Process of PEX through to GDC for Secondary Schools Appendix C

Key:

Area SIO

Exclusions Admin

SIO for GDC

SEN Officer

On hearing about the PEX

- Offer guidance on legality and all possible alternatives
- If PEX progresses, ask School to send PEX Form and a copy of the letter to parents to <u>pex@oxfordshire.gov.uk</u>
- Ask the School to send an IYFAP referral to social.inlcusion@oxfordshire.gov.uk
- Ask school to notify of the proposed GDC date as soon as it is available, for Academies also ask if their Governors would like LA representative to attend
- Update EMS ONE Communication Log



Receive documents via PEX Email from School

Upload PEX Letter onto DocManager and input PEX form data into EMS ONE. Send standard response email with guidance about arranging the GDC

Arrange Interim Provision with Meadowbrook call/email to check there is space for the pupil/discuss alternatives if the main programme is not appropriate for any reason. Send IYFAP form to MBC and obtain start and end dates. If there is no space at Meadowbrook or if it is not appropriate then contact Team Manager to discuss

Open a Reintegration for pupil on EMS ONE and add any notes required to Communication Log with prefix 'Reintegration

If the pupil has a SEN Statement/EHCP or is under assessment for SEN, contact the relevant SEN Officer



- Contact the School (where possible) before they finalise/send the PEX Email
- Discuss with School whether interim review of SEN appropriate
- SEN Officer to update Area SIO of discussion with School
- If PEX proceeds, SEN Officer will lead on process with support from SIO
- Discuss with SIO what interim provision might be suitable and where appropriate contact Meadowbrook to discuss suitability

Contact the parents regarding PEX Process and Interim provision

- o explain the process of PEX and reference the GDC and Independent Review
- o inform them that Meadowbrook will call to arrange provision (if applicable)
- outline the procedure for finding the next school via IYFAP. If it is a PEX following Planned Transfer or a 2nd PEX then a mainstream school place is unlikely to meet the pupil's needs. Alternative may need to be sought via IYFAP
- enquire about other agencies/professionals who may need to be informed of the PEX (e.g. social care, Hub)
- o where the child has SEN needs, offer contact details for parent partnership

Update EMS ONE Communication Log, if the information relates to the interim provision use the prefix 'Reintegration info'



Begin arrangements for the GDC and identifying next placement simultaneously

Contact the School and parent to clarify the arrangements for the GDC

- o For Academies, establish whether the Governors want LA representation, if not, ask the parent if they would like to request LA representation, if it is a maintained school we automatically attend.
- Offer advice as required to the Head and Governors on the process and running of the GDC Hearing and on information required for the GDC (guide available on schools intranet)
- o Offer advice as required to the family on the process and running of the GDC Hearing
- Request notification of proposed GDC date for our records and to ensure a LA representative can attend
 Once GDC date confirmed, open a Relocation on EMS ONE

If the child has an EHCP/SEN Statement SEN Officer and SIO to negotiate who is best to attend, if not both



LA Maintained School or Academy where Governors confirm they will invite LA Identify which SIO can attend and email the GDC Clerk, copying in social.inclusion@oxfordshire.gov.uk with their contact details, requesting the GDC Bundle is emailed / sent securely direct to them 5 school days ahead of the GDC.

If Academy Governors don't invite LA but the parent requests a SIO attends Identify which SIO can attend and email the GDC Clerk, copying in social.inclusion@oxfordshire.gov.uk with their contact details, notifying that SIO will attend at parent's request requesting the GDC Bundle is emailed / sent securely direct to them 5 school days ahead of the GDC.

For Academies, if neither the parent nor Academy Governing Body invites SIO to attend
There is no role for us in preparing a report or attending the meeting. Contact the Clerk, copying in
social.inclusion@oxfordshire.gov.uk acknowledging that we are not attending and ask that after the
hearing the decision is emailed, attaching the letter to parents, to pex@oxfordshire.gov.uk. (See below for
actions following GDC decision)

Update EMS ONE Communication Log with details about the GDC date using prefix 'GDC info' You must copy emails to social inclusion to ensure PEX Admin can update Exclusion on EMS ONE

Receive social.inclusion email confirming GDC Date and SIO attending
Update Exclusion in EMS ONE



Check it with a colleague

If maintained school or invited by the Academy

 Send it to the Clerk of the GDC (email signature) copying in social.inclusion@oxfordshire.gov.uk

If you are attending at the parent's request

 Send it to the parent copying in <u>social.inclusion@oxfordshire.gov.uk</u> offer time before the GDC to talk it through with them if required

Add email to EMS ONE Communication Log using prefix 'GDC



If the child has an
EHCP/SEN Statement SEN
Officer will share writing the
LA Statement

On receipt, upload LA Statement into Document Manager

Attend the GDC

- Ask that the Clerk email the decision, attaching the letter to parents, to pex@oxfordshire.gov.uk
- Keep GDC bundle for at least 15days in case parent applies for IRP Independent Review Panel. After that, shred securely

Update EMS ONE Communication Log that you attended GDC Hearing

On receipt, upload GDC decision letter into Document Manager Update EMS ONE

If the PEX is upheld

- Contact the parent and discuss whether they want to take the matter to an Independent Review (see 'Process of Independent Review') if they do, explain that you will still need to proceed with searching for a new school to avoid any delay and continue with IYFAP Process
- o If parents do not wish to appeal just continue with the IYFAP Process

If the PEX is overturned

Contact the parent and discuss the outcome and confirm that the child will return to the school/Academy.
 In some cases the parent may want their child to attend another school, if so they would need to apply for a place through admissions, you may advise on how to do this and provide a CAPF form

Identifying the next placement

Child without EHCP/SEN Statement even if application made

Contact the parents to discuss finding the next placement via IYFAP, obtaining any preferences or views and explain that if they do not wish to accept the place offered by IYFAP then they may wish to pursue their own application via admissions (at this stage do not send a CAPF form)

Update EMS ONE Communication Log using prefix 'Relocation info'

Child with EHCP/SEN Statement including proposed EHCP/Statement

- If the child has an EHCP, proposed or final SEN Statement the SEN Officer will lead on finding the school.
- Discuss preferences of school with parent
- Where appropriate contact the School(s) to negotiate a place
- Send consultation letter (15 school days to respond)
- Notify SIO of outcome so they may update the Relocation on EMS ONE

Contact relevant agencies/professionals

- Update and explain/clarify process
- Seek relevant information/advice about the child's needs/existing support

End Relocation
Update Relocation on EMS ONE

Follow IYFAP Process and Process for In-Year Admissions

Once school identified and agreed

o clarify arrangements for integration and start date, SIO may be asked to attend admission meeting Update EMS ONE Relocation and add any detail to Communication Log with prefix 'Relocation info' then end the Reintegration and Relocation once the receiving school has confirmed the pupil's start date at IYFAP