

Area of need/Referral	Who leads?	How?	Steps and Process
<b>Permanent Exclusions (Not including SEN)</b>	Mainstream School Representative	Completed Cranbury College referral form along with <ul style="list-style-type: none"> <li>• Exclusion letter</li> <li>• Relevant dates</li> <li>• Background reports, statements &amp; evidence of appropriate interventions</li> <li>• Details of multi-agency involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Notification from LA</li> <li>• Contact with parent within 48 hours</li> <li>• Appointment made for 5 days after initial contact</li> <li>• Interview stage - forms signed, testing dates booked</li> <li>• Decision made at next admissions panel</li> <li>• If accepted Centre Manager to arrange Timetable</li> <li>• Admin to add to school information system as dual registered</li> <li>• Notification from LA that PEX upheld and appeals process over change to sole registered</li> </ul>
<b>Managed Move Pupils</b>	Mainstream School Representative	Completed Cranbury College referral form along with <ul style="list-style-type: none"> <li>• Background reports, statements &amp; evidence of appropriate interventions and graduated response, including use of a Pastoral Support Plan</li> <li>• Background reports, statements</li> <li>• Details of multi-agency involvement</li> <li>• Parental agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral form received</li> <li>• Discussed at admissions panel</li> <li>• Office Manager inform school of decision</li> <li>• If decision made to accept interview to be arranged by admin</li> <li>• Centre Managers to provide timetable and start date</li> <li>• Admin to add to school information system as sole registered from date of admissions</li> </ul> <p><i>(Interviews can be arranged before admissions if agreed by SLT who will inform Office and Centre Manager)</i></p>
<b>Dual Registration pupils at Risk of PEX Respite</b> Pupils 'at risk of permanent exclusion' from school may be referred for full or joint provision which will be subject to regular review.	Mainstream School Representative	Completed Cranbury College referral form along with <ul style="list-style-type: none"> <li>• Background reports, statements &amp; evidence of appropriate interventions and graduated response, including use of a Pastoral Support Plan</li> <li>• Background reports, statements</li> <li>• Details of multi-agency involvement</li> <li>• Parental agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral form received</li> <li>• Inform HT and SBM and send funding agreement</li> <li>• Discussed at admissions panel</li> <li>• Office Manager inform school of decision</li> <li>• If decision made to accept interview to be arranged by admin</li> <li>• Centre Managers to provide timetable and start date</li> <li>• Admin to add to school information system as dual registered</li> </ul>

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<p><b>Interim Service</b> 2 week intervention – pupil does not come on roll A flexible, supportive, individual programme which will support a return to school. Will be considered on a case by case basis.</p>	<p>Mainstream School Representative</p>	<p>Completed Cranbury College Interim Form along with</p> <ul style="list-style-type: none"> <li>• Relevant background history</li> <li>• Areas of difficulty</li> <li>• Desired outcome</li> <li>• Parental agreement</li> <li>• Return agreement made on entry</li> </ul>	<ul style="list-style-type: none"> <li>• Parent and child come to Interim building to sign forms and meet staff</li> <li>• Child attends 2 week program (or fixed by school and CC)</li> <li>• Return meeting made on entry to return to school with no CC representation</li> <li>• Report sent back to school with recommendations to next steps</li> <li>• PSP can be recommended</li> </ul>
<p><b>Medical</b> Pupils who are unable to attend school as a result of illness or mental health difficulties</p>	<p>Mainstream School Representative A Medical/CAMHS Consultant or a Community Pediatrician (not a GP) must support a request for provision</p>	<p>Completed Cranbury College Referral Form must be accompanied with</p> <ul style="list-style-type: none"> <li>• supporting documents from a Medical or CAMHS Consultant or Community Pediatrician.</li> <li>• Parental agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral form and evidence received</li> <li>• Discussed at admissions panel</li> <li>• Office Manager inform school of decision</li> <li>• If accepted Medical Lead Teacher will do home visit and arrange timetable</li> <li>• Admin to add to school information system as dual registered</li> </ul>
<p><b>Special Educational Need (SEN)</b> All requests for involvement for pupils with Statements of SEN must be coordinated by SEN department</p>	<p>Referral made from SEN Department</p>	<p>Request for Involvement, collated by SEN Caseworker with information from school, approved by SEN accompanied by</p> <ul style="list-style-type: none"> <li>• a copy of their plan</li> <li>• latest annual review</li> </ul>	<ul style="list-style-type: none"> <li>• Information and request received by SEN</li> <li>• Discussed at admissions</li> <li>• If decision is made to accept Office Manager to inform SEN</li> <li>• Interview to be arranged</li> <li>• SENCO to put together a suitable Timetable/Package</li> <li>• Send costed provision to referee before starting</li> </ul>
<p><b>Looked after Children</b> Children who are looked after by the local authority and who have experienced a breakdown in school placement may be referred.</p>	<p>Head of Virtual School for Looked after Children.</p>	<p>Completed Cranbury College Referral Form along with relevant supporting information</p> <ul style="list-style-type: none"> <li>• Background reports, statements</li> <li>• Details of multi-agency involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Information and request received by Looked after team at the child's local authority</li> <li>• Discussed at admissions</li> <li>• If decision is made to accept Office Manager to inform</li> <li>• Interview to be arranged with designated lead for LAC and put together a suitable Timetable/Package</li> </ul>