**Fresh Start PLUS– Quick Guide**

This process is to ensure that every student is given a final, well supported and structured opportunity to succeed.

At this point a school considers a student is at serious risk of being permanently excluded and feels that the extreme measure of moving schools needs to be undertaken.

**Fresh Start PLUS process begins**

1a - Having reviewed the guidance documentation a ‘Fresh Start PLUS’ 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
* a student who is not at serious risk of being permanently excluded

1c – Fresh Start PLUS Referral and Challenge Guidance paperwork needs to be completed by the school 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 all parties are aware of the referral and that the Headteacher, student and parent/carer have all signed the document.

**Referral Process**

2a- Referral paperwork is sent to the following email address [IYFA@derby.gov.uk](mailto:IYFA@derby.gov.uk) **ten days** in advance of the half termly Secondary Headteachers meeting.

2b – The referral will undergo a review of suitability for a Fresh Start PLUS, and an assessment of the risk of the student being placed in another mainstream school. This will be undertaken by the Headteachers of Kingsmead and Derby Pride Academy, and the Exclusions Manager. The QA for this process is via the LA Head of Education and Skills. The routes following this process are,

1. Referral presented to Secondary Headteacher group for Fresh Start PLUS decision
2. Referral not appropriate **(doesn’t meet the criteria**) – Exclusion Manager to contact school to explore the rationale behind the referral.
3. Referral appropriate but not suitable for another mainstream placement
4. Referral not appropriate for a Fresh Start PLUS, a Fresh Start to be considered.

The Exclusions Manager will contact each referring school to notify them of the outcome of the review of suitability.

2c - Referral paperwork will be sent seven days in advance of the meeting and presented at the half termly Secondary Headteachers meeting. This will give Headteachers an opportunity to present any additional questions to the referring school in advance of the meeting. All questions must be sent to Karen Hayes in good time to be collated and passed to the referring school ahead of the Secondary Headteachers meeting. The referral will be considered and challenged where necessary. At this stage the referral will be agreed or rejected.

**Referral Rejected**

3a - All parties will be informed and the school will benefit from peer advice, challenge and guidance (the expertise of all Heads will be utilised and is essential). This is where further interventions will be discussed and suggested. Please refer to the universal City Provision Map. The referring school will be invited to complete the funding form to request additional ‘Stay Put’ support. All requests will be discussed at SPP.

**Referral agreed**

3a - The referral has been agreed based on the discussion at Heads level. In the first instance it is expected that an alternative mainstream school will be identified and that schools will offer to accept the referral. The referral form will be passed to SPP, along with details of possible school placement.

3b – A meeting needs to take place with the student, parents/carers and a specialist Education Welfare Officer to ensure all parties are happy with the proposed move. This meeting is essential as it allows for thoughts and feelings to be captured by an independent advocate. Following this meeting, information gathered by the SEWO is fed back to SPP and this is where an appropriate pathway is identified. This pathway will be determined based on the needs of the student to ensure they are provided with every opportunity to be successful.

3c - SPP will agree and confirm placement taking into consideration placement data and all information available.

3d – Once the alternative school has been identified the heads of the two schools will have a discussion about the placement to ensure that it has the best possible chance of being successful.

**Preparing for the ‘Fresh Start’ PLUS**

4a - A meeting will be held with the student, their parents/carers and representatives from both schools/AP. This unified approach is essential to ensure there is clarity around the process, high and consistent expectations between both schools/placements and also allows review dates to be scheduled from the outset. Both schools/provision 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.

4b – Where possible all Fresh Start PLUS placements in another mainstream school will commence during the identified ‘Fresh Start’ Week.

**Important**

The student will be **dual registered** at the home and new school/APuntil successful signoff of the placement is agreed between both schools. Placement reviews will continue at SPP until single registration is agreed by all parties.

There is no time limit on this as the purpose of this ‘Fresh Start PLUS’ 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. The young person does not need to be aware of the dual registration as it is important that they feel ownership of their new placement or personalised programme.

Arrangements for the transfer of funding associated with this student will be managed on a school to school basis by the schools concerned.

**Placement breakdown**

5a – Before placement breakdown is considered an interim review should be called and reference should be made to the Emergency Review Guidelines and Placement Breakdown Protocol

5b – Where the reason for breakdown is attendance, the other schools offered during the initial Secondary Headteachers meeting, will be considered and the SEWO will liaise with the parent/carers, the student and the schools.

5c – If it is agreed that the Fresh Start PLUS has been unsuccessful due to behaviour, then an emergency review is called, attended by the chair of SPP and a bespoke package is proposed and discussed with panel members at the next SPP. A personalised programme may need to be explored to meet the needs of this student at this time. A copy of all documents will be sent to [IYFA@derby.gov.uk](mailto:IYFA@derby.gov.uk) including the placement breakdown form.