

THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

COMMISSIONING FORM

Initial Information					
Name:			Year Group:		
Home School: School Contact Name: DSL contact: Attendance Contact: Exams Contact:			Referral Reason/Concerns:		
Safeguarding		SEND		EHCP	
LAC		MACE		MHWP concerns	
Medical					
Risk assessment needed?			Risk assessment completed		

Pre-Admission process					
Single Roll	Permanent Exclusion		Dual Roll	Mainstream referral	
	APP referral			SEND & Inclusion Hub referral	
	PRU transfer			OOC Mainstream referral	
	OOC LAC				

While every effort is made to ensure that dual roll admissions are completed in a timely manner we cannot guarantee to be able to take on dual roll students on the date a mainstream requires. This is dependent on the number on roll, spaces available and current student dynamics.

Admission Process					
Single Roll	1. Receive Notification Form from LA		Dual Roll	1. Phone call to Head of School to outline concerns	
	2. Home school to send through CTF files, exercise books, attendance and safeguarding records			2. Referral form completed using Jotform or paper version	
	3. Student to be added to S&I Hub where appropriate by home school			3. Student to be added to S&I Hub where appropriate by home school	
4. Head of School meets with parents/carers and students – home school may wish to attend this meeting as well as other agencies where appropriate					
5. Home school to send safeguarding information and key data to PRU					
6. For longer placement, exercise books should also be sent to the PRU to enable effective academic baselining					

When you receive this commissioning agreement, we can confirm that your student has been put on roll at the PRU. Your attendance officer should now have access to their attendance certificates on our Arbor system and your DSL should have access to their My Concern files.

Induction				
Admission meeting date		In attendance (names)		Start date

All new students will start on a phased transition attending PRU for either morning or afternoon sessions for 5 days (up to 10 days if necessary). During this period, they will sit baselines tests for key subjects and pastoral/SEND assessments. Individual Learning Plans is then formalised, identifying appropriate timetable and provision.

Initial Offer				
Estimated length of provision:				
Monday	Tuesday	Wednesday	Thursday	Friday

Curriculum Offer (i)	
KS 3: 25 hours offer unless agreed otherwise with home school <ul style="list-style-type: none"> • English • Maths • Science • Art • PE • Cooking • PSHE • Forest Schools 	KS 4: 25 hours offer unless agreed otherwise with home school <ul style="list-style-type: none"> • GCSE English Language (Literature where appropriate) • Functional Skills – English Level 1 & 2 • GCSE Maths • Functional Skills – Maths Level 1 & 2 • GCSE Chemistry • GCSE Art/ Arts award • OCR National PE • BTEC Cooking • PSHE – ASDAN PSE L1 • Forest Schools • Information, Advice and Guidance/Careers
<p><i>Please note any other subjects the student should be studying while at the PRU for their GCSE entry. Suitable work will need to be provided by the home school if this is required:</i></p>	
<p>Enrichment: Curriculum Enrichment Days, Mountain Biking with in-house qualified MIDAS instructor, National Trust visits, photography workshops, Derby Faith Trail, VIY</p>	

Assessment (i)	
On entry:	School baseline for Local Authority – reintegration data Myself as a Learner scale
Summative:	English, Maths and Science baselines to set in house targets Half term grade sweep against annual set target.
Reporting to Parents & Carers:	Performance review day each term with parents and relevant agencies Half termly grade sweep and termly reporting to parents

Personal development, SEND and behavioural support 	
All students	Individual interventions
<ul style="list-style-type: none"> • All staff use of emotion coaching and restorative practice • Keyworker for each student • ELSA trained staff • Baseline testing (Eng, Mat, Sci, MALS & County School Baseline) • Structured breaks and lunches with staff supervision • Small groups for all classes • Flexible personalised timetable • Options for education on smaller sites where appropriate • Weekly assembly • Behaviour support manager on site at Winshill • Termly review with keyworker and parents • Students are expected to hand in mobile phones and other belongings at the start of the day • External speakers on topics such as knife crime • PSHE curriculum for all students 	<ul style="list-style-type: none"> • ELSA interventions with qualified staff • 1-1 behaviour support work looking at triggers, underlying issues, conflict resolution, restorative practices and building resilient • SENCO support – emotional iceberg, pen portraits, Access arrangements • Mental Health Support Team in school – group work and individual referrals • Trainee Social Workers on site from January until May • Agencies referrals – T3, YOT, SSU, MACE • 1-1 support work around issues such as grief, anxiety, anger, bullying behaviour, as well as wellbeing and support • EHCP applications will be contributed to by PRU – in conjunction with Home Schools. Any reports e.g. Educational Psychologist need to be paid for by the Home School

This is an agreement between the Home School, Staffordshire County Council or Virtual School/LA for each commissioned place at BPRU. PRU will communicate with home school through keyworker feedback each week for dual roll placements as well as providing live access to attendance through Arbor and safeguarding concerns through My Concern.

The Head of School will complete and share this Commissioning agreement with the appropriate link for the Home School. The agreement will be shared with Virtual School or representatives of SCC if referrals have come via APP or OOC.

This agreement is part of the induction process. It will be up dated by the Head of School after meetings with the Home School. This working document should be read in conjunction with SCC admissions (<https://www.staffordshireconnects.info/kb5/staffordshire/directory/advice.page?id=tQRJJVQHZA>) and Burton PRUs Federation AP commissioning, monitoring & Quality Assurance Checklist.

Important points to note:

- *During exam periods BPRU may have to close to those students not involved for the duration of the exams (e.g. from 9am until 10.45am). As agreed with East Staffs Heads, BPRU will inform schools of the dates of our mock exams and the final exams series. Home schools will then decide on the appropriate action for their students during the hours of the exam.*

BPRU welcome all Home Schools to visit their students on a regular basis.

Review Dates				
DATE	Agreed by	PROGRESS	NEXT STEPS	BY WHEN

Transition from the PRU	
Transition back to Home School:	
Managed Move to:	
EHCP and SEND provision:	
POST 16 placement:	
Off roll information	
Off roll date	
Reason for off rolling	