



## Process for Permanent Exclusions into LTLC

Schools give PRT early notification of pending PX, this is communicated to Lisa Day



School make the decision to PX a student



School sends the EXC3 form to the PRT and this is sent electronically to Lisa Day the same day that it is received



Lisa Day completes the following actions

1. Analyses information about student and decides on appropriate placement
2. Emails EXC3 to HoC with cc to: Victoria Hall, Gill Kelly, Amy Portier, Adam Webb and Clare Stevens



### **HoC accepts student and actions the following:**

1. Centre admin arranges Admission Meeting
2. Centre admin arranges transport
3. Centre admin sends Boxall to excluding school



### **Clare Stevens actions the following:**

1. Central admin enters pupil details onto Arbor
2. Central admin enters all details onto PX Spreadsheet (S:Admissions:EXC3)



Pupil starts at LTLC within 6 days  
(if EXC3 has been sent prior to or on day 1 of PX)



# Process for Intervention Placement access to LTLC

School have followed Behaviour Ladder fully and BOSS involved



School send referral form to PRT



Student is added to list for Panel meeting and delegates invited (PRT)



Panel members emailed by PRT with pupil information prior to the panel



Panel meeting takes place (LD/VH, PRT, School, BOSS Service Manager) where each referral from last 7 days is discussed



**Student is accepted on an intervention place**

LTLC take the students full file and arrange admission meeting with the school and parents

**Student is not accepted on an intervention place:**

Actions for school identified  
Actions for BOSS support identified  
If necessary, date to bring back to panel agreed



Terms agreed, PSP Completed  
Start date agreed  
Actions for school to implement agreed  
Timescale for reintegration agreed  
BOSS support agreed



PRT feed back to school and offer support



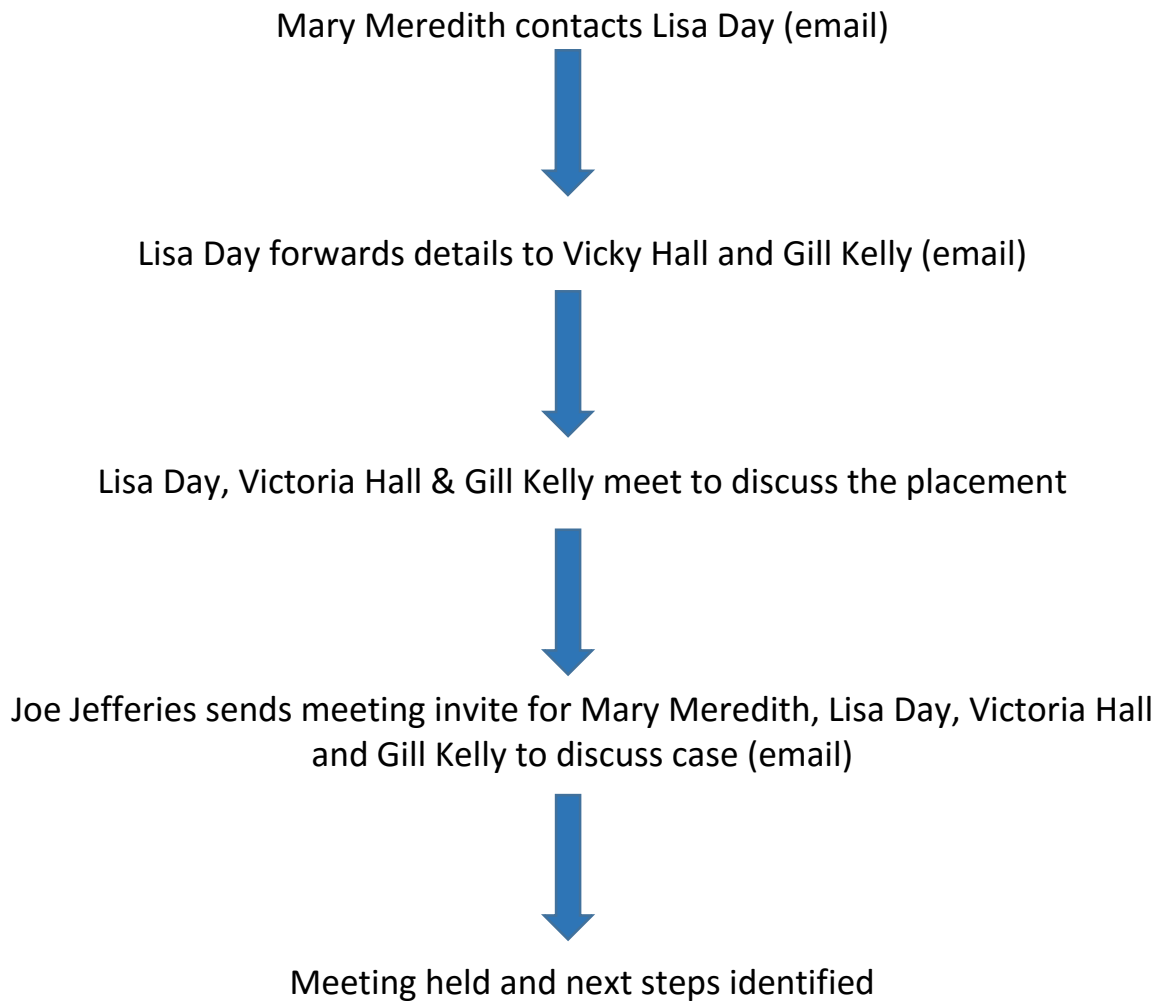
CS actions central admin placing students on Arbor



Student starts at LTLC



## Process for exceptional cases accessing LTLC



***NB: If any emails or phone calls from any other LCC officers regarding exceptional cases are sent to other staff within LCC, these must be forwarded to LD, cc original sender – quoting: Lisa Day is the only contact for any admission into the LTLC and I am forwarding this on the her. LD will then follow up with any exceptional cases which have not come via MM by contacting MM directly.***