

# Section 3



Understanding Social Emotional Mental Health and Reducing Exclusions

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

### What is the High Risk Group Panel?

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

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

In addition to guidance and support, the High Risk Group panel will consider requests for short term funding to support Alternative Provision or interventions for children at SEND support. The HRG are unable to consider requests for funding where a pupil has an EHCP.

In the case of pupils with an Education, Health and Care Plan (EHCP), at risk of PEX, schools should contact the Case Coordinator and Link Educational Psychologist to request an Interim Annual Review alongside requesting consultation through the High Risk Group multi-agency panel.

### What are the aims of the HRG Panels?

The HRG has the overarching purpose to prevent permanent exclusions.

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

- Ensuring appropriate assessments, planning and interventions are in place for children and young people (CYP) at imminent risk of PEX, or those of whom are experiencing episodes of dysregulation and or multiple suspensions and their education is at severe risk.
- Offering independent view of the current strategies through support and challenge discussions
- Sharing information from all appropriate agencies and facilitating inter-agency working
- Providing advice and guidance to schools

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

## **The referral pathway to HRG support**

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

Where schools have made reasonable adjustments and sought to find solutions in the best interests of the child - having engaged a range of professional services and acted upon advice and support - but pupils still remain at high risk of exclusion, or where multiple exclusions suggest the child is highly likely to be Permanently Excluded, a referral may be made to the High Risk Group – this could be for advice and or funding. In the case of pupils with an EHCP the HRG panel will not be able to agree to funding from the HRG budget nor will they be able to agree exceptional funding bids or changes of placements.

The school must have demonstrated an appropriate level of school-based support and reasonable adjustments with at least one cycle of an ‘Asses, Plan, Do, Review’ approach, referring to guidance from **The South Glos Way Inclusion Toolkit’s Universal Provision (Appendix A: [2.1](#)) and Graduated Approach documents (Appendix A: [2.5-2.8](#))**, and attempted to assess and identify the child or young person’s needs (incl. SEND, SEMH and environmental factors) via professional assessments.

Prior to referring to the HRG, schools should also consider the offer available through their Cluster, including access to professional support such as the PLC Education Inclusion Officers (EIOs) and Inclusion Support Specialists and Mental Health Support Teams. These professionals will be able to offer support and guidance and make recommendations as to how the school might support the child using existing resources, make recommendations to seek advice from other professionals, or signpost other projects which may support the young person to reduce their risk of PEX. Schools will be asked to reflect on the actions taken as a result of the advice given and consider the impact when referring to HRG and during panel meetings. Schools must include recent reports from professionals involved with the pupil with the HRG referral.

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Schools requesting professional support at this stage from services not commissioned either at school level or by the relevant Cluster offer will need to commission and cost any input directly from their own resources.

Criteria for referral to HRG:

- ✓ made reasonable adjustments & adapted provision with a clear planning & review cycle
- ✓ utilised ordinarily available provision at school support level
- ✓ evidenced a minimum £3000 notional SEND budget this academic year (as the academic year progresses schools must evidence support totalling nearer to the full £6000 notional SEND spend)
- ✓ used any Pupil Premium Grant funding for the pupil & accessed other available funding-streams
- ✓ utilised the PLC EIO offer (commissioned by each Cluster) & implemented & reviewed actions
- ✓ sought & acted upon advice from an inclusion specialist support service (ISS, BSS or School/Trust commissioned support)
- ✓ Have engaged and put in place recommendations made by wider professionals/services involved & reflected on the impact/ reviewed provision (e.g. PMHS, EP, School Nurse)
- ✓ sought guidance from the Cluster Lead/SENDCo in relation to referral into the HRG triage process

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

## **Making a referral to the HRG to reduce risk of PEX**

Before making a referral to access advice or funding from the HRG panel (funding for SEN K pupils only), school representatives should discuss with the child's parents the operating parameters of the group and the reason for the referral. Schools should ask parents/carers to complete an **Information Sharing Consent Form (Appendix Ci)** and confirm if parental consent has been given to bring the case to panel on the referral form. Schools should read and sign the **High Risk Group Data Sharing Agreement (Appendix Cii)** before the first referral is made in each academic year. If a school has multiple referrers, we will forward the previously signed DSA to ask for confirmation that they are in agreement with regards data sharing procedures.

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Referrers will need to evidence that they **have spent a minimum of £3000 notional SEND allocation from the start of the current academic year**. There is an expectation that as the academic year progresses schools will evidence support totalling nearer to **the full £6000 notional SEND spend**.

In addition to the notional SEND spend evidenced, there is an expectation that schools will have **utilised any Pupil Premium Grant** the young person is entitled to before making a funding bid to the HRG.

In the same way, should there be access to other current funding streams available or funding granted to the school to support whole-school approaches which could be of benefit to the young person and the reduction in their risk of PEX, the schools should endeavour to offer this to the student.

The funding panel will only allocate **funding for up to 12 weeks** and up to a **maximum of £3,000 per pupil at SEN K per academic year**.

Interventions and provision planned should be supported by the principles of tangible target setting – SMART *Specific; Measurable; Achievable; Realistic and Time limited*.

### **Referral paperwork:**

Referrals for **students at SEN K** should be made through the completion of the **High Risk Group Referral Form 2024-25**, in addition to a **High Risk Group Costed Provision Plan** when the school are approaching the panel for funding. (**Appendices D & E, respectively**)

For **students with an EHCP at risk of PEX** the school should contact their Case Coordinator to **request an Interim Annual Review** as well as the Link Educational Psychologist before completing the **Student with An EHCP at High Risk of PEX Multi-Agency Consultation Request Form** (**Appendix K**) & submit along with a copy of the EHCP and relevant documentation.

**The High Risk Group Triage Checklist** (**Appendix F**) should be referred to before the completed referral form and paperwork is submitted to [HRGreferral@southglos.gov.uk](mailto:HRGreferral@southglos.gov.uk). Proposed meeting dates are outlined in the document, **High Risk Group Panel Meeting Dates 2024-25** (**Appendix G**).

Where we receive more referrals compared to the number of agenda slots available at forthcoming meeting/s, cases will be triaged based on the date schools have submitted the referral alongside the information submitted. Schools will be limited to a maximum of **two cases per agenda** and we may need to ask schools to prioritise cases and work through referrals received over the course of several panels.

Completed referral forms and costed plans will be triaged by the **Local Authority Officers** and any questions or queries will be raised with the referrer. If the young

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person is to be added to a future agenda the referrer will be notified, via email of the meeting they will be discussed, the approximate timeslot and TEAMS link.

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

## **Signposting and referral to other partner agencies and services**

As well as the HRG panel being able to offer financial support based on the costed provision plans for AP, interventions or additional staffing, the panel may also be able to signpost schools to additional programmes within their service.

Two key partner programmes working alongside the High Risk Group are the **Education Inclusion Project (EIP)** and the **Education Inclusion Team (EIT)**.

EIP – The Education Inclusion Project (EIP) will consider referrals for secondary aged young people who are at risk of youth violence and permanent exclusion from mainstream educational settings. The short-term program (6-8 weeks) will focus on gathering the pupil (and family's) voice with reference to barriers to their success in school and feed this back to the school to support relationships and sense of belonging. Alongside advocacy and integration work, EIP provides one-to-one work to support pro-social identity. The project sits alongside Youth Justice Service and therefore has access to drug and alcohol, speech and language, HSB and Primary Mental Health Specialist support for consultation. Schools can refer directly to the service or through HRG recommendation. Where the school haven't previously made a referral to the EI Project the HRG will review the information shared through the HRG referral form and panel discussion and make recommendations to the school that they feel the pupil would be an appropriate case for support. The school would then make a direct referral to the EIP which will be triaged by the service and where there is capacity the process of gathering consent will begin. Where there is no capacity at the time of the referral, but the team feel the referral is appropriate, the young person will be added to a waiting list.

The project also delivers transition work for Year 6 pupils who have received suspensions. Pupil names for this targeted support is gathered by LA exclusions team or through standard HRG discussions of Y6 pupils. EIP then requests referral from the appropriate schools. Support begins in the last term of their primary education and continues until October half term. Transition support includes parental and child voice

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advocacy, positive activities over the summer holidays and direct one to one support to develop pro-social identity.

EIT – The Enable Inclusion Team (EIT) uses evidence-based psychology to provide intensive, person-centered therapy, coaching and intervention support to promote the wellbeing and educational inclusion of children and young people. EIT will consider referrals for children and young people who are at risk of permanent exclusion from mainstream educational settings. The HRG will review the information shared through the HRG referral form and panel discussion and make recommendations to the school that they feel the pupil would be an appropriate case for support. The school would then make a direct referral to the EIT using the [referral form](#) on the EI Trust website which will then be triaged by the service and where there is capacity the process of gathering consent will begin. Where there is no capacity at the time of the referral, but the team feel the referral is appropriate, the young person will be added to a waiting list.

## **Frequency and format of the HRG panel meetings**

HRG panels convene virtually, via Microsoft TEAMS, bi-weekly in Terms 2-6 and are two and a half hours in length (typically 1:00-3:30pm). Meetings will be recorded to support minute-taking. They are facilitated by the Local Authority and chaired by a primary and secondary Headteacher.

Following triage and the development of the agenda, a TEAMS link will be sent out to all panel members and school representatives. Each case will be allotted approximately 15 minutes within the schedule; some cases may require longer and some may be allocated less time. Should cases require longer discussion the Fair Access and Exclusions Officer will endeavour to inform referrers - via email - of revised expected timescales. Where a school have submitted more than one case for discussion case conversations will be completed together.

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

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

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

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

Funding agreed will be paid to schools – the Local Authority will not make payments directly to the intervention or Alternative Provision provider. The contact details of the finance/business contact for the school/academy should be included on the referral form. 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 planned for completion 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 imminent risk of exclusion. Where Alternative Provision or intervention is discussed at HRG 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 where funding is agreed, the LA will expect a letter of assurance that these checks have been undertaken before the placement commences. Funding reimbursement for AP/ interventions agreed by HRG panel will not be paid until confirmation of these safeguarding and QA processes is received.

The LA 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).

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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 directed to. The evaluation mechanism will be discussed with the referrer following the funding allocation.

## Financial parameters of the High Risk Group

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

- The HRG will, where referral criteria are met & capacity allows, support young people who attend a South Glos. school. It will be unable to support requests for funding made for young people who attend a school in a surrounding LA but are South Glos. residents. The panel may be able to signpost to relevant services cross-border should the service parameters be linked to residency.
- Children and Young People with an Education, Health and Care Plan will not be allocated funding through HRG as their needs should be met through their plan and funding banding attached to this. Where pupils with an EHCP are at risk of exclusion the school should contact the EHCP Case Coordinator to request an Early Annual Review be called alongside the a request for consultation through the HRG multi-agency. The HRG panel will be unable to agree any funding, exceptional funding requests or changes of placements.
- The maximum allowable funding request per pupil per academic year is £3000 and up to 12-weeks of support.
- When applications for funding are made in terms 5 and 6 the panel will only be able to fund the support based on the cost of the number of weeks remaining of the academic year. The maximum allowable funding the panel can agree to is £3000 per pupil but during terms 5 & 6 the panel will support funding based on the **weekly cost of the intervention x the number of weeks remaining of the school year, from the panel date**; the panel will not be able to support requests that include interventions to be carried over into term 1 of next academic year – this would need to be applied for from September 25 when 25/26 notional SEND spend has been evidenced.
- The HRG will not support funding requests for support during the school holidays.
- The HRG panel will support requests for short -term funding; the funding is not intended to support **ongoing educational provision over a sustained period**. The intention is that the short-term interventions or use of Alternative Provision support the child to reintegrate back into their classroom environment and reduce the risk of exclusion.



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- The HRG panel will not award funding to cover costs incurred by schools where they utilise bespoke packages of support/ placements that may be available at Pathways Learning Centre.
- Where schools have been allocated a student through the Fair Access Panel via Fair Access Protocol Category D, or where they have admitted a student previously permanently excluded, the panel will accept a referral for advice and guidance before having evidence of the full notional SEND allowance. There will be an expectation though that the school have made reasonable endeavours to plan support based on information passed to them by the PEX'ing school and PLC (where appropriate) and have made a commitment to support with initial funding of provision. Where HRG funding is agreed in principle the school will be expected to submit a costed plan and engage in an ongoing review of impact of provision dependent on funding criteria set by the panel.
- The panel will not allocate funding to support existing staffing structures within school e.g., where senior leaders are supporting behaviour of individuals at risk of exclusion, with the exception of where existing staff are redeployed but funding is required to backfill the post/hours
- It is strongly recommended that schools utilise existing staff members to facilitate multi-agency recommendations for 1:1 provision/ extra support for children; the panel advocate the use of adults who are familiar with the needs of the young person, the operation of the school and specific safeguarding policies and procedures. Schools may look to increase hours of existing staff members or redeploy staff and backfill the post/hours to provide the most appropriate support for an individual.
- Where schools can demonstrate reasonable endeavours have been made to use existing staff members to cover additional support for individuals (either through the increase in hours or through redeployment and backfilling of contracted hours) but this has been unsuccessful, the panel may consider funding the support the use of agency staff (costs would be included up to the maximum application referral of £3,000). In such cases the High Risk Group panel will not fund any associated introduction or administration costs to engage the agency and schools will be expected to cover any difference in costs of agency staff compared to equivalent salaried members of the school staff.
- Where additional adult support is required to facilitate a young person's access/ attendance to an alternative provision, the panel will consider funding the request where additional hours are needed, or existing staff are redeployed but funding is required to backfill the post/hours. It is strongly recommended that schools utilise existing staff members who are familiar with the needs of the young person, the operation of the school and specific safeguarding policies and procedures to facilitate this.

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- Associated Transport costs to and from an alternative provision will not be funded through the panel.
- The HRG panel will not accept requests for funding to cover observations or facilitate Graduated Response support /advisory sessions from other professionals such as Educational Psychologists or Inclusion Specialist Support Services.
- The HRG panel will not be able to cover costs of training courses or sessions of school staff, even if recommended by another professional, and will not be able to support requests for whole-school schemes or educational packages.
- Requests made for items such as laptops or manipulatives, which would ordinarily be made available to children through whole-school or department budgets, will not be supported.
- In evidencing notional SEND spend, the panel will not be able to include costings of existing members of staff conducting interventions with a particular pupil(s) unless those staff members had been backfilled by other additional personnel to cover existing teaching to complete the pupil support.
- Where a school request support for a young person through the Educational Inclusion Project (EIP) or the Education Inclusion Team (EIT) there is an expectation that the school will have worked through stages of **The Graduated Response for Children and Young People at Risk of Exclusion (Appendix Bi)** and have evidenced notional SEND spend in the same way as schools requested funding (up to the maximum of £6000 throughout the academic year). There will be an expectation, where support has been agreed, that schools engage fully with the mentoring/coaching support and put in place requirements as set out by the specific programme.
- Funding agreements made by the panel will be confirmed by LA Officers following the meeting. Funding will be paid to schools upon receipt of copies of invoices paid by school to an AP, intervention providers or increased staffing costs as well as a letter of assurance confirming safeguarding and QA processes were in place before commissioning.
- 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.
- All schools receiving advice and or funding through the HRG or HRG+ will be expected to engage in a feedback/ evaluation of the support received and impact on the pupil and school community.

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- 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.

## What is the High Risk Group+ Panel?

The HRG+ Panel works within the parameters of the HRG Panel but with extended scope to facilitate referrals for a child/children at **imminent** risk of permanent exclusion (e.g. following a one-off incident for which a Headteacher is considering issuing a PEX or may already have issued a PEX).

The Local Authority will endeavour to convene a multi-agency support and challenge discussion panel within three school days of receipt of the HRG+ request, with panel representation taking into consideration profile of the CYP and nature of the incident. The panel discussion will seek to explore if a permanent exclusion can be prevented with alternatives identified through partner discussion and signposting. Where pupils are residents of other LAs panel members will endeavour to advise on contacts and alternatives to South Glos systems and programmes.

Where the pupil(s) being discussed has not been through the standard HRG process prior to the imminent risk of PEX, and an alternative to PEX have been identified, the school will be encouraged to consider support available through the Graduated Response and where criteria met complete a referral to HRG for financial support.

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

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

## The referral pathway to HRG + support

The Headteacher should contact an LA officer (Fair Access and Exclusions, Attendance, Exclusions and Licensing Manager or Safeguarding Advisor and the HRG mailbox [HRGreferrals@southglos.gov.uk](mailto:HRGreferrals@southglos.gov.uk)) to request that a multi-agency support and challenge discussion panel is convened. The Headteacher should complete a **High Risk Group + triage referral form** (Appendix I) and submit along with supporting evidence for consideration by the panel. Schools should seek to discuss the referral to the panel with parents/carers and, where appropriate, an **Information Sharing Consent Form** (Appendix Ci) should be completed. Where it has not been possible

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to complete the consent form the school should confirm on the referral form if the referral has been discussed and consent been given verbally.

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## Appendices

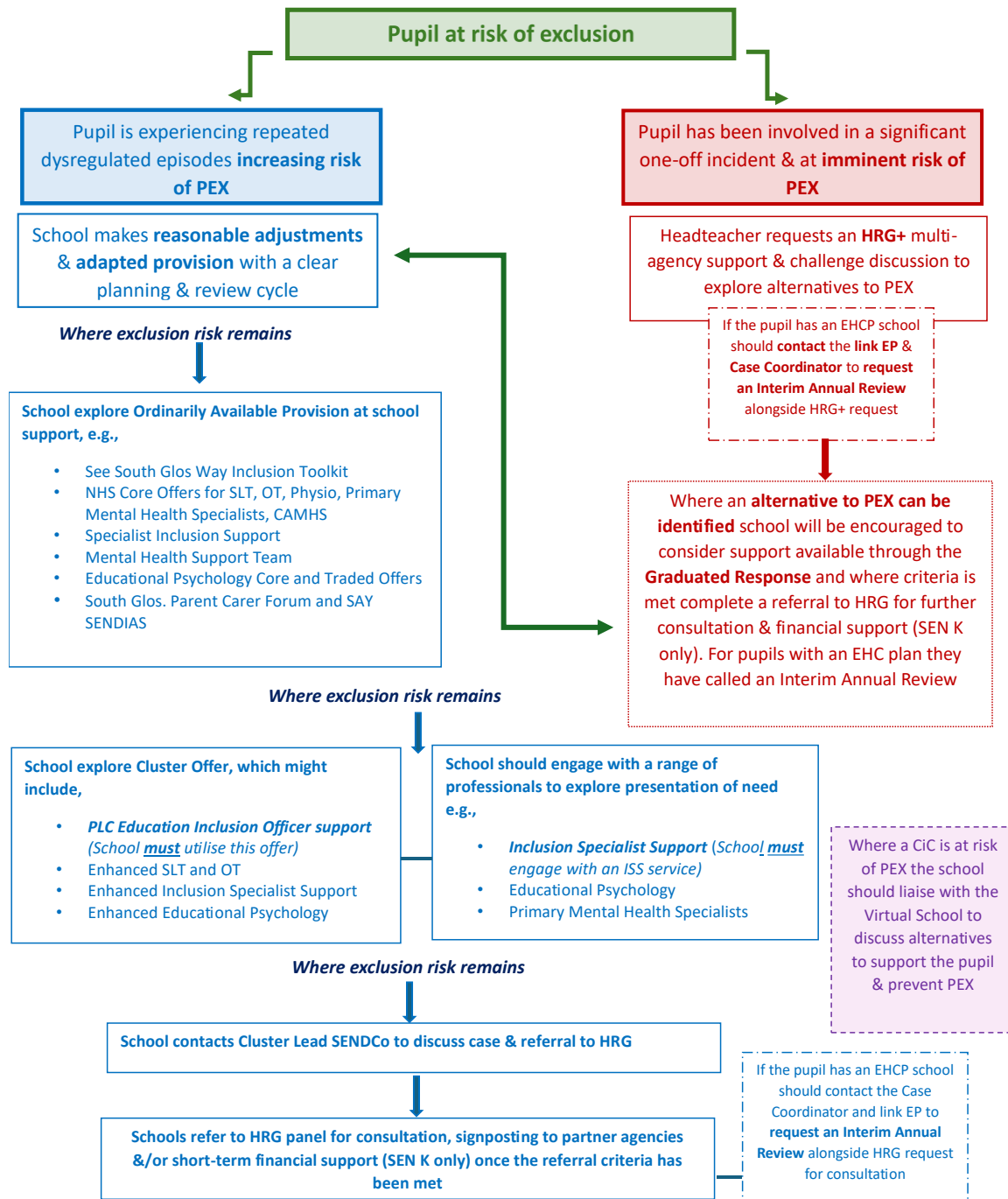
### Appendix A

See relevant documents on [The South Glos Way Inclusion Toolkit](#).

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**Appendix Bii - The Graduated Response for Children and Young People at Risk of Exclusion**

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



N.B. Where the HRG panel signpost to partner agency support further referrals may need to be submitted &/or criteria met e.e. Education Inclusion Project & Education Inclusion Team

## **Appendix Bii - A Nested List to describe the Graduated Response for Children and Young People at Risk of Exclusion Flowchart in appendix Bi**

### **Graduated Response for Children and Young People at Risk of Exclusion**

#### **1. Pupil at risk of exclusion**

**1.1 Forward to pupil is experiencing repeated dysregulated episodes increasing risk of PEX**

**1.2 Forward to pupil has been involved in a significant one-off incident & at imminent risk of PEX**

#### **2. Pupil is experiencing repeated dysregulated episodes increasing risk of PEX**

**2.1 Forward to School makes reasonable adjustments & adapted provision with a clear planning & review cycle**

#### **3. School makes reasonable adjustments & adapted provision with a clear planning & review cycle**

**3.1 Forward to Where exclusion risk remains**

#### **4. Where exclusion risk remains**

**4.1 Forward to School explore Ordinarily Available Provision at school support, e.g.:**

#### **5. School explore Ordinarily Available Provision at school support, e.g.:**

**5.1 Forward to Where exclusion risk remains**

#### **6. Where exclusion risk remains**

**6.1 Forward to School must explore Cluster Offer, which might include:**

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### **7. School must explore Cluster Offer, which might include:**

7.1 Lateral right to **Schools must engage with a range of professionals to explore presentation of need e.g.:**

### **8. Schools must engage with a range of professionals to explore presentation of need e.g.:**

8.1 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**

8.2 Forward to **Where exclusion risk remains**

### **9. Where exclusion risk remains**

9.1. Forward to **School contacts Cluster Lead SENDCo to discuss case & referral to HRG**

### **10. School contacts Cluster Lead SENDCo to discuss case & referral to HRG**

10.1 Forward to **Schools refer to HRG panel for consultation, signposting to partner agencies &/or short-term financial support (SEN K only) once the referral criteria has been met**

### **11. Schools refer to HRG panel for consultation, signposting to partner agencies &/or short-term financial support (SEN K only) once the referral criteria has been met**

11.1 Lateral right to **If the pupil has an EHCP school should contact the Case Coordinator and link EP to request an Interim Annual Review alongside HRG request for consultation**

### **12. Pupil has been involved in a significant one-off incident & at imminent risk of PEX**

12.1 Forward to **Headteacher requests an HRG+ multiagency support & challenge discussion to explore alternatives to PEX**



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**12.2 Forward to If the pupil has an EHCP school should contact the link EP & Case Coordinator to request an Interim Annual Review alongside HRG+ request**

### **13. If the pupil has an EHCP school should contact the link EP & Case Coordinator to request an Interim Annual Review alongside HRG+ request**

**13.1 Forward to Where an alternative to PEX can be identified school will be encouraged to consider support available through the Graduated Response and where criteria is met complete a referral to HRG for further consultation & financial support (SEN K only). For pupils with an EHC plan they have called an Interim Annual Review**

**13.2 Back to School makes reasonable adjustments & adapted provision with a clear planning & review cycle (Step 3. On nested list)**

## Appendix Ci – Data Sharing Consent

<b>HIGH RISK GROUP</b> <b>INFORMATION SHARING CONSENT FORM</b> The referral to HRG and HRG+ should be discussed with the parent/carer & the process explained. Parent/carer consent should be obtained prior to submission for triage.	
<p><b>Your statement of consent</b></p> <p><b>Please read the following carefully and then sign and date the form. By signing the form you are agreeing to all of the following:</b></p> <p>I have been informed about the need to share information about me/my child so those working with me/my family can work together.</p> <p>I have been given the opportunity to discuss what sharing and not sharing information will mean to me and my family.</p> <p>I have received a leaflet about sharing information.</p> <p>I agree that my basic personal information such as name, address, school and GP can be shared.</p> <p>I understand that the additional information shared will be used to access the range of support/services required to meet my child's needs.</p> <p>Additional information may include sensitive information such as mental health, sexual health, alleged or committed offences.</p> <p>I understand that my information will be held securely on paper and computer in accordance with the Data Protection Act.</p> <p>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.</p> <p>I understand that the information will be shared with the appropriate agencies. These could include 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.</p>	<p>In relation to your statement of consent please tick one of following:</p> <p><input type="checkbox"/> <b>I agree</b> that my/my child's/children's personal information may be shared with those involved with me/my child(ren)</p> <p><input type="checkbox"/> <b>I do not agree</b> that my/my child's/ children's personal information may be shared with those involved with me/my child(ren)</p> <p><input type="checkbox"/> <b>I agree</b> that my/my child's/children's personal information may be shared with those involved with me/my child(ren), <b>with the exception of:</b></p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> <p><input type="checkbox"/> <b>I agree</b> to the involvement of the services listed below and it has been explained to me what these services may involve:</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> <p><b>Signature of parent/carer:</b></p> <div style="border: 1px solid black; height: 35px; margin-top: 5px;"></div> <p>Print name: Date: *****</p> <p><b>Signature of HRG referrer:</b></p> <div style="border: 1px solid black; height: 35px; margin-top: 5px;"></div> <p>Print name: Date:</p>

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## Appendix Cii - South Gloucestershire Council Information Sharing Agreement

### DATA SHARING PROTOCOL FOR 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)**.

#### **Purposes and benefits of information sharing**

##### **Introduction**

The High Risk Group (HRG) is a 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 has 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 exclusion or, in some case, where education is at serious risk due to significant lack of engagement or attendance, 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.

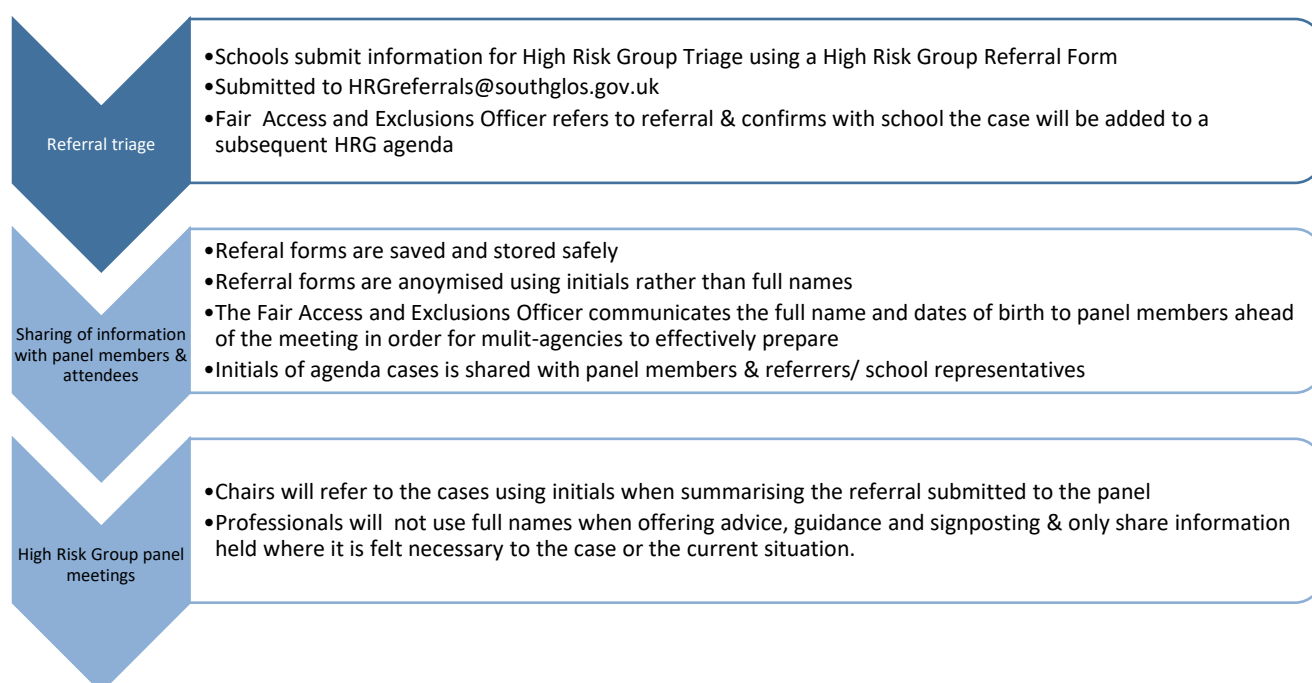
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Discussion at the panel meeting seeks to broker support for schools and Children and Young People from various agencies: Child and Adolescent Mental Health Service; Social care; Youth Offending Team; Families and Young People Service; Pathways Learning 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.

### 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

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- 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.

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.

### **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

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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

### **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

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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

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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



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- 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.

### **Security Information**

#### **Security**

Data will be transmitted using secure email via the Fair Access and Exclusions Officer using [HRGreferrals@southglos.gov.uk](mailto:HRGreferrals@southglos.gov.uk) and

Business Support Colleagues [CAHNotetakersBMR@southglos.gov.uk](mailto:CAHNotetakersBMR@southglos.gov.uk) or [cahbussinesupportbmr@southglos.gov.uk](mailto: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.

#### **Data Breach**

If an information security incident occurs then this should be reported to [CAHDataProtection@southglos.gov.uk](mailto: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.

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### **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](mailto: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](mailto:DPO@southglos.gov.uk) - Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB

### **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).

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## 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.

--	--

**NAME**

**POSITION**

**ORGANISATION** South Gloucestershire Council

**Date**

**NAME**

**POSITION**

**ORGANISATION**

**Date**

## 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.

## Appendix D – High Risk Group Referral Form

### HIGH RISK GROUP REFERRAL FORM

2024-2025

~ A funding & advice panel for young people at imminent risk of Permanent Exclusion or those who experience dysregulated episodes leading to risks in school & multiple suspensions ~

**Request for Funding & Advice / Request for Advice (please delete as appropriate)**

Requests for funding can be made to the HRG panel when all other strategies and support provision on the **Graduated Response for Children and Young People at Risk of Exclusion flowchart (Appendix B)** have been explored AND can evidence a **minimum of £3000 notional SEND allocation from the start of the current academic year**. There is an expectation that as the academic year progresses schools will evidence support totalling nearer to **the full £6000 notional SEND spend** as well as **Pupil Premium Grant**, if applicable.

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

<b>Contact details of referrer</b>	<b>Name &amp; role in school:</b>		
	<b>Email:</b>		
<b>Contact details of finance point of contact</b>	<b>Name:</b>	<b>Date of referral</b>	
	<b>Email:</b>		

<b>Name of student</b>		<b>Age &amp; Year Group</b>	
<b>School</b>		<b>Resident of South Glos.?</b> <small>(Y/N (+ LA))</small>	
<b>Previous school (s)</b>		<b>SEND Cluster</b>	
<b>Cluster lead/SENDCo</b>		<b>Attendance %</b> <small>Please provide a copy of the attendance certificate</small>	<b>23-24:</b>
			<b>24-25:</b>

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<b>recommended HRG triage</b> (Y/N)			
<b>Ethnicity</b>		<b>Receipt of Pupil Premium Grant</b> (Y/N)	
<b>Sex</b>		<b>Gender</b>	
<b>Primary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>		<b>Secondary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>	
<b>Parent/carer completed Information Sharing Consent Form</b> (Y/N + Date)  <b>SEND Learning/ My Support Plan.</b> Cycles of assess, plan, do, review (APDR) <i>(This MUST be included if on SEND register)</i>		<b>Number of days suspensions &amp; incidents of repeat suspensions</b>	<b>23-24:</b>
		<b>Previous PEX</b> (Y/N)	<b>24-25:</b>

<p><b>Child's voice</b></p> <p><i>Describe your experience of school at the moment... What is going well? What could be going better?</i></p>

<p><b>Parent's voice</b></p> <p><i>Describe your child's experience of school at the moment... What is going well? What could be going better?</i></p>

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

<b>Professionals' involvement</b>	<b>Initial consultation and review dates</b>	<b>Brief summary of advice/actions/impact.</b>
Educational Psychologist <b><i>(Please include latest report)</i></b>		
Inclusion Specialist Support <i>ISS, BSS or school/Trust Commissioned</i>		

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<i>(Please include latest report/s)</i>		
PLC Education Inclusion Officer ( <i>commissioned by Cluster</i> ) <b><i>(Please include latest report)</i></b>		
SEND Cluster support		
Education Inclusion Trust – Vanguard (EIT) <b><i>(Please include latest report)</i></b>		
Education Inclusion Project (EIP) <b><i>(Please include latest report)</i></b>		
Families Plus or Young People’s Service		
Social care involvement - <i>Open for Assessment, CiN, CP, CLA, CiC, kinship or historic involvement</i>		
Young Person’s Drugs and Alcohol Service (YPDAS)		
EHAP/TAC/Internal support plan		
Youth Justice Service (YJS)		
Violence Reduction Partnership (VRP)		
Other agencies or charity (Mentoring servies, AP, Barnardos, Julian House, Southern Brooks etc)		

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<b>Health Professionals involvement (Include dates and number of reviews)</b>		
<b>Professional</b>	<b>Diagnosis/ summary of advice</b>	<b>Case remains open or date closed</b>
Paediatrician		
PMHS		
CAMHS		
SALT		
OT		
Physiotherapy		
Other		

<b>Alternatives to exclusion used</b>	<b>Dates</b>	<b>Summary or action &amp; impact</b>
SEND provision and adjustments made <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 &amp; reviews)</i>		
Access to Alternative Provision		
Access to school resource base or enhanced school provision		
Off-site direction to improve & support behaviour		



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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		

**Pupil Pen Portrait**

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

**You should refer to,**

- *Brief description of current presentation in school including CYP strengths & any barriers to learning/ engagement as demonstrated on ABCC charts and personalised risk assessments*
- *Summary of one reviewed cycle of EHAP action plan (or other type of supportive plan)*
- *Current academic assessments (note any significant changes to historic achievement)*
- *Strengths/ what is going well*
- *Future plans for the CYP (e.g. EHCNa submitted, pathway referral, Early College placement)*

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**Please use this section to show costed provision/ interventions already used by your school to date this academic year (2024-25)**

*This should demonstrate minimum of £3000 notional SEND allocation from the start of 2024-25. There is an expectation that as the academic year progresses schools will evidence support totalling nearer to the full £6000 notional SEND spend.*

Staff member initials (in school interventions) or AP provider or other	Intervention	Start date	End date	Cost of intervention per session x number of sessions	Total cost of intervention/ AP	Please confirm that any staffing has been employed specifically to this intervention

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<b>TOTAL COST OF ALL INTERVENTIONS/ AP/ OTHER SPENT ON PUPIL SINCE THE START OF 2024-25 ACADEMIC YEAR:</b>						
<p>Please summarise the support you are requesting from the HRG Panel below &amp;, where funding is being requested a costed plan should also be submitted via the <a href="#">High Risk Group Costed Provision Plan</a> document (<a href="#">Appendix E</a>)</p>						

**What documents are needed for HRG triage?**

- ❖ A completed **Information Sharing Consent Form** ([Appendix Ci](#))
- ❖ A signed **HRG Data Sharing Agreement** ([Appendix Cii](#))
- ❖ A completed **High Risk Group Referral 24-25 document** ([Appendix D](#))
- ❖ All supporting documentation as per **Professionals’ involvement** section above
- ❖ A completed **HRG Costed Provision Plan** ([Appendix E](#)) (*the costed plan will not be required where no funding is being requested*)

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Completed HRG referrals, along with requested reports and accompanying paperwork, should be submitted for triage to [HRGreferrals@southglos.gov.uk](mailto:HRGreferrals@southglos.gov.uk) in line with the dates as outlined in the HRG calendar overview.

HRG referrals not completed in full, steps of the graduated response flowchart not evidenced, or where supporting documentation is not included at the time of submission, will be returned to referrer and will not be triage for the following panel meeting. If the referral is accepted you will be invited to a future HRG panel; an agenda as well as a TEAMS meeting invite will be sent out to you prior to the panel.

Where we have received more referrals compared to the number of agenda slots available at forthcoming meeting/s, cases will be triaged based on the date schools have submitted the referral alongside the information submitted. Schools will be limited to a maximum of **two cases per agenda** and we may need to ask schools to prioritise cases and work through referrals received over the course of several panels.

## Appendix E – HRG Costed Provision Plan

### HIGH RISK GROUP ~ COSTED PROVISION PLAN

2024-25



HRG multi agency panel agreed funding?

YES/NO

Pupil Name		School		Year Group	SEND Cluster	Date of Referral	Referrer	
Intervention/ provision	Recommended by (EP, SALT, SENDco, OT, Inclusion Service etc)	Staffing and frequency	Current: Attainment - Progress - Attendance - Exclusions -	Target: Specific Measurable Achievable Realistic Time limited	Review date	Impact Review	Cost per day/week x weeks of intervention	
<p><b>Please use this form to detail the intended provision the school will put in place IF successful with the HRG funding request.</b>                      (Interventions to support the pupil <u>that are currently in place</u> should be recorded in the referral form – <b>Appendix D</b>)</p>								

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<b>Finance contact details:</b>	<b>Next steps to release funding?</b>			<b>Special consideration? Evaluation?</b>			<b>Total funding requested:</b>

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### Appendix F – HRG Triage Checklist

#### HIGH RISK GROUP 2024-25

##### REFERRAL TO PANEL TRIAGE CHECKLIST (FOR SCHOOL USE ONLY)

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

- ✓ The young person is at **risk of permanent exclusion**; has experienced multiple dysregulated episodes which might result in risks in school, multiple suspensions & significant disengagement in school, placing their education at risk.
- ✓ The school has **made reasonable adjustments**, referred to the **Graduated Response for Children and Young People at Risk of Exclusion flowchart** ([Appendix B](#)), & explored what is available when planning provision to support the young person at risk.
- ✓ Have completed **at least one cycle of an ‘Asses, Plan, Do, Review’ approach**, following guidance from The South Glos Way Graduated Response Toolkit, and attempted to assess and identify the child or young person’s needs.
- ✓ Have contacted and put in place advice and support from **Inclusion Specialist Support** *ISS, BSS or school/Trust Commissioned* & reflected on the impact/ reviewed provision (*please include latest report*).
- ✓ Have utilised and put in place advice and support from the **PLC EIO team** & reflected on the impact/ reviewed provision (*please include latest report*).
- ✓ Have put in place **recommendations made by wider professionals/services involved** & reflected on the impact/ reviewed provision (*please include latest PMHS, EP, EIT or EIP reports where appropriate*).
- ✓ Where risk remains, have **contacted Cluster SENDCo for support** and put in place recommendations made. Where there remains imminent risk to the child following SEND Cluster referral, the SEND Cluster Lead/Lead SENDCo has recommended referral to High Risk Group Triage.
- ✓ **High Risk Group referral form** ([Appendix D](#)) completed which includes,
  - **evidence a minimum of £3000 notional SEND** spend used for the child since the start of **this academic year** (there is an expectation that **up to £6000** is evidenced as the academic year progresses)
  - **evidence of the use of any Pupil Premium Grant** funding for the child **this academic year**
  - **evidence of what reasonable adjustments** have been made and how **professional advice has been implemented & the impact** this had on **behaviour presentation**
- ✓ For *EHCP students at risk of PEX* **EHCP High Risk Group Consultation Request form** ([Appendix K](#)) completed with *EHCP and accompanying documents attached*.
- ✓ Where funding is requested a **High Risk Group Costed Provision Plan** ([Appendix E](#)) has been completed (to align with financial parameters illustrated in the *Role of The High Risk Group & Financial & Operating Parameters document*, up to a maximum of £3,000 & time limited to a maximum of 12 weeks) which clearly outlines SMART targets for impact measures

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- ✓ Informed parents/carers of intention to refer to the HRG, discussing the referral process and completion of the **Information Sharing Consent Form (Appendix Ci)**. The **High Risk Data Sharing Agreement (Appendix Cii)** has been read, signed and completed by the referring school – both forms to be submitted for triage along with the referral form.
- ✓ Agreement to participate in **evaluating the impact of the AP/ intervention(s)** through the completion of a feedback process
- ✓ Acknowledgement that as **commissioners of the Alternative Provision/ interventions the school are responsible for carrying out due diligence, quality assurance and safeguarding checks prior to commissioning** of the Alternative Provision/ intervention providers/ additional staffing.
- ✓ Acknowledgement that **should a pupil be Permanent Excluded before the end of the intervention/AP provision** supported by HRG, the **funding released will be reduced** by the number of weeks left of the support package.



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### Appendix G – HRG Calendar Overview 2024/25

#### High Risk Group Calendar Overview 2024-25

November 2024 – July 2025

Held virtually via Teams: Fortnightly meeting  
Tuesdays 1.00pm – 3.30pm

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

Schools should utilise funds within their **2024-2025 school budget** to evidence a minimum of £3,000 (increasing up to £6,000 through the academic year) of the notional SEND spend. Alongside this schools should involve relevant professionals and services as appropriate, including utilising the **Cluster Offer of PLC EIO consultation** for advice and support strategies as well as **consulted with Inclusion Specialist Support** to discuss presentation of need & put in place advice given. In addition schools should consider engaging a range of professionals to explore presentation of need, which may include EPs, SALT or OT. When strategies offered by these services have been trialled and impact evidenced the school should liaise with the Cluster Lead SENDCo to discuss the current position of the case & explore if there is anything else which could be undertaken at school or cluster level.

When School and Cluster support avenues have been explored, and the PLC EIO and Behaviour and Inclusion Specialist support has been actioned and reviewed, and the CYP remains at risk of exclusion, a referral to the HRG panel can be submitted. Referrals should be submitted to [HRGreferrals@southglos.gov.uk](mailto:HRGreferrals@southglos.gov.uk). Referrals received in line with the **Referral deadline** dates below will be considered for inclusion at the next meeting. Where more referrals are received than the agenda allows, schools will be alerted & added to a later meeting's agenda. Schools can submit a **maximum of two cases for each meeting** – if there are more referrals received than agenda spaces the school may be asked to prioritise cases.

Where a CYP is at **IMMINENT** risk of PEX Headteachers can request a HRG+ panel be convened to review if all alternatives to exclusion have been explored. The support and professional challenge conversation will be convened within 3 school days of the LA being alerted to the

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imminent risk of PEX. An HRG+ triage form – along with accompanying evidence - should be completed and submitted to <a href="mailto:HRGreferrals@southglos.gov.uk">HRGreferrals@southglos.gov.uk</a>			Chairs	Social Care – Locality Manager	HT PLC	EP Service	PLC EIO	Preventative Services – Service Manager	YJS	Safeguarding Advisor	Virtual School	Community Safety	School Effectiveness: SEND
2A	Referral deadline	04.11.24											
	Agenda issued	07.11.24											
	<p style="text-align: center;"><b>HRG Meeting 2A 13.11.24</b></p>		THutchings/ K Ogden	J-P Charnaud (by proxy)	Daniel Walton	Ruth Goodman (Hayley Graham)	Andy Holliday	Nick Lowe	Rachel S-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
2B	Referral deadline	18.11.24											

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	Meeting papers issued	21.11.24											
	<b>HRG Meeting 2B</b> 27.11.24		KAbsalom/ KOgden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	Rachel S-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
2C	Referral deadline	02.12.24											
	Meeting papers issued	05.12.24											

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	<b>HRG Meeting 2C</b> 11.12.24		THutchings/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Ruth Goodman	Andy Holliday	Nick Lowe	Rachel S-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
<b>Term 3</b>													
<b>3A</b>	<b>Referral deadline</b>	<b>*16.12.25</b>											
	<b>Meeting papers issued</b>	<b>*19.12.25</b>											
	<b>HRG Meeting 3A</b> 08.01.25		KAbsalom/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	Rachel S-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman

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3B	Referral deadline	13.01.25										
	Meeting papers issued	16.01.25										
	<b>HRG Meeting 3B</b> <b>22.01.25</b>		THutchings/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis
3C	Referral deadline	27.01.25										
	Meeting papers issued	30.01.25										
	<b>HRG Meeting 3C</b> <b>05.02.25</b>		KAbsalom/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	Rachel S-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis
<b>Term 4</b>												

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4A	Referral deadline	*10.02.25										
	Meeting papers issued	*13.02.25										
	<b>HRG Meeting 4A</b> 26.02.25		THutchings/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis
4B	Referral deadline	03.03.25										
	Meeting papers issued	06.03.25										
	<b>HRG Meeting 4B</b> 12.03.25		KAbsalom/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Ruth Goodman	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis
4C	Referral deadline	17.03.25										

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	Meeting papers issued	20.03.25											
	<b>HRG Meeting 4C</b> 26.03.25		THutchings/ KOgden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
<b>Term 5</b>													
5A	Referral deadline	*31.03.25											
	Meeting papers issued	*03.04.25											
	<b>HRG Meeting 5A</b> 23.04.25		KAbsalom/ KOgden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
5B	Referral deadline	28.04.25											

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	Meeting papers issued	01.05.25											
	<b>HRG Meeting 5B</b> <b>07.05.25</b>		THutchings/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
5C			Referral deadline	12.05.25									
	Meeting papers issued	15.05.25											



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	<b>HRG Meeting 5C 21.05.25</b>		KAbsalom/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Ruth Goodman	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman
<b>Term 6</b>													
<b>6A</b>	<b>Referral deadline</b>	<b>02.06.25</b>											
	<b>Meeting papers issued</b>	<b>05.06.25</b>											
	<b>HRG Meeting 6A 11.06.25</b>		THutchings/ KOGden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis	Julia Chapman

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6B	Referral deadline	16.06.25										
	Meeting papers issued	19.06.25										
	HRG Meeting 6B 25.06.25		KAbsalom/ KOgden	J-P Charnaud (by proxy)	Daniel Walton	Hayley Graham	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis
6C	Referral deadline	30.06.25										
	Meeting papers issued	03.07.25										
	HRG Meeting 6C 09.07.25		THutchings/ KOgden	J-P Charnaud (by proxy)	Daniel Walton	Ruth Goodman	Andy Holliday	Nick Lowe	RSharvell-Smith	Lynda Cordukes	PTooth/ SClaypoole	Fiona Lewis

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<b>CONTACT DETAILS</b>			
<b>Fair Access and Exclusions Officer:</b> 868413	Bex Chatterton	<a href="mailto:HRGreferrals@southglos.gov.uk">HRGreferrals@southglos.gov.uk</a>	01454

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## Appendix I – HRG Triage Referral Form

### HIGH RISK GROUP + TRIAGE FORM

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

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

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

Submit the completed triage form & supporting evidence to [HRGreferrals@southglos.gov.uk](mailto:HRGreferrals@southglos.gov.uk)

We will aim to convene the panel within 3 school days of being made aware of the imminent risk of Permanent Exclusion.

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

<b>Contact details of referrer</b>	<b>Name &amp; role in school:</b>  <b>Email:</b>
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<b>Name of student</b>		<b>Age</b>	
<b>School</b>		<b>Year Group</b>	
<b>Resident of South Glos.?</b> (Y/N (+ LA))		<b>SEN status</b> <i>SEN K</i> <i>EHCP</i>	
<b>Primary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/</i> <i>MLD/ SLD/</i> <i>PD/ VI/ HI/ MSI</i>		<b>Secondary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/</i> <i>MLD/ SLD/</i> <i>PD/ VI/ HI/ MSI</i>	



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*suspension letter that you are conducting further investigation before deciding whether it is appropriate for a PEX to be issued?*

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Professionals’/ service involvement	Case remains open or date closed
Educational Psychologist <i>(Please include latest report)</i>	
Inclusion Specialist Support <i>ISS, BSS or school/Trust Commissioned</i> <i>(Please include latest report/s)</i>	
PLC Education Inclusion Officer ( <i>commissioned by Cluster</i> ) <i>(Please include latest report)</i>	
SEND Cluster support	
Education Inclusion Trust – Vanguard (EIT)	

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<i>(Please include latest report)</i>	
Education Inclusion Project (EIP) <i>(Please include latest report)</i>	
Families Plus or Young People's Service	
Social care involvement - <i>Open for Assessment, CiN, CP, CLA, CiC</i> , kinship or historic involvement	
Young Person's Drugs and Alcohol Service (YPDAS)	
EHAP/TAC/Internal support plan	
Youth Justice Service (YJS)	
Violence Reduction Partnership (VRP)	
Other agencies or charity (Mentoring services, AP, Barnardos, Julian House, Southern Brooks etc)	

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

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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 &amp; 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			
<b>TOTAL COST</b>			

### Child's voice



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<b>Parent's voice</b>

## Appendix K – HRG Consultation Request Form

### STUDENT WITH AN EHCP AT HIGH RISK OF PEX

### MULTI-AGENCY CONSULTATION REQUEST FORM

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

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

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

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

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

<b>Contact details of referrer</b>	<b>Name &amp; role in school:</b>  <b>Email:</b>
------------------------------------	--

<b>Name of student</b>		<b>Age &amp; Year Group</b>	
<b>School</b>		<b>Resident of South Glos.?</b> (Y/N (+ LA))	
<b>Primary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>		<b>Secondary SEN Need</b> <i>ADHD/ ASD/SLCN/ SEMH/ MLD/ SLD/ PD/ VI/ HI/ MSI</i>	
<b>EHCP Case Coordinator</b>		<b>Date of last Annual Review</b>	

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<b>Link EP</b>			
<b>Please confirm you have requested an Early Annual Review</b> <i>Please include date of communication</i>		<b>Parent/carer completed Information Sharing Consent Form (Y/N + Date)</b>	
<b>EHCP Banding</b>		<b>Number of days suspensions &amp; incidents of repeat suspensions</b>	<b>23-24:</b>
			<b>24-25:</b>

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

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

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

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Steps taken to avoid exclusion:	Dates	Please give details and outline the impact of actions taken	Please give an indication of the cost YTD
SEND provision set out in EHC plan broken down through APDR			
Other reasonable adjustments made to support learner <i>(e.g. uniform adaptations, behaviour policy adaptations)</i>			
Reduced timetable <i>(Please provide a copy of the reduced timetable &amp; 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			
<b>TOTAL COST</b>			

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

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