***Fresh Start – Quick Guide***

**Fresh start process begins**

1a - Having reviewed the guidance documentation a ‘Fresh Start’ has been considered as an appropriate step.

1b - Key aspects to note for students who will not be considered for this process:

* With an EHCP or undergoing statutory assessment
* LAC/CP – must have agreement from Virtual Headteacher and SPP
* Pupils who do not live in Derby city

1c – Fresh Start Referral and Challenge Guidance paperwork needs to be completed by the school Behaviour Lead with input from all colleagues who are best placed to know the student. This should include all aspects of the student, challenges but also success/positive aspects of the student. It is imperative that your head of school is aware of the referral and have countersigned this document. The document must also be countersigned by the student and parent/carer.

**Referral Process**

2a- Referral paperwork will be sent to the following email address [IYFA@derby.gov.uk](mailto:IYFA@derby.gov.uk) **ten days** before the half termly ‘Behaviour Lead Network’ meeting. All Behaviour Leads will receive the referrals seven days in advance of the meeting. At the ‘Behaviour Lead Network’ referrals will be considered and challenged where necessary. At this stage the referral will be agreed or rejected.

**The referral is ‘rejected’**

2b - All parties will be informed and the school will benefit from peer advice, challenge and guidance (the expertise of Behaviour Leads will be utilised and is essential). This is where further interventions will be discussed and suggested. Please refer to the universal City Provision Map.

**Referral ‘agreed’**

2c - The move is agreed and the ‘Behaviour Leads Network’ will discuss the most appropriate school for a Fresh Start. Consideration needs to be given to the holistic needs of the student but also the current placement allocation data to ensure fair shares. In the event of a referral being agreed for a Fresh Start, and no school offers a place, the referring school will be invited to complete the funding form requesting additional ‘Stay Put’ support.

2d – Following the ‘Behaviour Leads Network’ the chair will contact the referring school with a summary of discussion points and actions.

All Fresh Starts will commence during the identified ‘Fresh Start’ week.

**Preparing for the ‘Fresh Start’**

A meeting will be held with the student, their parents/carers and representatives from both schools. This unified approach is essential to ensure there is clarity around the process, high and consistent expectations between both schools and also allows review dates to be scheduled from the outset. Both schools have a responsibility to monitor the placement and regular review meetings need to be scheduled and attended by all parties who attended the initial induction meeting.

**Important**

The student will be **dual registered** until successful signoff of the placement is agreed between both schools. There is no time limit on this as the purpose of this ‘Fresh Start’ is to improve the life chances of this student. In some cases the student may remain dual registered for the duration of their school career.

**Placement breakdown**

3a – Before placement breakdown is considered an emergency review should be called and reference should be made to the Emergency Review Guidelines and Placement Breakdown Protocol

3b – If it agreed that the ‘Fresh Start’ has been unsuccessful then the student returns to their original school. The student’s return to their home school needs to be agreed by all parties (head of schools, behaviour leads and parents) and needs to be immediate to avoid time lost in school. A copy of all documents will be given to the home school, including the placement breakdown form.

Placement breakdown form must be presented at the next Behaviour Lead Network.