

School Placement Protocol for Looked After Children

	Who	What	
Step 1	DT/ESLAC/social worker/foster carer	Concern expressed that school placement is unstable.	
Step 2	ESLAC team manager	Contacts school - DT and/or HT.	
Step 3	ESLAC worker	Chronology and gathering of evidence initiated.	
Step 4	ESLAC team manager	Requests evidence from the DT of interventions used to stabilise the placement, over time.	
Step 5	ESLAC worker	Regular updates are made to the pupil's ICS file and the SW is fully informed.	
		Gathers the views of the pupil and the view of the FC/RP.	
Step 6	ESLAC team manager	Convenes a meeting with the DT, ESLAC worker and SW: <ul style="list-style-type: none"> informal re-assessment of need discuss possible alternative placements use template - at least 5 reasons why school placement change required, at least 5 reasons why alternatives might be viable. 	
Step 7	ESLAC team manager	Pupil has an EHCP	Pupil has no EHCP
		Urgent SEND/PEP review meeting convened as the pupil's circumstances are changing. SEND officer, IRO and SW to attend. DTs from potential alternative placements invited. If pupil placed out of authority, liaise with SEND department in that local authority to explore appropriate alternatives. Review informed by template with reasons for current placement breakdown.	Urgent PEP review meeting convened. IRO and SW to attend. DTs from potential alternative placements invited. Review informed by template with reasons for current placement breakdown. If pupil placed out of authority, liaise with Admissions team in that local authority to explore appropriate alternatives.

		Outcome that the case is included in the next SEND panel agenda.	
Step 8	ESLAC team manager	Meet with the DT and HT of the nominated school - with PEP, EHCP, school reports, professionals' reports, plan of support for the school.	Meet with the DT and HT of the nominated school - with PEP, school reports, professionals' reports, plan of support for the school.
Step 9	Social worker		Complete admission form for pupil
Step 10	ESLAC team manager	Close monitoring of the new school placement, reviewed after 6 weeks with ESLAC worker, DT, SW, and FC/RP.	Close monitoring of the new school placement, reviewed after 6 weeks with ESLAC worker, DT, SW, and FC/RP.
Step 11	ESLAC worker, social worker	PEP, EHCP and ICS updated as appropriate	PEP and ICS updated as appropriate

Key	
ESLAC	Education support for looked after children team
DT	Designated Teacher, school
HT	Headteacher
SW	Social Worker
IRO	Independent Reviewing Officer
FC	Foster carer
RP	Residential placement
PEP	Personal Education Plan
SEND	Special Educational Needs and Disabilities
EHCP	Education, Health and Care Plan
ICS	Social care case management system

