-agency support or short-term funding may be appropriate.

HRG referral criteria

The Graduated Response for Children 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,

- Evidence of Quality First Teaching, reasonable adjustments, and adapted provision must be demonstrated through robust APDR cycles. Copies of intervention plans and review documentation should be submitted to evidence implementation and impact.
- Evidence of engagement with and utilisation of relevant universal provision and local support offers, including the South Gloucestershire Way Toolkit, NHS Core Offers, Educational Psychology Core Offer, South Gloucestershire Parent Carer Forum, and SEND and You, with clear demonstration of impact through APDR cycles.
- 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, with clear demonstration of how advice has been actioned and reviewed through APDR cycles.
- Evidence of commissioned support and external professional involvement, including specialist inclusion services, MHSTs, Educational Psychology traded offers, CAMHS, and other relevant agencies, with clear demonstration of how advice has been actioned and reviewed through APDR cycles.
- Evidence of engagement with relevant cluster commissioned services (e.g. SALT, OT, PMHS, EIP) and implementation and review of recommendations through APDR cycles. Where no full EP assessment has been completed within the previous 12 months, the Cluster EP Surgery Offer MUST have been accessed, and evidence provided.
- An ISS, BSS, or school/trust-commissioned specialist support service MUST have completed an in-person observation and provided a written report with recommendations. Schools must evidence that the advice has been actioned, embedded, and reviewed through APDR cycles over a period of at least 6 to 8 weeks prior to referral.

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- All relevant professional reports and written feedback must be actioned and evaluated through APDR cycles over a period of at least 6 to 8 weeks prior to referral. Where referrals to professional services are pending due to waiting times, the referral form and/or confirmation of referral should be submitted as evidence that appropriate support has been sought.
- Schools **MUST** have consulted with the Cluster Lead/SENDCo (via telephone, email, or meeting) where the risk of exclusion remains following the implementation and review of all aspects of the graduated response. HRG referrals will be supported where the Cluster Lead/SENDCo agrees that all available support has been accessed and evidenced.
- Evidence of a minimum £3,000 notional SEND allocation having been committed to supporting the pupil from the start of the current academic year. The value of evidenced support should increase proportionately as the academic year progresses, with clear documentation of provision, associated costs, and impact.
The following minimum thresholds apply:
 - *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***

HRG referral process

Once all stages of the **Graduated Response for Children at Risk of Exclusion** flowchart (**Appendix B(i)**) have been implemented, embedded, and evaluated, a referral may be made to the High Risk Group (HRG).

Prior to making a referral, schools should discuss the purpose of the HRG and the reasons for the referral with the child's parent(s)/carer(s). Parents/carers should be asked to complete an **Information Sharing Consent Form** (**Appendix C(i)**), and consent should be confirmed within the referral documentation.

Schools must also read and sign the **High Risk Group Data Sharing Agreement** (**Appendix C(ii)**) before making their first referral of each academic year. Where a school has multiple members of staff who may submit referrals, a copy of the signed agreement will be shared and confirmation sought that all referrers understand and agree to the data-sharing requirements and procedures.

Referrals should be submitted using the **High Risk Group Referral Form 2026-27** (**Appendix D**). Referral deadlines and panel meeting dates are detailed within the **High Risk Group Panel Meeting Dates 2026-27** document (**Appendix G**).

Before submitting a referral, schools should review the **High Risk Group Triage Checklist** (**Appendix F**) to ensure that all required information and supporting documentation have been

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included. Completed referral forms and associated paperwork should be submitted electronically to HRGreferrals@southglos.gov.uk

Where the number of referrals received exceeds the capacity of a forthcoming panel meeting, cases will be prioritised through a triage process. Consideration will be given to the date the referral was received and the level of need and risk evidenced within the application. Schools will normally be limited to a maximum of **two cases per panel agenda** and may be asked to prioritise referrals where demand exceeds available agenda slots.

All referrals will be reviewed by Local Authority officers as part of the triage process. Where clarification is required, or additional information is needed, the referrer will be contacted. If a referral is accepted for panel discussion, the referrer will receive an email confirming the meeting date, approximate timeslot, and a Microsoft Teams link to attend.

Where referrals do not provide sufficient evidence that the graduated response has been followed, where professional advice has not been acted upon, reviewed, or evaluated, where supporting reports or documentation are missing, or where funding requests fall outside the agreed HRG funding criteria, the triage team will contact the school to discuss the application. Schools may be asked to review and resubmit the referral with additional evidence. Following receipt of the required information, a decision will be made regarding whether the case should be scheduled for consideration at a future panel meeting.

HRG panel meetings

High Risk Group (HRG) panel meetings are held virtually via Microsoft Teams on a fortnightly basis during Terms 2 to 6. Each meeting is scheduled for two and a half hours, typically between 1:00 pm and 3:30 pm. To support the accurate recording of discussions and agreed actions, meetings will be recorded for the purpose of minute-taking.

Each referral will normally be allocated approximately 15 minutes for discussion. However, the time allocated may vary depending on the complexity of the case and the number of referrals scheduled. Where a case is likely to require a more detailed discussion, the Fair Access and Exclusions Officer will endeavour to notify the referrer in advance by email of any revised timescales. Where a school has submitted more than one referral for consideration, these cases will ordinarily be discussed consecutively.

At the start of each case discussion, the Fair Access and Exclusions Officer will provide a summary of the referral based on the information submitted. Panel members who are currently involved with the child or wider family may supplement this summary with relevant updates or additional information. The Chair of the Panel will then invite the referring Headteacher or school representative to provide an update on the pupil's current circumstances and highlight any significant developments since the referral was submitted.

Panel members will consider the information presented and provide appropriate support, guidance, and professional challenge. Members may ask supplementary questions about the pupil's needs, the interventions already implemented, or any funding request being made.

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The panel may also make recommendations regarding future actions, additional support, or further multi-agency involvement.

In most cases, decisions regarding funding requests will be made during the meeting. This may include agreement of the funding amount, duration of support, and any specific conditions attached to the funding. In exceptional circumstances, where further information or consideration is required, the panel may defer a decision and undertake further discussion outside of the meeting. In such cases, additional communication with the referrer may be necessary before a final decision is reached.

At the conclusion of the discussion, the Chair will summarise the panel's advice, recommendations, agreed actions, and any funding allocation approved, including the agreed duration of support. Formal confirmation of the panel's decisions, actions, and funding arrangements will be provided 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 agreed by HRG/HRG+ panel will not be paid until confirmation of these safeguarding and QA processes is received.

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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.

Funding Payments, Monitoring and Accountability

Funding agreed by the High Risk Group (HRG) panel will be paid to schools as a reimbursement of actual expenditure incurred. The Local Authority will not make payments directly to Alternative Provision (AP) providers, intervention providers, or third-party organisations.

Following panel approval, the Fair Access and Exclusions Officer will request reimbursement from Local Authority finance colleagues upon receipt of:

- Evidence that invoices relating to the agreed intervention or Alternative Provision have been paid by the school; or
- Evidence that additional staffing hours have been provided to support the pupil, such as establishment staffing records or invoices from a supply agency; **and**
- A written assurance from the school confirming that all required safeguarding checks, quality assurance processes, and due diligence procedures were completed prior to commissioning the provision, and that arrangements are in place to review and monitor the impact of the intervention.

For interventions delivered either on the school site or through an Alternative Provision provider, schools must ensure that clear outcome measures and review processes are established. These should enable schools to evaluate the effectiveness of the provision in reducing the pupil's risk of permanent exclusion and improving outcomes.

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Where the HRG panel recommends or agrees funding for Alternative Provision or an intervention, responsibility for commissioning, safeguarding, quality assurance, monitoring, and review remains solely with the school at which the pupil is on roll. The HRG is **not** the commissioner of the provision; the school retains full responsibility for:

- Assessing the suitability of the provider;
- Undertaking appropriate safeguarding and quality assurance checks;
- Visiting and evaluating Alternative Provision settings where appropriate;
- Agreeing expected outcomes, costs, attendance arrangements, and monitoring processes with the provider; and
- Regularly reviewing the impact of the provision.

Schools should refer to the Local Authority's [Alternative Provision Framework](#) for further guidance on commissioning expectations and quality assurance requirements.

Where funding has been approved by the HRG panel, the Local Authority will require a written assurance that safeguarding and quality assurance checks have been completed before the provision commences. Reimbursement of agreed funding will not be processed until this confirmation has been received.

Where evidence of expenditure and the required safeguarding and quality assurance assurances have not been submitted within two terms of the panel's funding **decision**, it will be assumed that the agreed support is no longer required. In such circumstances, the allocated funding may be withdrawn and returned to the available HRG budget. Schools will receive reminder communications at the end of each subsequent term following the panel decision.

If a pupil is permanently excluded before the end of an agreed intervention or Alternative Provision placement, any funding payable to the school will be adjusted to reflect the proportion of provision delivered. Similarly, where a pupil is issued with an Education, Health and Care Plan (EHCP) during the period covered by HRG funding, HRG financial support will cease once EHCP funding arrangements are in place.

The Local Authority reserves the right to undertake random audit and quality assurance activity in relation to cases discussed at HRG or HRG+. This may include reviewing evidence that schools have:

- Commissioned an appropriate provider;
- Completed all necessary safeguarding and due diligence checks;
- Monitored attendance, engagement, and outcomes;
- Evaluated the impact of the provision; and
- Followed the processes outlined within this guidance.

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The panel also expects schools to participate in an evaluation process following the allocation of funding. This evaluation will help assess the effectiveness of interventions in reducing the risk of exclusion and improving outcomes for children. Information gathered will also support the development of a directory of effective interventions and providers that may be recommended to future referrers. Feedback from schools and outcomes data will be used to inform the ongoing development and effectiveness of the HRG process.

HRG funding parameters

HRG funding is intended to provide short-term, targeted interventions for individual pupils who are at risk of suspension or permanent exclusion. To ensure consistency, transparency, and equity across South Gloucestershire schools, the High Risk Group (HRG) panel applies the following funding parameters when considering requests for financial support. These parameters are designed to promote fair access to available resources, ensure funding is targeted towards pupils at greatest risk of permanent exclusion, and support the effective use of public funds.

All requests will be considered on their individual merits and within the context of the funding available. Where resources are limited, the panel will prioritise applications that demonstrate:

- A robust and well-evidenced graduated response.
- Effective use of existing school and community resources.
- Clear objectives for reintegration and placement sustainability.
- Measurable outcomes and defined success criteria for the child.
- Evidence that the proposed intervention represents value for money and is likely to reduce the risk of repeated suspensions or permanent exclusion.

Scope and eligibility

- The HRG will support young people attending a South Gloucestershire school where the referral criteria are met and capacity allows. Requests for funding for pupils who reside in South Gloucestershire but attend a school in a neighbouring local authority cannot be considered by the HRG. Where appropriate, the panel may be able to signpost schools to relevant services in other local authority areas, particularly where service eligibility is based on residency rather than school placement.
- Where a school has been allocated a pupil through the Fair Access Panel (FAP) under **Category D** within the previous two school terms or has admitted a pupil who has been permanently excluded through the standard admissions process, the HRG panel will accept referrals for advice and guidance before the school has evidenced the full level of notional SEND expenditure ordinarily expected for the relevant term. In these circumstances, schools will be expected to demonstrate that they have made reasonable endeavours to plan and implement appropriate support based on information provided by the previous school and, where applicable, Pathways Learning Centre (PLC). Schools should also have considered the Graduated Response for Exclusion Flowchart, sought and engaged with relevant external agencies, and committed to contributing initial funding

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towards the pupil's provision. Where HRG funding is agreed in principle, the school will be required to submit a fully costed provision plan and engage in ongoing review and monitoring arrangements to evaluate the impact of the support, in line with any funding conditions set by the panel.

Funding principles

- The HRG panel will consider requests for short-term funding only. Funding is not intended to support ongoing educational provision over an extended period. The purpose of any short-term intervention, including the use of Alternative Provision where appropriate, is to support the child's successful reintegration into their mainstream classroom environment and to reduce the risk of suspension or permanent exclusion.
- The maximum funding that may be requested for a pupil is £4,500 per academic year, for a period of support of up to 12 weeks. All funding allocations are subject to the availability of the HRG budget. Consequently, the amount approved may be lower than the amount requested.
- For applications submitted during Terms 5 and 6, the panel will only consider funding for the proportion of the intervention that can be delivered within the current academic year. While the maximum funding available per pupil is £4,500, any award made in Terms 5 and 6 will be calculated based on the weekly cost of the intervention multiplied by the number of weeks remaining in the academic year from the date of the panel meeting. Funding cannot be approved for interventions that extend into Term 1 of the following academic year.
- The HRG will not consider or approve funding requests for support delivered during school holiday periods. Any funding awarded must be used for provision taking place during term time only.

Staffing principles

- The panel encourages the use of staff who are already familiar with the child's needs, the school environment, and the school's safeguarding policies and procedures. Where appropriate, schools should consider increasing the hours of existing staff members or redeploying staff to provide support for an individual pupil, with any resulting vacancies or additional hours backfilled as necessary. This approach helps to ensure continuity, consistency, and effective support for the child.
- The panel will not ordinarily allocate funding to support existing school staffing structures, for example where senior leaders are routinely providing behaviour support to pupils at risk of exclusion. Exceptions may be considered where a senior leader is deemed the most appropriate or trusted adult to support the pupil for the period of an intervention and, as a result, is unable to fulfil their teaching commitments. In such cases, funding may be requested to cover the cost of backfilling agreed teaching responsibilities.

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- Where a school can demonstrate that reasonable efforts have been made to meet a pupil's additional support needs through existing staffing arrangements, including increasing staff hours or redeploying and backfilling staff, but these measures have not been successful or unsustainable, the panel may consider funding requests for supply agency staff. Any such costs must fall within the maximum funding limit of £4,500 per referral. In these circumstances, the High Risk Group (HRG) panel will not fund any agency introduction, recruitment, or administration fees. Schools will also be expected to meet any additional costs arising from the use of agency staff where these exceed the costs of an equivalent salaried member of the school workforce.
- Where a school uses agency or supply staff to support provision for a pupil at risk of permanent exclusion (PEX) who is attending on a reduced timetable, the HRG will only reimburse costs directly related to the time spent supporting that pupil, or the time required to cover a member of school staff who is providing support to the pupil. Funding will not be based on the total hours for which the agency or supply staff member is employed, where these exceed the hours directly attributable to the pupil's support needs.
- The HRG panel will contribute towards supply agency staffing costs up to a maximum rate of £150 per full day (teaching assistant) and £240 per full day (teacher). For part-day support, funding will be capped at £95 per morning session and £80 per afternoon (teaching assistant) and £150 per morning session and £125 per afternoon session (teacher). Schools will be responsible for meeting any costs that exceed these agreed rates.
- Where additional adult support is required to enable a pupil to access and attend Alternative Provision, the panel may consider funding requests for additional staffing where extra hours are required or where existing staff have been redeployed and funding is needed to backfill their substantive role. Schools are strongly encouraged to utilise existing staff members who are familiar with the young person's needs, the school environment, and the school's safeguarding policies and procedures, as this is likely to provide the most effective and consistent support.

Professional advice and assessment funding

- The HRG panel will consider requests for funding to commission external professional advice, observations, and assessments where these are required to better understand and support a pupil's needs. This may include services such as Educational Psychology assessments. Where funding is approved for Educational Psychology input, the amount awarded will be capped at the equivalent daily cost of commissioning an LA EP: £626

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Recognised funding when evidencing notional SEND allowance

- When calculating the notional SEND spend allocated to an individual pupil, the cost of any group-based intervention should be apportioned on a per-pupil basis. Referrers should only include the proportion of the total intervention cost attributable to the pupil concerned, rather than the full cost of delivering the intervention to the group.
- The HRG will not accept duplicate costing of provision. Where a pupil is already supported through a costed intervention or 1:1 staffing arrangement, additional interventions delivered at the same time cannot be claimed as separate eligible expenditure unless they incur genuine additional costs that can be clearly evidenced.
- When evidencing the use of notional SEND funding, the panel will not ordinarily consider the costs of existing school staff delivering interventions to an individual pupil or group of pupils. Such costs may only be included where the staff member's substantive duties have been backfilled by additional personnel to enable the intervention to take place, or where the staff member has been specifically employed to deliver a specialist intervention, such as Emotional Literacy Support Assistant (ELSA) provision.
- The time/cost of the SENDCo, Inclusion Lead, Behaviour Lead, or other school staff time spent preparing SEND, HRG, EHCNA, or associated documentation will not be accepted as eligible expenditure towards the notional SEND funding threshold, as these activities form part of the school's statutory and operational responsibilities.
- Transport costs associated with a pupil's attendance at Alternative Provision will not be funded by the HRG panel and should not be included within funding applications, costed provision plans, or evidence of notional SEND expenditure.

Funding requests that would not be considered by HRG

- The HRG panel will not fund training courses, staff development programmes, or individual training sessions for school staff, even where these have been recommended by an external professional. The panel will also not support requests for the purchase or implementation of whole-school approaches, schemes, interventions, or educational packages. Funding is intended to support targeted interventions and provision for individual pupils at risk of exclusion, rather than workforce development or universal provision.
- The HRG Panel will not fund capital works, building projects, or site development. This includes the adaptation, refurbishment, or repurposing of existing classrooms or school spaces, even where such adaptations are linked to an individual pupil's needs and have been recommended by a professional. Responsibility for these costs remains with the school, academy trust, or responsible body. Such costs will not be recognised by HRG in evidencing use of the notional SEND allowance.

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- The HRG panel will not support requests for funding for items such as laptops, tablets, manipulatives, or other resources that would ordinarily be expected to be provided through a school's existing budgets, including whole-school or departmental. Such costs should not be included within funding applications or evidence of expenditure submitted to the panel.

Expenditure recognised by HRG as eligible evidence of the notional SEND allowance

Recognised expenditure for HRG referrals	Expenditure not recognised for HRG referrals
Costs of the off-site Alternative Provision (associated transport costs will not be recognised)	Transport costs associated with the pupil's attendance at Alternative Provision
Costs of on-site interventions led by external providers e.g. mentoring	Training courses, staff development programmes, or individual training sessions for school staff even if recommended by a visiting professional
Costs of other off-site provisions e.g. Trust AP	Duplicate costing of provision- where a pupil is already supported through a costed intervention or 1:1 staffing arrangement, additional interventions delivered at the same time cannot be claimed as separate eligible expenditure
Specialist interventions led by a member of school staff employed specifically to carry out the intervention e.g. ELSA	The time/cost of SLT supporting the child as part of the school's ordinarily available provision
Cost of additional staff employed to support the child over and above universal provision or a current staff member who has their working hours increased to support the child	The time/cost in preparing SEND, HRG, EHCNA, or associated documentation
Additional costs where a member of staff's substantive duties have been backfilled by additional personnel to enable the member of staff to deliver the intervention	Laptops, tablets, manipulatives, or other resources that would ordinarily be expected to be provided through a school's existing budgets, including whole-school or departmental
Costs of external professional observations or assessments such as an Educational Psychologist (capped at the equivalent daily cost of commissioning an LA EP: £626)	Capital works, building projects, or site development even where such adaptations are linked to the individual pupil's needs

The High Risk Group+ Panel

The **High Risk Group+ (HRG+) Panel** operates within the principles and framework of the High Risk Group (HRG) Panel but has an extended remit to respond to more urgent cases; It is intended for children who are at **imminent risk of permanent exclusion** as a result of a **significant one-off incident** or a pattern of **persistently disruptive behaviour (PDB)**, **and have been considered through the HRG process within the previous two school terms.**

The purpose of the HRG+ Panel is to provide a prompt multi-agency response in situations where there is an immediate risk that a pupil may be permanently excluded. The panel seeks to identify alternative strategies, support, and interventions that may enable the school to maintain the placement and avoid exclusion where appropriate.

Schools should notify a member of the Exclusions team of their intention to request an HRG+ panel at the same time as parents/carers are informed that permanent exclusion is being considered. Upon receipt of an HRG+ request, the Local Authority will endeavour to convene a multi-agency support and challenge panel within five school days. Panel membership will be determined according to the individual needs of the child and the nature of the incident, behaviour, or circumstances that have led to the request.

The purpose of this early notification is to ensure that relevant agencies can be engaged promptly and that all reasonable alternatives to permanent exclusion can be explored before a final decision is made.

The panel will consider the circumstances of the case and explore whether permanent exclusion can be prevented through alternative approaches, additional support, or coordinated multi-agency involvement. Panel members will provide advice, challenge, and signposting to relevant services and resources that may assist the school in managing the situation and meeting the pupil's needs.

Where a child is a resident of another Local Authority, panel members will endeavour to provide advice and signposting to appropriate services, pathways, and support arrangements within the pupil's home authority.

Where a permanent exclusion is not implemented and an alternative plan is agreed, schools will be encouraged to continue working through the **Graduated Response for Children at Risk of Exclusion** and to consider whether a referral to the HRG Panel for financial support is appropriate, subject to the relevant eligibility and funding criteria being met.

Requests for an HRG+ Panel can be made by schools at any point during the academic year where the referral criteria is met.

Requesting an HRG + panel

The Headteacher should complete the **High Risk Group+ Triage Referral Form** ([Appendix I](#)) and submit it, together with all required supporting documentation. This must include a copy

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of the suspension letter confirming that the pupil is at imminent risk of permanent exclusion and the school are considering issuing a permanent exclusion at the end of the suspension period.

Referrals will be not accepted where students have been readmitted to school following a suspension period. In such cases schools should consider the HRG graduated response for exclusions and, where all necessary actions have been taken to support the student and all evidence is in place, follow the usual processes to make a referral to the HRG panel.

Schools should discuss the referral with the pupil's parent(s)/carer(s) and seek consent for information sharing through completion of the **Information Sharing Consent Form (Appendix C(i))**. Where it has not been possible to obtain a completed consent form, schools should indicate on the referral form whether verbal consent has been obtained and the Information Sharing form has been explained to the parent/carer.

In circumstances where parental consent has not been provided, or where it has not been possible to obtain consent prior to the panel meeting, the HRG+ Panel may still discuss the circumstances of the case at a strategic level. This enables the panel to consider potential support, advice, and alternative approaches that may help to prevent permanent exclusion, while ensuring that information sharing remains compliant with relevant data protection and safeguarding requirements.

Contact information

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

The Graduated Response for Children at Risk of Exclusion

~A summary of support & services schools should engage to support children at risk of exclusion~

HRG

Pupil at risk of Permanent Exclusion

HRG+

Pupil's (without an EHCP) presenting needs are placing them at **increasing risk of PEX**

Pupil (without an EHCP) at **imminent risk of PEX** due to involvement in a significant one-off incident or due to PDB **AND** been through HRG process in last two terms

School makes **reasonable adjustments & adapted provision** with clear APDR cycles

Headteacher requests an **HRG+** multi-agency support & challenge discussion to explore alternatives to PEX (pupils without an EHCP)

Where exclusion risk remains

Schools have utilised Universal Provision at school support, e.g.,

- See South Glos Way Inclusion Toolkit
- Belonging Toolkit
- Education Inclusion Project (EIP) KS3/4
- NHS Core Offers
- EP Core Offer
- SG. Parent Carer Forum & SEND and You

Additional support commissioned by schools e.g.,

- Specialist Inclusion Services
- Mental Health Support Teams
- EP traded offers
- Professional referrals e.g. CAMHs

Implement & embed all advice (over 6-8 weeks) & evaluate

Where an **alternative to PEX** can be **identified**, school is encouraged to consider support available through the **HRG Graduated Response**; where criteria is met a referral to HRG for further consultation & later financial support.

Where a pupil with an EHCP is at **imminent risk of PEX** due to a **significant one-off incident** the school should **contact the Case Coordinator & the link EP** to request an **Early Annual Review & Placement Maintenance support**.
Schools should consider inviting relevant professionals to join the Early Annual Review

Where exclusion risk remains

Schools **MUST** access Cluster Offer, which might include,

- EP Surgery (*essential where there is no EP assessment/report within 12mths*)
- Enhanced SALT
- Enhanced OT
- Enhanced Primary Mental Health Specialists
- Enhanced Inclusion Specialist Support
- Education Inclusion Project (EIP) KS3/4

Schools **SHOULD** engage with a range of professionals to explore presentation of need e.g.,

- Enhanced SALT
- Enhanced OT
- Enhanced EP

Schools **MUST**,

- Arrange for an Inclusion Specialist Support service to complete an in-person observation and provide a full report of the child

Implement & embed all advice (over 6-8 weeks) & evaluate impact

Where a **CiC** is at risk of PEX the school should also liaise with the **Virtual School** to discuss alternatives to support the pupil & prevent PEX

Where exclusion risk remains

Schools **MUST** contact the **Cluster Lead/SENDCo** about the case. A referral to HRG will be supported by the **Cluster Lead/SENDCo** if there is agreement that all avenues of support have been evidenced.

EHCP students

For EHCP students:

Where exclusion risk remains despite engaging a range of professionals:

Contact **Case Coordinator & link EP** to request an **Early Annual Review & EP Placement Maintenance support**

Schools should consider inviting relevant professionals to join the Early Annual Review

HRG triage

HRG panel

Where referrals accepted

Appendix Bii – A Nested List to describe the Graduated Response for Children and Young People at Risk of Exclusion Flowchart (Appendix Bi)

The Graduated Response for Children at Risk of Exclusion

~A summary of support & services schools should engage to support children at risk of exclusion~

1. Pupil at risk of permanent exclusion

1.1 Left to HRG

1.2 Right to HRG+

2. HRG

2.1. Forward left to Pupil's (without an EHCP) presenting needs are placing them at increasing risk of PEX

3. HRG+

3.1 Forward right to Pupil at imminent risk of PEX due to involvement in a significant one-off incident or due to PDB AND been through HRG process in last two terms (Steps 20-26 on nested list)

4. Pupil's (without an EHCP) presenting needs are placing them at increasing risk of PEX

4.1 Forward to School makes reasonable adjustments & adapted provision with clear APDR cycles

5. School makes reasonable adjustments & adapted provision with clear APDR cycles

5.1 Forward to Where exclusion risk remains

6. Where exclusion risk remains

6.1 Forward left to Schools have utilised Universal Provision at school support, e.g.,

6.2 Forward right to Additional support commissioned by schools e.g.,

Appendix Bii – A visual representation (flowchart) of this information is also available (**Appendix Bi**)

7. Schools have utilised Universal Provision at school support, e.g.,

7.1 Lateral right to **Additional support commissioned by schools e.g.,**

7.2 Forward to **Implement & embed all advice (over 6-8 weeks) & evaluate impact**

8. Additional support commissioned by schools e.g.,

8.1 Lateral left to **Schools have utilised Universal Provision at school support, e.g.,**

8.2 Forward to **Implement & embed all advice (over 6-8 weeks) & evaluate impact**

8.3 Lateral right to **Where a CiC is at risk of PEX the school should liaise with the Virtual School to discuss alternatives to support the pupil & prevent PEX**

9. Where a CiC is at risk of PEX the school should liaise with the Virtual School to discuss alternatives to support the pupil & prevent PEX

10. Implement & embed all advice (over 6-8 weeks) & evaluate impact

10.1 Forward to **Where exclusion risk remains**

11. Where exclusion risk remains

11.1 Forward left to **Schools MUST access Cluster Offer for those at SEN K, which might include,**

11.2 Forward top right to **Schools SHOULD engage with a range of professionals to explore presentation of need e.g.,**

11.3 Forward bottom right to **Schools MUST,**

12. Schools MUST access Cluster Offer for those at SEN K, which might include,

12.1 Forward to **Implement & embed all advice (over 6-8 weeks) & evaluate impact**

12.2 Lateral top right to **Schools SHOULD engage with a range of professionals to explore presentation of need e.g.,**

12.3 Lateral bottom right to **School MUST,**

13. Schools SHOULD engage with a range of professionals to explore presentation of need e.g.,

13.1 Lateral left to **Schools MUST access Cluster Offer for those at SEN K, which might include,**

13.2 Forward bottom right to **School MUST,**

13.3 Forward bottom left to **Implement & embed all advice (over 6-8 weeks) & evaluate impact**

Appendix Bii – A visual representation (flowchart) of this information is also available ([Appendix Bi](#))

14. School MUST,

14.1 Lateral left to **Schools MUST** access Cluster Offer for those at SEN K, which might include,

14.2 Back to Schools **SHOULD** engage with a range of professionals to explore presentation of need e.g.,

14.3 Forward to **Implement & embed all advice (over 6-8 weeks) & evaluate impact**

15. Implement & embed all advice (over 6-8 weeks) & evaluate impact

15. 1 Back top left to **Schools MUST** access Cluster Offer for those at SEN K, which might include,

15.2 Back top right to **SHOULD** engage with a range of professionals to explore presentation of need e.g.,

15.3 Back bottom right to **School MUST**,

15.4 Forward to **Where exclusion risk remains**

16. Where exclusion risk remains

16.1 Forward to **Schools MUST** contact the Cluster Lead/SENDCo about the case. A referral to HRG will be supported by the Cluster Lead/SENDCo if there is agreement that all avenues of support have been evidenced.

16.2 Lateral right **EHCP students**

17. EHCP students

17.1 Lateral right to **For EHCP students: Where exclusion risk remains despite engaging a range of professionals:**

18. Schools MUST contact the Cluster Lead/SENDCo about the case. A referral to HRG will be supported by the Cluster Lead/SENDCo if there is agreement that all avenues of support have been evidenced.

18.1 Lateral right to **HRG triage**

18.2 Forward to **HRG triage**

19. HRG triage

19.1 Lateral right to **Where referrals accepted**

Appendix Bii – A visual representation (flowchart) of this information is also available (**Appendix Bi**)

20. Where referrals accepted

20.1 Lateral right to HRG panel

21. HRG panel

22. Pupil at imminent risk of PEX due to involvement in a significant one-off incident or due to PDB AND been through HRG process in last two terms (Step 3.1 on nested list**)**

22.1 Forward to Headteacher requests an HRG+ multi-agency support & challenge discussion to explore alternatives to PEX (SEN K)

23. Headteacher requests an HRG+ multi-agency support & challenge discussion to explore alternatives to PEX (SEN K)

24. Where an alternative to PEX can be identified school is encouraged to consider support available through the Graduated Response; where criteria is met a referral to HRG for further consultation & later financial support (SEN K only).

24.1 Back to School makes reasonable adjustments & adapted provision with clear APDR cycles

25. Where a pupil with an EHCP is at imminent risk of PEX due to a significant one-off incident the school should contact the Case Coordinator & the link EP to request an Interim Annual Review & Placement Maintenance support. Schools *Schools should consider inviting relevant professionals to join the Interim Annual Review*

26. School makes reasonable adjustments & adapted provision with clear APDR cycles

24.1 Forward to Where exclusion risk remains

Continue through steps 5 – 21 as appropriate

HIGH RISK GROUP & HRG+ (those without an EHCP)

INFORMATION SHARING CONSENT FORM 2026-27

The referral to HRG or HRG+ should be discussed with the parent/carer & the process explained. Parent/carer 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/carer:

Print name:

Date:

Signature of HRG/ HRG+ referrer:

Print name:

Date:

South Gloucestershire Council Information Sharing Agreement

DATA SHARING PROTOCOL FOR HIGH RISK GROUP/ HIGH 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.

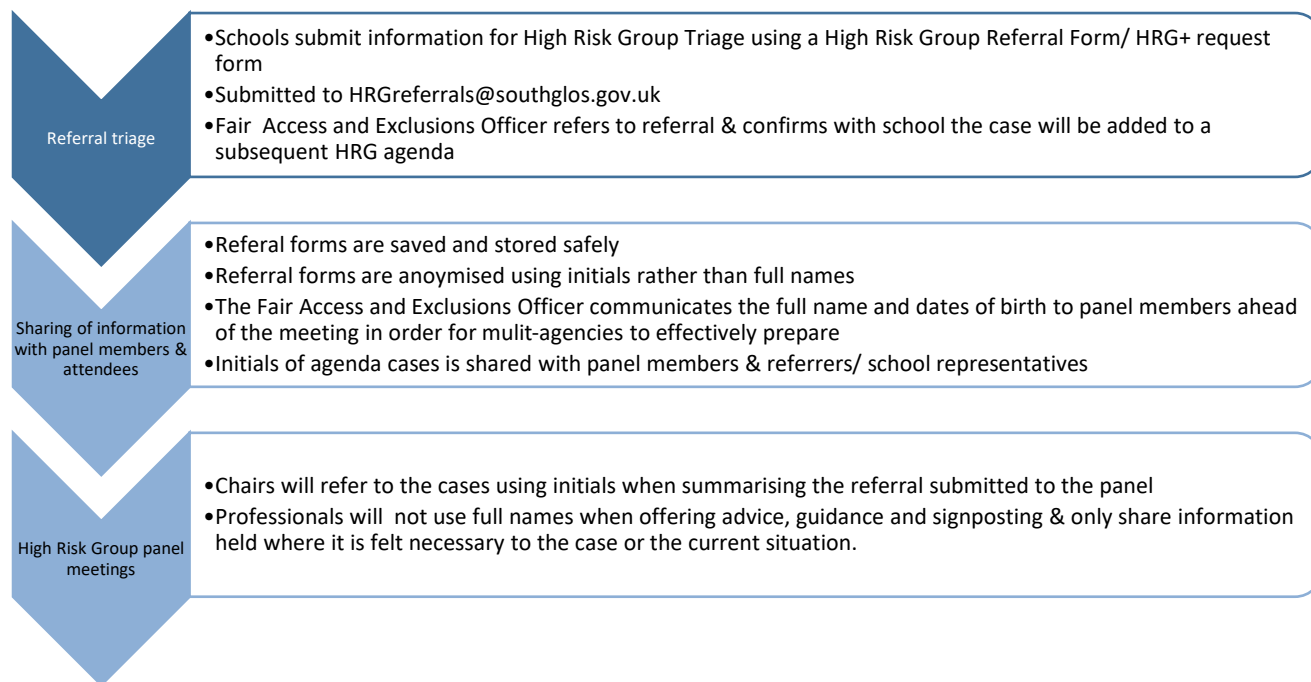
The referral case is triaged and where it meets financial and operating criteria will be added to the agenda. Before adding to the agenda, the referral forms will be anonymised to include initials rather than full names to ensure an individual cannot be identified by other referrers attending the panel 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 cahbussinesupportbmr@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

2026-2027

~ A funding & advice panel for young people without an EHCP at risk of Permanent Exclusion ~

*For children with an EHCP who are at risk of Permanent Exclusion schools should request an Early Annual Review & Placement Maintenance support from the EP team *

Schools may refer a pupil to the HRG for advice and/or funding where all stages of the **Graduated Response for Children at Risk of Exclusion Flowchart** (Appendix B) have been implemented and reviewed, but the risk of permanent exclusion remains. Referrals must be supported by evidence of recognised notional SEND expenditure, commencing at a minimum of £3,000 and increasing in line with the termly thresholds below:

- 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 (by telephone, email communication or meeting) 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 supported by the Cluster Lead/SENDCo if there is agreement that all avenues of support have been evidenced**

SEND Cluster	
Cluster support accessed	
Date confirmation received by Cluster Lead/SENDCo of support for HRG referral	

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>	25-26:
			26-27:
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/carers completed Information Sharing Consent Form (Y/N + Date)		Number of days suspensions & incidents of repeat suspensions	25-26:
			26-27:
		Previous PEX (Y/N)	

When submitting the referral you must attach a reviewed Support Plan or equivalent APDR paperwork	
<i>Date of most recent Support Plan/ APDR review</i>	

Child's voice gathered as part of this referral <i>Describe your experience of school at this time... What is going well? What could be going better?</i>

Parent's voice gathered as part of this referral

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

--

SEN Info/Assessment	<i>List SEND assessments completed for each of the broad area of SEND need Please record date & brief outcome</i>
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*

	Date of advice/ actions	Impact
Inclusion Specialist Support – Direct observation <i>(ISS, BSS or school/Trust commissioned)</i> <i>*Schools must engage with an inclusion specialist service prior to referral & allow minimum 6-8 weeks for actions to be embedded*</i> (Please include latest report/s, written feedback or referral form if awaiting date/service capacity)		

Appendix D

Educational Psychologist Involvement <i>*Schools must engage with a Cluster EP Surgery if a full EP assessment has not taken place in the last 12 months.*</i> <i>Schools must allow minimum 6-8 weeks for actions to be embedded *</i> (Please include latest report/s, written feedback or referral form if awaiting date/service capacity)		
EHAP/TAC/Internal support plan (Please include latest plan)		
Education Inclusion Project (EIP) (Please include latest report)		
Family Help <i>(Targeted Early Help/ CiN)</i>		
Social care involvement <i>CP, CiC, Kinship</i>		
Young Person's Drugs and Alcohol Service (YPDAS)		
Youth Justice Service (YJS)		
Violence Reduction Partnership (VRP)		
Education Inclusion Officer <i>(commissioned by Cluster where applicable)</i> (Please include latest report/s)		
Other agencies or charity <i>(Mentoring services, AP, Barnardo's, Julian House, Southern Brooks etc)</i>		

Appendix D

Health 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*

Professional	Date of involvement/ report	Diagnosis/ Outcome	Case remains open or date closed
Paediatrician			
PMHS			
CAMHS			
SALT			
OT			
Physiotherapy			
Other			

Appendix D

Alternatives to exclusion used			
	Dates	Actions/ Advice	Impact
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, review(s) & reintegration plan)</i>			
Access to Alternative Provision <i>(Please provide a summary of the provision & a copy of latest review & reintegration plan)</i>			
Off-site direction to improve & support behaviour <i>(Please provide a copy of latest plan & review)</i>			
Therapeutic/Counselling support <i>(Please include details or 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 pupil & 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
- Context safeguarding concerns/ history
- 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)
- Plans for reintegration following intervention

Interventions and Support Provided (2026-27)

Include all costed interventions, AP placements, and professional advice received YTD

Referrals submitted in Term 2 must evidence a minimum of £3,000 of additional support beyond universal provision. This threshold increases by £500 each half term, reaching £5,500 by Term 6, reflecting the pupil's notional SEND expenditure.

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

Costs must 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, costs of internal professional observations or buildings or site development (even if the adaptation is linked to a pupil(s)).

***Refer to 3.2 HRG/HRG+: Roles, Operating and Funding Parameters 2026-27 document for guidance of expenditure recognise by the HRG ***

Please refer to Appendix H for an example of a completed HRG costed provision & professional assessment record

Member of staff leading the intervention initials or AP provider	Intervention	Start date	End date	Calculated cost of the pupil's intervention: Cost of <u>one student per session</u> x number of sessions per week x number of weeks	Total cost of intervention/ AP	Please confirm member of staff has been employed specifically to this intervention
Cost of any external professional observations or assessments						
External professional observation/ service			Date		Cost	
TOTAL COST OF ALL INTERVENTIONS/ AP/ EXTERNAL PROFESSIONAL OBSERVATIONS OR ASSESSEMENTS SPENT ON PUPIL SINCE THE START OF 2026-27 ACADEMIC YEAR:						

HRG Request for Funding Support

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

N.B. The maximum funding that can be requested for 26-27 will be £4,500.

Allocations made will be subject to available budget; therefore, approved funding may be less than the amount requested.

Proposed Use of HRG Funding

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 £4,500)

HIGH RISK GROUP 2026-27

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,

- ✓ Evidence of Quality First Teaching, reasonable adjustments, and adapted provision must be demonstrated through robust APDR cycles. Copies of intervention plans and review documentation should be submitted to evidence implementation and impact.
- ✓ Evidence of engagement with and utilisation of relevant universal provision and local support offers, including the South Gloucestershire Way Toolkit, NHS Core Offers, Educational Psychology Core Offer, South Gloucestershire Parent Carer Forum, and SEND and You, with clear demonstration of impact through APDR cycles.
- ✓ 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 with clear demonstration of how advice has been actioned and reviewed through APDR cycles.
- ✓ Evidence of commissioned support and external professional involvement, including specialist inclusion services, MHSTs, Educational Psychology traded offers, CAMHS, and other relevant agencies, with clear demonstration of how advice has been actioned and reviewed through APDR cycles.
- ✓ Evidence of engagement with relevant cluster commissioned services (e.g. SALT, OT, PMHS, EIP) and implementation of recommendations through APDR cycles. Where no full EP assessment has been completed within the previous 12 months, the Cluster EP Surgery Offer MUST have been accessed, and evidence provided.
- ✓ An ISS, BSS, or school/trust-commissioned specialist support service MUST have completed an in-person observation and provided a written report with recommendations. Schools must evidence that the advice has been actioned, embedded, and reviewed through APDR cycles over a period of at least 6 to 8 weeks prior to referral.
- ✓ All relevant professional reports and written feedback must be actioned and evaluated. Where referrals to professional services are pending due to waiting times, the referral form and/or confirmation of referral should be submitted as evidence that appropriate support has been sought.
- ✓ Schools MUST have consulted with the Cluster Lead/SENDCo (via telephone, email, or meeting) where the risk of exclusion remains following the implementation and review of all aspects of the graduated response. HRG referrals will be supported where the Cluster Lead/SENDCo agrees that all available support has been accessed and evidenced.
- ✓ Evidence of a minimum £3,000 notional SEND allocation having been committed to supporting the pupil from the start of the current academic year. The value of evidenced support should increase proportionately as the academic year progresses, with clear documentation of provision, associated costs, and impact.
The following minimum thresholds apply:
 - 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**
- ✓ Parents/carers have been informed of the proposed referral and the HRG process. A completed Information Sharing Consent Form (Appendix Ci) and signed High Risk Data Sharing Agreement (Appendix Cii) must be submitted.

- ✓ Agreement to participate in the evaluation of the impact of any funded intervention or Alternative Provision (AP).
- ✓ Acknowledgement that the school, as commissioner of any AP, intervention, or additional staffing, is responsible for completing all required due diligence, quality assurance, and safeguarding checks prior to implementation.
- ✓ Acknowledgement that if a pupil is permanently excluded before the agreed intervention or AP package ends, HRG funding will be reduced on a pro-rata basis to reflect the remaining weeks of provision
- ✓ Acknowledgement that if a pupil is issued with an Education, Health and Care Plan (EHCP) before the end of the agreed intervention or AP package, HRG funding will cease once EHCP funding becomes available.

High Risk Group Calendar Overview 2026-27

November 2026 – June 2027

Held via Teams
1.00pm – 4.00pm

Term 1 – Schools should refer to **Appendix B – Graduated Response for at risk of Exclusion flowchart** which outlines steps and support available for children without an EHCP at risk of PEX before referral to HRG.

In supporting the pupil at risk of exclusion, schools should utilise funds within their **2026-2027 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 child 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	09.11.26	02.11.26	Chris Ballard and Tom Hutchings
2b	23.11.26	16.11.26	Chris Ballard and Claire Parfitt
2c	07.12.26	30.11.26	Chris Ballard and Tom Hutchings
3a	11.01.27	04.01.27	Chris Ballard and Claire Parfitt
3b	25.01.27	18.01.27	Chris Ballard and Tom Hutchings
3c	08.02.27	01.02.27	Chris Ballard and Claire Parfitt
4a	01.03.27	22.02.27	Chris Ballard and Tom Hutchings
4b	15.03.27	08.03.27	Chris Ballard and Claire Parfitt

Appendix G

5a	19.04.27	12.04.27	Chris Ballard and Tom Hutchings
5b	04.05.27*	26.04.27	Chris Ballard and Claire Parfitt
5c	17.05.27	10.05.27	Chris Ballard and Tom Hutchings
6a	07.06.27	24.06.27	Chris Ballard and Claire Parfitt
6b	21.06.27	14.06.27	Chris Ballard and Tom Hutchings
6c	05.07.27	28.06.27	Chris Ballard and Claire Parfitt

EXAMPLE OF COSTED PROVISION & PROFESSIONAL ASSESMENT RECORD

~ Evidence of notional SEND spend to reduce exclusion risk YTD

This example referral was submitted in Spring 1 – expectation of minimum £4,000

Interventions and Support Provided (2026-27) <i>Include all costed interventions, AP placements, and professional advice received YTD</i>						
Referrals submitted in Term 2 must evidence a minimum of £3,000 of additional support beyond universal provision. This threshold increases by £500 each half term, reaching £5,500 by Term 6, reflecting the pupil's notional SEND expenditure. Costs of interventions should be <u>recorded per child</u>, rather than per group. Costs <u>must 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, costs of internal professional observations or buildings or site development (even if the adaptation is linked to a pupil(s)).						
Member of staff leading the intervention initials or AP provider	Intervention	Start date	End date	Calculated cost of the pupil's intervention: Cost of <u>one student</u> per session x number of sessions per week x number of weeks	Total cost of intervention/ AP	Please confirm member of staff 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

Appendix H

Peopleton Brook Farm AP	Therapeutic support as advised by EP	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/ EXTERNAL PROFESSIONAL OBSERVATIONS OR ASSESSEMENTS SPENT ON PUPIL SINCE THE START OF 2026-27 ACADEMIC YEAR:					£7,005 YTD	

EXAMPLE OF COSTED PROVISION PLAN/ REQUEST FOR HRG FINANCIAL SUPPORT

HRG Request for Funding Support

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

N.B. The maximum funding that can be requested for 26-27 will be £4,500.

Allocations made will be subject to available budget; therefore, approved funding may be less than the amount requested.

Proposed Use of HRG Funding

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)
Peopleton Brook Farm AP	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 £4,500)

HIGH RISK GROUP + TRIAGE FORM 2026-27

~ 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 child.

Schools **must discuss the HRG+ referral with parents/carers** as well as **discussing the Information Sharing Consent Form with them** (Appendix Ci). A copy of this should be signed by the parent/carers. Where this is not possible the school should confirm that this was discussed and permission given for the pupil to be discussed and information shared. Where parental consent has not been secured the case will be discussed without names and access to any information held by panel colleagues.

HRG+ panels will ordinarily be held every Monday. Please submit the completed triage form & supporting evidence notifying the HRG+ panel of the request for a panel. HRGreferrals@southglos.gov.uk with sufficient time to convene the meeting & for colleagues to consider the referral.

Referrals will be not accepted where students have been readmitted to school following a suspension period. In such cases schools should consider the HRG graduated response for exclusions and, where all necessary actions have been taken to support the student and all evidence is in place, follow the usual processes to make a referral to the HRG panel.

N.B For pupils with an EHCP – Schools should contact EHCP case coordinator to arrange an Interim Annual Review as well as the EP to request Placement Maintenance support. Schools should consider which professionals would be appropriate to invite to the Interim Annual Review

Please attach the suspension letter which states the extended suspension period and outlines to parents/carers that the pupil is at imminent risk of PEX which will be considered during the suspension period.

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) <i>(This MUST be included if on SEND register)</i>		Number of days suspensions & incidents of repeat suspensions	25-26:
			26-27:
Have you discussed the HRG+ request with parent/carers? (Y/N + Date) If yes has the parent/carers completed Information Sharing Consent Form (Y + Date) If not has the parent given verbal consent? (Y/N + Date)		Previous PEX (Y/N)	

Brief summary of the incident that has led to the child being at imminent risk of Permanent Exclusion

Please outline the current position of the exclusion <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/carers in your suspension letter that you are conducting further investigation before deciding whether it is appropriate for a PEX to be issued?</i>

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Professionals' involvement <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>		
	Date of advice/ actions	Impact
Inclusion Specialist Support – Direct observation <i>(ISS, BSS or school/Trust commissioned)</i> <i>(Please include latest report/s, written feedback or referral form if awaiting date/service capacity)</i>		
Educational Psychologist Involvement <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>		
Family Help <i>(Targeted Early Help/ CiN)</i>		
Social care involvement <i>CP, CiC, Kinship</i>		
Young Person's Drugs and Alcohol Service (YPDAS)		
Youth Justice Service (YJS)		
Violence Reduction Partnership (VRP)		

Education Inclusion Officer <i>(commissioned by Cluster where applicable)</i> (Please include latest report/s)		
Other agencies or charity <i>(Mentoring services, AP, Barnardo's, Julian House, Southern Brooks etc)</i>		

Health 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*

Professional	Date of involvement/ report	Diagnosis/ Outcome	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			

Parent's voice gathered as part of this referral

Child's voice gathered as part of this referral