



SEMH Pathways Panel Handbook 2016/17

Co-produced by Children's Services, AIP chairs, schools and academy trusts



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SEMH Pathways Panel Handbook

Advice and guidance on referrals to Children's Services Social Emotional and Mental Health (SEMH) Pathways Panel 2016/17

Purpose of this booklet

The purpose of this booklet is to outline the application process for consideration of children and young people by the SEMH Pathways Panel relating to:

- Exceptional SEMH cases – where schools and academies seek further advice and support for children and young people with highly complex and pressing SEMH needs.
- Permanent exclusions (PX).

The audiences for this handbook are:

- Schools and academies, Area Inclusion Partnerships (AIP), Children's Services (CS), Social Care (SC) and Targeted Services colleagues.
- Administrative support.

The handbook contains:

- Information on where to seek support in Leeds for young people with specialist SEMH needs.
- Details on the application process and requirements for cases to come to the SEMH Pathways Panel.
- Contact information for schools and academies, AIPs, CS, SC and Targeted Services colleagues.
- Outline of financial arrangements and processes.



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Contents

1. Vision and context

2. Application process for a case to be considered by SEMH Pathways Panel

- Exceptional SEMH cases
- Permanent exclusions

3. Appendices

1. Referral form for all applications to SEMH Pathways Panel
2. Information on access to SEMH support in Leeds
3. Contact details of AIPs and Targeted Services Leads (TSLs)
4. Contact details of Educational Psychologists (EP), SEN Statutory Assessment and Provision team (SENSAP), SEN and Inclusion team (SENIT) and Children Missing Out on Education (CMOE)
5. Financial information



1. Vision and context

The vision for Leeds is to provide a continuum of outstanding SEMH provision for children and young people in schools, academies and all educational provision.

Together we will ensure that the most vulnerable children and young people across the city have the right educational pathway and support so they have the confidence to meet their potential.

The SEMH Pathways Panel will contribute to this vision by providing a partnership response to the placing of children and young people in the most appropriate educational provision for their learning needs together with the appropriate family support for their parents and carers.

The SEMH Pathways Panel will meet weekly to consider the most appropriate pathway:

- for children and young people where schools and academies are indicating that despite all previous strategies and support, the young person is not currently able to achieve and attain.
- for any permanently excluded young person in terms of 6th day cover.

The SEMH Pathways Panel will:

- Support the local authority (LA) to meet its statutory duty to provide suitable full time educational 6th day provision for permanently excluded children and young people.
- Determine the nature of the provision based on their particular needs – whether this is a short term placement prior to return to the Fair Access Panel (FAP) or an assessment place moving potentially to an Education, Health and Care Plan (EHCP).
- Determine the appropriate placing in education provision for a young person from another authority who has previously been permanently excluded or who has been in specialist type provision without an EHCP.
- Consider exceptional cases where, despite appropriate interventions having been put in place, an emergency situation has occurred and special consideration is requested for an assessment place.

The panel membership will be formed of:

- Principal Educational Psychologist - Chair
- AIP representative
- Wellspring representative
- Children Missing Out on Education (CMOE) Lead
- SENSAP lead or representative
- Primary, Secondary school and academy representatives
- Elland Academy representative
- CS representative
- SC team manager
- Targeted Services representative
- Youth Offending representative

The panel will be quorate if the first six representatives are present

Please note that arrangements will be reviewed each term as we respond to feedback and operational practice.



2. Application to the SEMH Pathways Panel

The same referral form is to be used for permanent exclusions (PX) and to refer a young person to the panel as an exceptional SEMH case. The referral form identifies the sections not required for completion for a PX – i.e. pupil and parent views.

It is anticipated that the form will be completed and quality assured for all students by the relevant AIP before coming to the panel.

The panel will meet each week on Tuesday.

- Referral forms for exceptional SEMH cases need to be received by 5pm on the Wednesday and preferably the Tuesday of the week preceding the SEMH Pathways Panel meeting.

Please note: Notification of a permanent exclusion to the LA should take place on the day of exclusion.

Information on the process is available in the [Exclusions Handbook on the Hub and appendices on the Hub](#)

2.1 Referral process for exceptional SEMH cases

It is anticipated that schools and academies can evidence that they have sought to support the young person and their family with numerous strategies prior to referral to panel. Guidance for schools and academies on these strategies can be found in Appendix 2 Information on access to SEMH Support.

School and academy responsibility

- Complete the appropriate sections of the form ensuring strategies provided so far and impact measures and attainment levels are clear.
- Ensure that parents give consent with a signature to their child's pathway being discussed by the panel. Schools hold responsibility to inform the parents and carers of the panel's recommendations for emergency cases.
- Include SENCO signature.
- Send completed form to AIP lead for quality assurance.
- Be prepared to attend the panel meeting to present the case.

AIP responsibility

- All forms will be quality assured and signed off by AIP lead officers before sending to the panel administration team.
- Forms will be sent by **secure email** to pathways@leeds.gov.uk

Panel decisions

- The Chair will ensure the panel identifies key recommendations and advice regarding personalised pathways and that this is provided to the referring school/academy/AIP with clear information within 2 days of the panel meeting by secure email to the referrer.
- Key recommendations and advice from the SEMH Pathways Panel will form part of the rationale explaining the decisions, which will be reported back to each school making an application for support. This will be the responsibility of each AIP lead representative including the update of PSS/Synergy.



- The LA will maintain responsibility for informing parents/carers of recommendations of the panel where the young person has been permanently excluded.

- Where the recommendation of the panel is that the young person has need of an assessment place at Springwell Academy Leeds the panel will pass this recommendation on to Barbara Newton (Head of Complex Needs) for consideration.

2.1 Referral to Panel process for permanently excluded pupils

School responsibility

- Complete the exclusion notification form **on the day of exclusion** and send to exclusions@leeds.gov.uk
- Complete the appropriate sections of the referral form clearly indicating:
 1. the strategies that have been used to support the child or young person.
 2. the impact of these strategies.
 3. The child or young person's current educational attainment.
- Send to AIP lead for quality assurance process

AIP responsibility

- Quality assurance – ensure all relevant sections are completed appropriately
- Send to exclusions@leeds.gov.uk and to pathways@leeds.gov.uk. Please note: For exclusions, this must be within one day of the exclusion.

Panel responsibility

The SEMH Pathways Panel will:

- Ensure that an excluded student has access to appropriate educational provision on the 6th day of exclusion.
- Determine within a 45 day period whether the young person will require further assessment.
- Ensure where no assessment is required that return to mainstream school through Fair Access Panel (FAP) is timely, working with the relevant AIP re-inclusion officer.

After the Panel

- The LA will maintain responsibility for informing parents/carers of the panel's recommendations where the young person has been permanently excluded and advising them of the AIP contact who will continue to support them.



- Where the recommendation of the panel is that the young person has need of an assessment place at Springwell Academy Leeds, the panel will pass this recommendation on to Barbara Newton (Head of Complex Needs) for consideration.

AIP responsibility

- The AIP will provide the support for access to the educational provision from 6th day, including arranging visits, travel and any other support arrangements.
- Where the panel has indicated a return to FAP, the AIP will prepare for the child to be presented to FAP with all suitable information and support.
- The AIP will ensure that the Pupil Support Services (PSS/Synergy) system is updated with any change of educational provision.

Safeguarding

Safeguarding concerns – if there are any safeguarding concerns around a child or young person the chair will ensure that an appropriate member of the panel will contact the Designated Safeguarding Lead or the Duty and Advice Team to seek advice on the most appropriate action needed. Where a child for whom there are safeguarding concerns is moving from one setting to another, all relevant Child Protection documentation and arrangements must be passed on as a matter of urgency.