

# **Reintegration Protocol for Worcestershire Schools**



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# Children/Young People Reintegration Plan

## Procedures

**NB this form is only to be used for those children/young people to be reintegrated from alternative provision, who are not already also on the roll of a mainstream school.**

The head teacher of the Alternative Provision setting should contact the parents to agree the appropriateness of a reintegration in the first instance. It is important at this stage that parents understand the process and their responsibilities.

If parents and the child/young person agree that a reintegration is appropriate, the head teacher of the Alternative Provision setting is responsible for notifying the Local Authority School Admissions Team that a reintegration is required and that the child/young person will be brought to Fair Access for reintegration.

If the Fair Access Area Panel (FAAP) meeting is not imminent, then a virtual approach can be made, which will be noted at the next meeting. Once a child is referred for action under Fair Access, the law requires an offer of a school place to be made within 20 school days. Any proposed Host school can exceed their published admission number to accommodate reintegrated children/young people, subject to Fair Access.

## Gathering information

Before the Local Authority convenes a FAAP meeting, the Alternative Provision setting will have to gather information to inform the reintegration process, using the Reintegration Information Gathering Form in this document. This should include:

### Views of the child/young person

While it is expected that that child/young person should attend some if not all the reintegration meetings and is encouraged to express views freely and honestly, it may be difficult to do this during the formal meeting. An adult who has a good rapport with the child/young person should find out what they think about the current situation and what the child/young person would like to achieve in the future. It may be useful to have the parent, or another adult not employed by the original school to help the child/young complete the form in relation to their views on the move whenever possible.

### Reintegration meetings

Evidence of all previous interventions should be documented including:

- Copies of IEP/PSP/IHCP's
- Behaviour log and consequences.
- Behaviour analysis
- Evaluation of any strategies as part of the graduated response
- Attendance record and support
- Child Looked After Personal Education Plan

- Exclusion data

- KS4 – record of options
- Most recent assessment and attainment data

### Summary of current support

The current setting will also summarise the support from any relevant agency already supporting the child/young person.

A key aspect of this evidence will be the previous and current action on the part of the Alternative Provision setting to deal with the behaviours and needs of the child/young.

### Process

1. The Alternative Provision setting head teacher should ensure that all reasonable steps have been taken to resolve the pupil's difficulties and have a clear rationale to support their reintegration back to a mainstream setting. This should include the involvement of support services and there should be an active Pastoral Support Plan (PSP). When a head teacher wishes to initiate a reintegration, they must first discuss this with the parents and gain their written consent using the Parental Consent Form included in this document. The decision about which alternative school through Fair Access, to plan for a reintegration, should take into consideration parents and student views. Whilst Fair Access does not have to comply with parental preference, a reintegration is more likely to succeed in a school the pupil and parent are keen to work together with and the law requires the parents views to be considered.
2. Once the Parental Consent Form has been completed, the head teacher should then discuss the reintegration with the Local Authority to raise the matter for discussion at a Fair Access Area Panel meeting. If the Fair Access Area Panel FAAP meeting is not imminent, then a virtual approach can be made, which will be noted at the next meeting.
3. Once a receiving school has been identified either at FAAP or by virtual approach, the Alternative Provider should convene a meeting between the two schools. The Alternative Provision setting should provide detailed information about the student, their progress, attainment, behaviour, attendance, curriculum details, special educational needs etc. The Alternative Provision setting will also ensure that the Views of the Child/Young Person and Family form is completed and included in the detailed information provided to the proposed school.
4. The student and their parents should be offered an opportunity to visit the receiving school, the Alternative Provision setting will offer to support the visit. This can be at the same date of an initial reintegration meeting, which must include the child/young person and family. The Reintegration Initial Meeting Form should be completed and signed by all parties at this meeting. Review dates including the final placement review will also be agreed on this form. The final placement review should be within 6 weeks of the start date proposed.
5. For registration purposes, the pupil should appear on both registers – the receiving school must complete a Joiners Form on the Children's Services Portal. The Alternative Provision setting should mark the register as code D and the receiving school should mark the actual attendance of the pupil in their register. The D code represents a present mark and will identify that the student as dual registered. Please ensure that School Admissions receive copies of the reintegration paperwork, including reviews so that the Fair Access Weightings Grid can be adjusted.

6. Reviews should be planned at the outset, and attended by representatives of both schools, the student, parents/carers and any others involved. It is good practice for a member of the receiving host school staff to meet the child/young person regularly to review their progress. This gives the child/young person the chance to identify what has gone well and how to replicate success. The views of the child/young person should be gathered prior to each review.

7. If the receiving school is considering ending the reintegration, the head teacher or their representative should hold an emergency review meeting and this must include representatives of the Alternative Provision setting, family and Local Authority. This should only be done in exceptional circumstances, (usually because of significant behaviour problems). This meeting must include all parties. All parties should agree on whether the reintegration can continue, and relevant support required for this to happen should be documented as part of that emergency review and actioned.

8. On the agreed date for permanent admission to the receiving school the student will be removed from the register of the Alternative Provision setting and admitted to the register of the receiving school. Any remaining school records should be transferred to the receiving school.

9. The outcome record sheet must be completed and returned via the Children's Services Portal so that the Fair Access Protocol weightings grid can be adjusted to reflect this permanent move.

10. In relation to the 'Fair Access Protocol' a permanent move resulting from a reintegration will count as a transfer in (+3 point) and transfer out (-3 point) in relation to the weightings grid.

### Transport

Transport arrangements (if required) must be considered at the planning meeting. At the point of successful reintegration then School Admissions will redesignate the school for transport purposes. Transport Assistance will be assessed in line with the policy.

## Reintegration Consent Form

Consent to be gained from parent by current setting prior to approaching another school for consideration of a reintegration

Child/YP's Name and DOB	Alternative Provision Setting	
Address	Parent/Carer Address if different	
Parent/Carer Name	Relationship to child/yp	
Does the above Parent/Carer have parental responsibility?	YES	NO
Is there another parent with parental responsibility for a child? Has agreement over the reintegration been reached?	YES	NO
Does the parent understand the reasons for the reintegration?	YES	NO
Does the parent agree to a reintegration?	YES	NO
Which school does the parent & young person wish to be considered for a reintegration?		
I agree for the current setting to approach another school to discuss a reintegration for the above child/yp and understand the reasons for this. I consent to my child's information being shared.		
Name:		
Signed:		
Date:		



## Reintegration Information

Information to be completed by Alternative Provision setting and parent prior Reintegration Initial Meeting.

Child/YP's Name and DOB		Alternative Provision Setting		
Date Parental Consent Gained				
Proposed School				
Please tick one box for each category √	Overall Good	Overall Satisfactory	Overall Poor	
Attainment				
Effort				
Attitude to staff				
Attitude to Peers				
Homework				
Reasons for reintegration – why might a reintegration to this school be successful?				
SEND Level/Category	LAC status	Ethnicity	Attendance	Exclusions (current academic year)
Names of other relevant professionals involved		Current Level of Involvement		

Measures already taken by the Alternative Provision setting	Level of success
(Key Stage 4) Subjects taken for GCSE and exam board	
Alternative curriculum arrangements currently in place	
<b>Transport – it is the responsibility of the Alternative Provision setting to liaise with the parent to ensure that the child will be able to get to the proposed school during the reintegration</b>	
How will the child/yp get to the proposed school?	
Has the parent/carer been involved in making transport arrangements for the reintegration?	

Please make sure any evidence of previous interventions and relevant documentation are included or attached.

### Views of the Child/Young Person and their family

Being reintegrated back into a mainstream school provides you with an opportunity for a fresh start, learning from the mistakes that have happened in the past. This application provides your new school with an understanding of you and what you want to achieve in the future so that you can make the best possible start. The views of the child or young person and their family should be gathered at each review meeting.

<b>Name and DOB</b>	<b>Date</b>
<b>Background information you wish to share with your potential new school:</b>	
<b>The things I am good at or interest me most are:</b>	
<b>The things I find challenging and what support I think I need with those challenges:</b>	
<b>I think this new school could support me by:</b>	
<b>Aspirations, what I hope to achieve:</b>	
<b>Signature/Name of Child</b>	

Reintegration Initial Meeting

<b>Date of Meeting</b>	
<b>Child/YP's Name and DOB</b>	
<b>Address</b>	
<b>Name of Alternative Provision Setting</b>	
<b>Alternative Provision Setting Representative</b>	
<b>Name of Host School</b>	
<b>Host School Representative including Key Worker and Head</b>	
<b>Parent and Child/YP present</b>	
<b>Reasons for the reintegration</b>	
<b>Why do staff from the Alternative Provision setting think the reintegration will be successful?</b>	

**What needs to happen for the Reintegration to be a success? Clear expectations for all parties involved need to be set out here:**

**The child/yp will:**

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**The receiving school will:**

**Named contact and contact details at the Host school for the child and parent/carer:**

**The child/YP's parent/carer will:**

**What support will the Alternative Provision setting provide throughout the reintegration?:**

**Other agency commitment to the reintegration:**

**Reintegration start date and time:**

**Transport Arrangements:**

**Uniform Arrangements:**

<b>First Interim Review Date (2 weeks):</b>	<b>Second Interim Review Date (4 weeks):</b>	<b>Final Review Date (6 weeks):</b>
<b>Attendees Signatures:</b>		
<b>Parent/Carer:</b>	<b>Child/YP:</b>	
<b>Alternative Provision Setting:</b>	<b>Host School:</b>	
<b>Other:</b>		

Reintegration Review (or Emergency Review) Meeting

<b>Date of Meeting</b>	
<b>Child/YP's Name &amp; DOB</b>	
<b>Address</b> (if this has changed since previous meeting)	
<b>Alternative Provision Representative</b>	
<b>Host School Representative</b>	
<b>Parent/Carer</b>	
<b>Progress towards integration:</b>	
<b>School support including level of success to date:</b>	
<b>Issues causing concern and suggestions for improvement:</b>	

**Additional Support Required:**



**Additional information:**

**Outcome of review:**

**Date of next meeting:**

**If this is the final meeting, please complete the Outcome Form**

**Attendees Signatures:**

**Parent/Carer:**

**Child/YP:**

**Alternative Provision Setting:**

**Host School:**

**Other:**

**If a reintegration is failing prior to a review meeting, an emergency review should be held and documented including reasons for failure and what measures could be put in place to avoid failure, use this Review form to document details and refer back to step 7 of the process.**

SUCCESSFUL Reintegration Outcome Form to be completed by Host School

<b>Child/YP's Name &amp; DOB</b>		
<b>Address</b>		
<b>Alternative Provision Setting</b>		
<b>Host School</b>		
<b>Parent/Carer</b>		
<b>Date child/yp placed on roll</b>		
<b>Joiner Form completed on Children's Services Portal</b>	YES	NO

**NB The Alternative Provision Setting must notify the LA using the Children's Services Portal (<https://capublic.worcestershire.gov.uk/InYearAdmissions/Homepage.aspx>) by completing a Leavers Form on the Children's Services Portal**

UNSUCCESSFUL Reintegration Outcome Form to be completed by Home School

<b>Child/YP's Name &amp; DOB</b>	
<b>Address</b>	
<b>Alternative Provision Setting</b>	
<b>Host School</b>	
<b>Parent/Carer</b>	
<b>Reasons for failure if different to those included in Review form</b>	
<b>What provision has home school put in place for the child/yp to return?</b>	
<b>Date of Return to Alternative Provision Setting</b>	
<b>Name of Person Completing this form</b>	

The Host School must notify the LA using the Children's Services Portal (<https://capublic.worcestershire.gov.uk/InYearAdmissions/Homepage.aspx>) that the student has been deleted from their roll under Regulation 8 (1)(c) The Education (Pupil Registration) (England) Regulations 2006.

Sample Letter in the case of a failed Reintegration

Dear (Name of Parent/Carer)

**(Child/YP's Name and DOB)**

I have today made the decision to end the reintegration arrangement that was set up with (name of home school and yourself/ves at our original meeting on (date of Initial Reintegration Meeting).

The reasons for my decision are as follows:

- **The reasons for ceasing the reintegration should be provided in plain English. As is the case of a permanent exclusion, the head teacher should**
  - **make it clear that any key incident has been investigated fully,**
  - **check whether the incident was provoked by racial or sexual harassment,**
  - **allow the child to give their version of events.**

The decision to end the reintegration takes place with effect from (date). I enclose details of the review meetings, previous warnings, fixed term exclusions and other disciplinary measures that have taken place during the period of the reintegration, that support my decision.

I have also included details of the support that was put in place to support the reintegration:

- **Examples would be mentoring/pastoral support**
- **Academic support – adapted curriculum/timetable**
- **Specific behaviour management strategies**

The head teacher of (name of home school and name of head) has been notified of my decision and would like to meet with you to discuss what will happen next. I would ask you to contact them urgently.

Yours sincerely

Head Teacher

Copy sent to: (Head Teacher of home school)

School Admissions

### Reintegration Timetable

Week beginning:	Monday		Tuesday		Wednesday		Thursday		Friday		Time in Education
	am	pm	am	pm	am	pm	am	pm	am	pm	