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| SEMH Pathways Panel Handbook |
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| Co–produced by Children’s Services, AIP chairs, schools and academy trusts 2017  |
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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 2022/2023**

**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 and Families Services (CF) and other partner agencies.
* Administrative support.

The handbook contains:

* Information on where to seek support in Leeds for young people with specialist SEMH needs.
* Details on the process and requirements for cases to come to the SEMH Pathways Panel.
* Contact information for schools and academies, AIPs, CF services and partner agencies.
* Outline of financial arrangements and processes.

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7. Financial information (TBC April 2023)
8. **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 contributes to this vision by providing a partnership response for children and young people in exceptional circumstances. 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 and next steps

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 including whether there is need for a short term placement prior to return to the Fair Access Panel (FAP).
* 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, and offer of a clear graduated approach for a child identified as SEND , an emergency situation has occurred.

The panel membership will be formed of:

* Vulnerable Learners Lead - Co Chair
* Principal Educational Psychologist – Co Chair
* AIP representative
* Children Missing Out on Education (CMOE) Lead
* SENSAP lead or representative
* Primary, Secondary school and academy representatives
* Early Help/ a representative linked to social care
* Virtual School representative

Additional Panel members may include:

* Youth Offending representative (to be confirmed)
* CAMHS / health representatives

The panel will be quorate if six representatives are present

**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 5 days of the panel meeting to the referrer via Synergy.
* 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.
1. **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. **PX cases do not require pupil and parent views to be filled in.**

The form will be completed and quality assured for all students by the relevant AIP Lead before coming to the panel.

The panel will meet each week on Tuesday.

* Referral forms for exceptional SEMH cases need to be received by 12 noon on the Wednesday prior to panel.
* Incomplete forms will be returned and missing information requested.
* PX cases will be heard at the nearest available panel to notification to LA (and if possible prior to governors’ meetings)

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](https://leedseducationhub.sharepoint.com/inclusion/Lists/News%20%20Updates/DispForm.aspx?ID=20).

**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 in consultation with the Area Inclusion Partnership prior to referral to panel.

Guidance for schools and academies on strategies can be found in the appendices of examples of waved support for SEMH. Further guidance can be found in the SEND Code of Practice 2015 and the FFI handbook provision grids.

**School and academy responsibility**

* Complete the appropriate sections of the form. All sections must be completed. Schools must include individual planning records already in use within the setting. (See appendix 2).
* Ensure details of provision, strategies provided so far and impact measures and attainment levels are clear within vial attached planning provision and review documents.
* Ensure that parents read and sign the request form.
* Schools hold responsibility to inform the parents and carers of the panel’s recommendations for exceptional cases.
* Include SENCO signature.
* Send completed form to AIP lead for quality assurance with requested SEND plans. The AIP lead will discuss with the school and forward to the panel.
* Identify the most appropriate member of staff to attend the panel meeting to present the case.

 Please see section on Information on Panel Meeting for further detail.

**AIP responsibility**

* All forms will be quality assured and signed off by AIP lead officers before sending to the Panel administration team. In the discussions between the school and AIP, implementation of further intervention or strategies may be agreed prior to submission to the panel.
* Forms will be sent to pathways@leeds.gov.uk
* Be prepared to come to Panel for every school referral in your area.

**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 5 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.
* Where the recommendation of the panel is that the young person has need of city exceptional place the next steps will identify the length of time. The AIP lead will be responsible for review of city places unless otherwise stated.
	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 and include the relevant paperwork to clearly indicate:
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

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**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 ensure that parents are aware of the recommendations from the Panel – this is likely to be via the AIP lead who has on going contact with the parent. Where the presentation to the SEMH Panel happens prior to the governors meeting, the LA rep will ensure governors have this information.

**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 and communication with parent.
* Where the panel has indicated a return to Fair Access Panel, the AIP will prepare for the child to be presented to FAP with all suitable information and support.

**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 contacts 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.