**SUPPORTED PLACEMENTS – A QUICK GUIDE**

Students who meet the criteria for ‘Supported Placement’ are placed by SPP in line with the IYFA Protocol. There are two types of Supported Placement and there are specific factors to consider dependent on the category.

In all cases, parents have to agree to the process and, as part of the process, the IYFA team/AP will make contact with the parent to gain parents and students views. This could be a meeting, or a home visit, and may take place before or after the SPP meeting, which considers the referral depending on timing and work flow.

**Out of Area/WASP/EHE**

The majority of Supported Placements are pupils who are coming from Out of Area, are without a school place (WASP) or returning to mainstream from Elective Home Education.

* It is important that they are **placed on your school roll within 10 days of referral and should not be removed from your school roll at any point before consulting SPP.**
* These students will be supported and tracked by the IYFA team and should be treated as a priority.
* Students will be given a 12 week trial in the allocated school, with regular review meetings and the opportunity to access financial support for the placement once this is signed off.

**Returning to Mainstream from AP/Direct from Day 6 following exclusion**

SPP will consider all previously excluded pupils who are felt to be ready to return to mainstream and allocate a new school to meet the needs of this student.

* These students will be **dual registered** with Kingsmead/DPA and your school until the placement is formally signed off.
* Students will be given a 12 week trial in the allocated school, with regular review meetings and the opportunity to access financial support for the placement once this is signed off.
* DPA/Kingsmead will take the lead on supporting and tracking these students, but will ensure that SPP is kept fully informed through scheduled meetings.
* For these students there may need to be a more flexible approach and more bespoke arrangements to maximise chances of a successful outcome.
* All schools should note that the student will continue to count as an allocated or chargeable place to the original excluding school until the point of sign off as the place in AP has to remain available in case of breakdown and return.

**Induction**

An Induction meeting, hosted by the new school should be set up as soon as possible. This meeting should be attended by:

* The student and parent
* A representative from IYFA team/KS4 Mobility Officer/AP Provider as appropriate
* Any other relevant support

The purpose of the meeting is to:

* Welcome the student and parent to your school and to encourage all parties that this fresh start can be a positive step and have a successful outcome
* Set clear expectations
* Discuss any support or strategies that will help to make the move a success
* Identify a start date, a first review date and a potential sign off date

Following the meeting please ensure that SPP is kept informed about progress and any relevant meeting dates.

**If the placement is at risk:**

**Inform SPP immediately**

**In the case of a pupil reintegrating from AP ensure that Kingsmead/DPA are aware**

**Call an interim review**

* ensure that IYFA team/AP Provider are represented at this meeting
* try to resolve any issues, re-set expectations and agree next steps – which may include a further review meeting
* In some circumstances the meeting may conclude that the placement has broken down or the parent or the pupil may decide they no longer want the move to go ahead

If the placement has broken down then for students who are:

* **Out of Area/WASP/EHE** referrals schools are requested to maintain them in school while arrangements are made for a further placement (**Remember that these are students without a school place and safeguarding has to be a priority)**
* **Returning from AP** then this should be discussed with the AP provider and arrangements made for a return to education in this setting or a further referral to SPP to consider another school

In all cases placement breakdown paperwork should be completed and shared with IYFA ASAP

**Please note that non-attendance or poor attendance on its own is NOT a reason for placement breakdown and usual attendance procedures should be followed by the ‘new’ school.**

**A Successful Placement**

A successful placement will be signed off at a final review, usually after a 12 week trial placement. Where possible the IYFA team/AP provider should be represented at that meeting.

This should be recorded and final review paperwork submitted to SPP. SPP will confirm the sign off at the next SPP meeting. For students **returning from AP** then the school and the AP provider should agree the date at which the student is removed from AP roll and becomes sole registered at the new school. This date needs to be shared with SPP.

At this point SPP will trigger any funding transactions required in line with the IYFA Protocol.

For **ALL** Supported Placement students there is up to £4,000 available to support the placement, dependant on the needs of the student. This will be discussed as part of the review process and agreed by SPP. These payments are then finally approved through the termly SFAP meetings which will trigger payments to schools.

**If you have any further questions or need any other support for the process then please contact us at** **IYFA@derby.gov.uk** **or 01332 642732**