



The Levett School

Positivity | Determination | Reflection | Integrity

## The Levett School

*Information regarding Registration of Pupils with the  
Levett School*



## Introduction

The Levett School is a learning organisation that is enriched by a wide diversity of people from all walks of life. We strive to recognise and celebrate this diversity in our work. We believe that the experiences that our students bring with them to the school represent a positive gain to our community.

At The Levett School we aim to challenge and excite learners and adults by providing a flexible and dynamic learning environment for all. Our day-to-day practice is firmly grounded in the belief that everyone irrespective of attainment has the capacity to learn and develop creatively. Therefore, one of The Levett School's fundamental aims is to ensure that the diverse talents of every learner are fulfilled. This staff reference file aims to aid every member of staff achieve this goal.

Karen Green  
*Executive Headteacher*  
September 2018

## About the School

The Levett School is a Local Authority Pupil Referral Unit in Doncaster that provides an educational provision for Key Stage 1/2/3 pupils who have been permanently excluded or are at risk of permanent exclusion from Mainstream schools. The provision is set across two sites, the primary site is on Melton Road, Sprotborough and the secondary site is at Lansdowne Road, Intake.

The aim of the school is to provide short term provision for young people to access a school curriculum but to also provide therapeutic support to address the issues that have resulted in them becoming disengaged with school. Pupils are taught in smaller class group sizes to enable higher levels of staff/pupil ratio to support in overcoming any barriers to learning and to reengage with their education and improve their own self confidence and esteem.

The redesigned curriculum has a topic-based approach where all subjects are taught around a learning focus each half term. We aim to provide a practical curriculum to ensure pupils can access the topics but also bring their learning to life through a variety of activities that are delivered in and out of the classroom environment.

All pupils have high levels of pastoral support including a range of staff who deliver bespoke programmes outside the classroom to support children in their learning and managing their behaviour. The therapeutic aspect of the school curriculum is seen as a vital part of the schools work with its pupils, the aim of the school is to not only provide an education for children who are unable to access mainstream education, but also to identify the underlying reasons as to why they have become disengaged and to provide support and appropriate therapy to enable them to reintegrate back to their mainstream school.



## **Admission Process**

Pupils are allocated to the Levett School by the Local Authority through decisions made at their SEN and Inclusion panels. For the majority of pupils allocated a place at Levett they should not be taken off role by their mainstream school's role but should remain registered, as Dual Registered (Main}. Pupils will be admitted to the Levett role as Dual Registered (Subsidiary). For a small number of pupils who have been twice permanently excluded, the single role and Levetts role will be directed by the local Authority.

An admission meeting is held at the Levett School with representatives from the referring school and parents/carers invited to attend.. During the meeting, the admission booklet is completed so the pupil can be fully registered on our system. At the meeting, the 5 opportunities/visits a pupil needs to successfully complete before they can be admitted on to role are also agreed. It is the responsibility of the mainstream school and parents/carers to arrange transport for these visits. The details are confirmed to all parties in a letter along with the proposed start date at The Levett School

The mainstream school will also be required to send through the latest assessment data before the pupil comes on role so the staff are aware of the levels they are currently working at. Child protection files, behaviour logs, risk assessments, SEN plans etc. might also be shared before the child starts.

Taxi requests are submitted to the Pupil Transport Team who then send out a tender for the new pupil transport request, this process can take over two weeks. During this time, it is the referring school and parent/carers responsibility to transport the pupil to the Levett. The Transport Team will inform parents directly with the details of the start date and transport arrangements when the taxi is in place.

## **Placement Funding**

It was agreed at Schools Forum, from January 2017, schools should contribute to the placement of their pupil at The Levett School. It was agreed that for the first year a contribution of £5,000 will be requested for a pupil's placement at the Levett. A copy of the original letter from the Local Authority sent to all school in March 2016 is attached in Appendix 1.

Placement funding is invoiced termly and will cover the period of dual registration, if a pupil returns to mainstream within the first year then the charge would only be for the time whilst they were dual registered.

After the first year the Local Authority meet the full cost of the placement funding. Any placement funding received by the Levett is removed from the funding allocation received from the Local Authority.

Some pupils are placed at The Levett by the Local Authority as part of a permanent exclusion, in these cases the Local Authority will invoice the school directly.



## Pupil Premium

Pupil Premium funding is allocated by the DfE using the Autumn census information submitted by schools each year. They only pay the Pupil Premium to the school where the pupil is recorded as having the Main Dual Registration.

To ensure the identified pupils benefit from the funding, the Levett School will invoice the mainstream school each term. We feel termly is the most effective way to invoice however if preferred schools can request the invoice to be done annually. The funding is used to provide school uniform, breakfast club, Learning Mentor support, counselling etc. The full use of Pupil Premium funding is published on the schools website.

Invoices for Pupil Premium will continue to be sent out until the pupil leaves the Levett or is no longer on role at the mainstream eg. Transition from Primary to Secondary school.

**The following is taken from the DfE guidance on Pupil Premium:**

Pupil Premium Grant is money from the public purse, which headteachers are accountable for, in terms of appropriate usage.

Government guidance, on pupil premium conditions of grant states:

*The Secretary of State for Education lays down the following terms and conditions on which assistance is given in relation to the pupil premium grant (PPG) payable to schools and local authorities for the financial year beginning 1 April 2018. PPG provides funding for:*

*Raising the attainment of disadvantaged pupils of all abilities to reach their potential*

*The grant may be spent in the following ways:*

- for the educational benefit of pupils registered at that school*
- for the benefit of pupils registered at other maintained schools or academies*

The Ofsted report into pupil premium made the following recommendations:

*School leaders, including governing bodies, should ensure that Pupil Premium funding is not simply absorbed into mainstream budgets, but instead is carefully targeted at the designated children. They should be able to identify clearly how the money is being spent.*

*School leaders, including governing bodies, should evaluate their Pupil Premium spending, avoid spending it on activities that have little impact on achievement for their disadvantaged pupils, and spend it in ways known to be most effective.*



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Ref: JMLE  
Date: 14<sup>th</sup> March 2016

Dear Colleague,  
Re Alternative Provision and Funding reform for pupils on placement out of their Mainstream school.

Following a detailed review of the statutory guidance entitled **School Funding Reform: Next Steps Towards a Fairer System, 2012, DfE and High Needs Funding: Alternative Provision Additional Guidance 2016-17, September 2015, DfE**, consultation took place with Schools Forum, High Needs Block Sub Group and the membership of the Behaviour and Attendance Board.

I am writing to notify you of two key changes relating to how we fund alternative provision for children who need a placement out of their mainstream school that has been approved by those representative groups. The changes and timelines are as follows:

**1. Changes to the way in which our PRUs are funded**

We are changing the way in which our PRUs are funded to bring us in line with DfE guidance. Currently the whole cost of a PRU placement (£150000) is met from High Needs Block. In future, the Local Authority will delegate £10,000 per pupil place directly to the PRU. Schools/academies that seek the support of the PRU for a pupil placement will fund the 'plus' or top up element direct to the PRU. The top up amount has been agreed at £5000 per pupil placement for any pupils placed in the PRU from September 2016. The top up figure reflects national averages, mid value bandings for SEN and is currently within the notional SEN budget of a school/academy. The top-up amount will be charged pro-rata based on length of placement.

**2. Avoiding perverse incentives for the use of permanent exclusion**

As above, whether or not a permanent exclusion notified to the LA is prevented, the top up value of £5000 pro rata will be passed directly to the receiving school or alternative provider where a change of placement occurs. In order to continue to drive inclusive behaviour across the borough and to avoid creating a perverse incentive to Headteachers to exclude Pupils the levy similar to that which is already agreed with Secondary Principals for permanent exclusions at Key Stage 3 (£10000) will be extended from September 2016 across all Key Stages. The levy

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will only apply in situations where the school/academy insist on completing a permanent exclusion rather than seeking alternatives to meet individual children's needs. The levy will be used to fund the alternative placements for those children and young people subject to a permanent exclusion. We expect to only raise the levy in exceptional circumstances and to continue to work collaboratively with schools and academies to offer appropriate alternative placements for children and young people who require them.

We intend to meet with Headteacher forums during the summer term to explain the rationale and statutory guidance that has formed the basis of the changes and to answer any questions you may have. The statutory guidance referred to can be accessed via the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/462503/HNNeeds\\_AP\\_Guide\\_04.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/462503/HNNeeds_AP_Guide_04.pdf)  
The detailed proposals presented and discussed with various forums are also attached.

If you have any immediate questions please contact me on 01302 737201.

Yours sincerely

Jo Moxon  
Assistant Director  
Education Learning and Achievement  
Enc.

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