

## 1. Process for admission

LA commissioned places				School Commissioned Work
EYFS/KS1	KS2	KS3/KS4	Pupils who are PEX	
a) Referral negotiated/accepted by Pedagogical Lead. More complex cases will be discussed at RT weekly panel meeting to ensure high impact provision is put in place.	a) Referral negotiated/accepted by Pedagogical Lead. More complex cases will be discussed at RT weekly panel meeting to ensure high impact provision is put in place.	a) Referral negotiated/accepted by Pedagogical Lead. More complex cases will be discussed at RT weekly panel meeting to ensure high impact provision is put in place.	a) PEX referral submitted through IYFAP or Family Support team. LA and RT work together to identify clear path for pupil to return to mainstream or other appropriate provision.	a) Completed referral form downloaded and submitted to <a href="mailto:referrals@raedwaldtrust.org">referrals@raedwaldtrust.org</a>
b) Completion of SLA, DPA and Boxall profile by school.	b) Completion of SLA and DPA with school.	b) Completion of SLA and DPA with school.	b) Pedagogical Lead to carry out home visit with member of RT pastoral team.	b) Referral discussed at weekly RT panel meeting to determine appropriate intervention.
c) Key documents obtained (risk assessments, EHCP, referrals, most recent reading, writing	c) Key documents obtained (risk assessments, EHCP, referrals, assessment data, copy of most	c) Key documents obtained (risk assessments, EHCP, referrals, assessment data, copy of most	c) Mainstream school to be identified (as point a above) for reintegration.	c) Proposed bespoke package agreement issued to school.

<p>and maths assessment levels, Foundation Stage profile, current one-page profile, phonics screening score, example of writing ability, relevant multi-agency reports, copy of most recent timetable and attendance data etc).</p>	<p>recent timetable and attendance data etc).</p>	<p>recent timetable and attendance data etc).</p>		
<p>d) Observation of pupil at mainstream setting</p>	<p>d) Observation of pupil at mainstream setting and/or home visit completed.</p>	<p>d) Observation of pupil at mainstream setting and/or home visit completed.</p>	<p>d) Completion of SLA and DPA with school.</p>	<p>d) Completion of SLA and DPA with school.</p>
<p>e) School visit (family decide if they want to accept placement). RT Induction</p>	<p>e) School visit (family and home school). RT Induction paperwork completed. This includes setting</p>	<p>e) School visit (family and home school if possible). RT Induction paperwork completed. This includes setting</p>	<p>e) Key documents obtained (risk assessments, EHCP, referrals, assessment data, etc).</p>	<p>e) Key documents obtained (risk assessments, EHCP, referrals, assessment data, copy of most recent timetable and attendance data etc).</p>

paperwork completed.	monthly staff visits, review meeting dates and part-time timetable.	monthly staff visits, review meeting dates and part-time timetable.		
f) Induction session (15:45 – 16:30) including pupil, family, home school, etc.	f) Pupil start date shared with Local Authority Family Support Services.	f) Pupil start date shared with Local Authority Family Support Services.	f) School visit (family and home school if possible). RT Induction paperwork completed. This includes setting monthly staff visits, review meeting dates and part-time timetable.	f) Observation of pupil at mainstream setting and/or home visit completed.
g) Pupil start date shared with Local Authority Family Support Services. Outreach support commences once start date established.	g) Weekly attendance and timetable updates shared with home school.	g) Weekly attendance and timetable updates shared with home school.	g) Pupil start date shared with Local Authority Family Support Services.	g) School visit (family and home school if possible). RT Induction paperwork completed. This includes setting monthly staff visits, review meeting dates and part-time timetable.

<p>h) Weekly attendance shared with home school. (Timetable is set for duration of placement)</p>	<p>h) Mid-placement review meeting - During this meeting, should determine if Managed Move or further AP referral will be sought. Appropriate paperwork to be started if needed.</p>	<p>h) Mid-placement review meeting - During this meeting, should determine if Managed Move or further AP referral will be sought. Appropriate paperwork to be started if needed.</p>	<p>h) Weekly attendance and timetable updates shared with home school.</p>	<p>h) Pupil start date shared with referring school.</p>
<p>i) Target setting 2 – 3 weeks into placement (jointly with home school). Dates set for home school to visit.</p>	<p>i) End of placement meeting. All exit paperwork should be given to home school during this meeting.</p>	<p>i) End of placement meeting. All exit paperwork should be given to home school during this meeting.</p>	<p>i) Mid-placement review meeting</p>	<p>i) Weekly attendance and timetable updates shared with home school. This will also involve updates on pupil placement and any adjustments that may be required.</p>
<p>j) Mid-placement review meeting after 1 term: - During this meeting, RT should determine if Managed Move or further AP referral will be sought. Appropriate paperwork to be started if needed.</p>			<p>j) End of placement meeting. All exit paperwork should be given to home school during this meeting.</p>	

k) End of placement meeting (after 2 terms). All exit paperwork should be given to home school during this meeting.				
l) Safeguarding documents, pupil file and workbooks returned to home school.				
m) Outreach support for half term following end of placement.				

## 2. Process for pupils who are referred for managed move (LA commissioned places)

a) IYFAP referral form completed by home school. Raedwald Trust site to support and add appropriate information.

b) Pastoral lead from Raedwald Trust site to attend IYFAP with Pedagogical Lead.

c) Upon identification of Managed Move location, meeting between Raedwald Trust, home school and managed move school should occur within 2 weeks of IYFAP decision. Meeting will be used to determine start and end date of managed move (6 weeks maximum). Meetings to



review progress should occur bi-weekly throughout the duration of the managed move. These meetings should occur at the managed move school and include pupil, family, Raedwald Trust staff and home school staff.

d) Upon successful completion of managed move, Raedwald Trust site must notify Pedagogical Lead, Local Authority Family Support team and home school.

### **3. Process for Reintegration back into mainstream setting (home school) (LA commissioned places):**

a) Clear review dates and ongoing monitoring visits established at the start of placement. Home school should visit pupil on Raedwald Trust site once per month.

b) Review meetings should be scheduled at 8 week and 16 week point in placement. 8 week review meeting to be held at Raedwald Trust site; 16 week review meeting should be held at home school. Pupils and families must be attendance at both meetings.

c) During the 16 week review, RT and Home school should plan a 6 week reintegration timetable that takes into consideration the needs of the individual pupil. There should be the offer of support from RT for the pupil in school/lessons throughout. Family input and pupil input must be considered, particularly with regards to known areas of decreased confidence for the pupil. Unstructured times must be taken into account and it is advisable that RT offer support during these times too.

d) Completion of an end of placement report and key ideas for support should be given to the home school at the start of the reintegration process. RT should offer additional advice to individual staff/teachers if thought appropriate by home school.

e) On last day of pupil placement at RT, pupil should be presented with end of placement certificate, copy of end of placement report and any other achievements appropriate to their site. Celebration event where home school and family are invited would be appropriate stage for this ceremony.