



## **Newport Pupil Referral Unit (PRU) Referral Criteria and Process**

### **Short term referrals (6 week placement - 6 spaces)**

#### **KS2**

All referrals for KS2 placements must be able to evidence a graduated response and have at least a One Page Profile with Targets in place prior to referral to ALN panel for consideration. Schools will be supported during this process through reintegration outreach. There is an expectation that schools maintain strong links with the pupil during this period, including visits to the pupil.

### **Short term referrals (6 week placement - 7 spaces)**

#### **KS3/4**

All referrals for KS3/4 placements must be able to evidence a graduated response and have a School IDP in place prior to referral to secondary managed move panel for consideration. Schools will be supported during this process through reintegration outreach. There is an expectation that schools maintain strong links with the pupil during this period, including visits to the pupil. Referrals in Y11 should only be made in exceptional circumstances and following full consultation with the Inclusion Adviser and the PRU Manager.

### **Extended placement referrals**

#### **KS3/4**

All long term referrals (except PEX) are submitted through the ALN panel. All pupils therefore must have a school IDP and schools must be able to evidence a graduated response and have a School IDP in place prior to referral to ALN panel for consideration. Schools will also need to complete the LA IDP Consideration Form and submit, with supporting evidence, to the ALN Team.

### **Referral criteria for Short Term Intervention:**

- Graduated response which includes a School Based IDP and at least 1 review
- Evidence of interventions tried
- Evidence of referrals to other agencies for support. (include the referral form and outcome)
- Teacher assessment levels/Progression Steps/predicted KS4 grades
- Standardised assessment scores
- Pupil reading age
- Educational psychologist report/involvement/use of allocated school time and/or use of the inclusion advisory team graduated response
- Multi agency support
- Details of internal/external exclusions
- Attendance report - at least a full academic year report
- Behaviour record
- Details of modified day
- Risk assessment
- Positive Handling Plan (PHP)
- Key worker report
- ELSA/Thrive report
- Well-being data
- Outreach support report
- Identified outcomes of placement

**Referral panel membership**

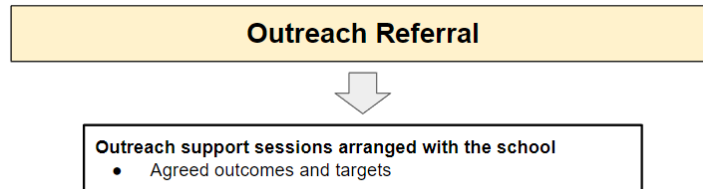
- PRU Centre Manager
- PRU Deputy Centre Manager
- Advisor for behaviour and autism
- Teacher advisor ALN
- ALN officer
- Educational Psychologist
- School representative (not referring school)

**Referrals to be submitted at least two weeks prior to the panel date. Please contact [inclusion.enquiries@newport.gov.uk](mailto:inclusion.enquiries@newport.gov.uk) for dates of panel meetings**

## Referral process

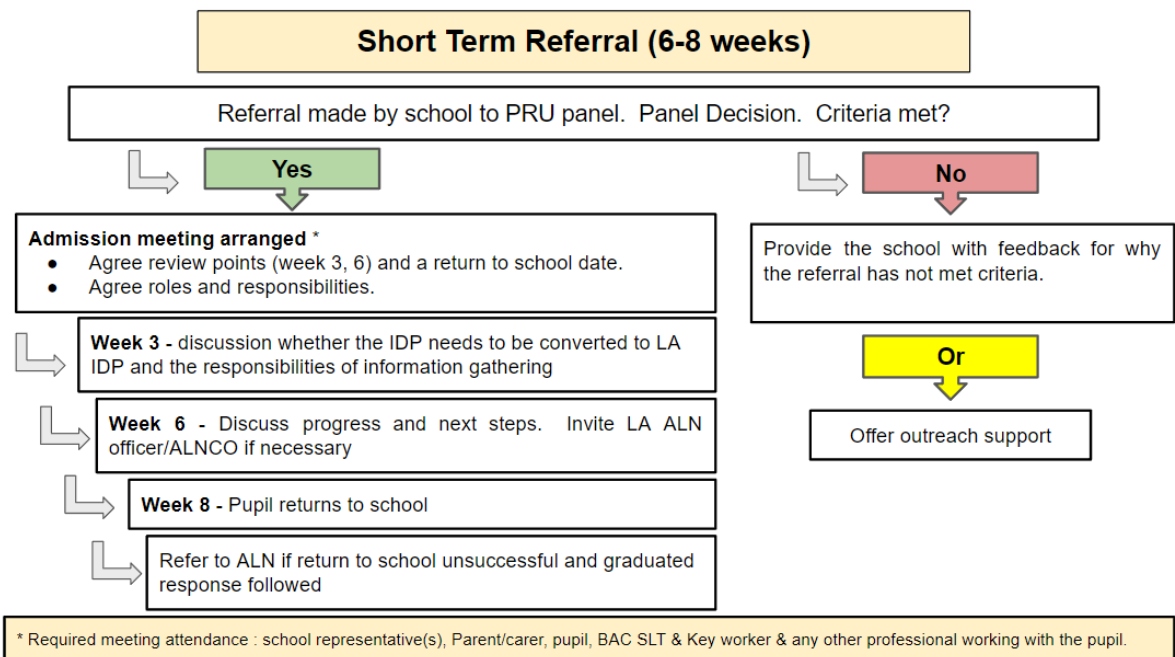
### Outreach referral

- ❖ Prior to requesting outreach support form Bridge Achievement Centre:
  - Parental & pupil consent to refer for support. Complete outreach form and send to Bridge Achievement Centre using the following email address [bridge.achievementcentre@newportschools.wales](mailto:bridge.achievementcentre@newportschools.wales) Please clearly mark your email as a Primary or Secondary request.



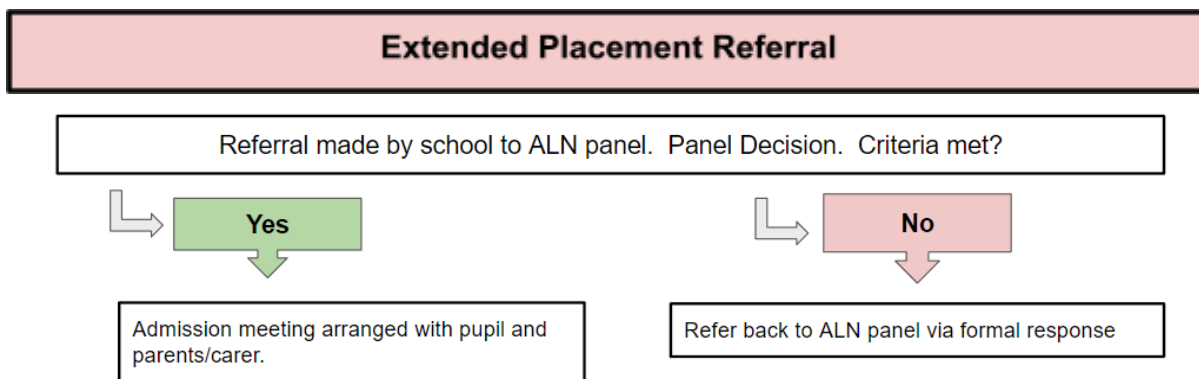
### Schools' responsibility prior to Short Term Intervention referral

- ❖ Prior to requesting a placement at Bridge Achievement Centre:
  - The pupil must meet the criteria for placement (including at least one review of the school IDP must have taken place)
  - Parental & pupil consent to refer for placement



### Schools' responsibility prior to Extended Placement referral

- ❖ Prior to requesting a placement at the Bridge Achievement Centre:
  - The pupil must have an LA IDP/Statement
  - A review of the LA IDP/Statement must have taken place



### PEX Referral

