

Area of Need/Referral	Who Leads?	How?	Steps and Process
<b>Permanent Exclusions (Not including students with an EHCP)</b>	Mainstream School Representative Local Authority	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>• Cranbury Risk Assessment</li> <li>• Details of multi-agency involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Notification from LA</li> <li>• CTF to go on MIS system</li> <li>• Cranbury to request relevant paperwork from school including Risk Assessment, Behaviour Record (summary), Safeguarding concerns, Therapeutic Plans</li> <li>• Contact with parent within 48 hours</li> <li>• Appointment made for within 3 days after initial contact</li> <li>• Interview stage - forms signed, testing dates booked, provisional timetable</li> <li>• Decision made at next admissions panel if complex case</li> <li>• Appropriate provision to be made by CC even if not deemed safe for site</li> <li>• If accepted Phase Leader to arrange Timetable</li> <li>• Admin to add to MIS system as dual registered</li> <li>• Student must be in school no later than the sixth day.</li> <li>• Notification from LA that PEX upheld and appeals process over change to sole registered</li> <li>• CBC PEX Panel to be convened to make bespoke plan</li> </ul>
<b>Cranbury Support Workshops</b>	Re-engagement Lead - CBC	Completed Cranbury College referral Form including: <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> <li>• Financial consent gained from home school</li> </ul>	TBC – to commence October 2023

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<b>Medical (Tuition)</b> Pupils who are unable to attend school as a result of illness or mental health difficulties	Mainstream School Representative A Medical/CAMHS Consultant or a Community Pediatrician (not a GP) must support a request for provision	Completed Cranbury College Referral Form must be accompanied with <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 via formal letter</li> <li>If accepted Medical Lead Teacher will do home visit and arrange timetable</li> <li>Admin to add to MIS system as dual registered</li> </ul>
<b>Special Educational Need (SEN)</b> All requests for involvement for pupils with Statements of SEN must be coordinated by SEN department	Referral made from SEN Department	Request for Involvement, collated by SEN Caseworker with information from school, approved by SEN accompanied by <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>Time frame discussed whilst pursuing appropriate setting</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- IFA to be completed and agreed in writing before commencing.</li> <li>Send costed provision to referee before starting</li> <li>Admin to add to MIS system as dual registered</li> </ul>
<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.	Head of Virtual School for Looked after Children.	Completed Cranbury College Referral Form along with relevant supporting information <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> <li>Admin to add to MIS system as sole registered.</li> </ul>
<b>Outreach Support – Secondary</b> Supporting student in their school setting or neutral environment	Secondary Outreach Lead	Referral submitted via website Email sent to outreach@maidenerleghtrust.org	<ul style="list-style-type: none"> <li>Some referrals changed to outreach via admissions, some referrals directed to Outreach Lead.</li> </ul>

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<b>Bespoke Support</b> Support from Cranbury College - short stay/ reduced term.	AHT, Safeguarding and Behaviour	Referral via professional tab on website	<ul style="list-style-type: none"> <li>Brought via admissions and discussed as a team after a thorough referral</li> </ul>