**Request for Single Registration at PRU**

The PRUs in Kent have been reviewed and reorganised to ensure PRU resources are in the hands of local Head teachers, enabling them to oversee the provision and maintain the responsibility for their students through the PRU Management Committees. A key principle has been that they should be primarily for short term respite with successful re-integration to mainstream school. Where alternative provision is being made for a KS4 programme, the pupils remain the responsibility of mainstream schools as they commission and should own that provision. Ofsted holds schools to account for the alternative provision made for pupils in KS4 and the results that are achieved.

The agreement for the PRU review was that we would dramatically reduce permanent exclusions and use the resources more flexibly to support vulnerable learners at risk of exclusion and to substantially improve the quality of alternative provision.

Pupils attending PRUs are not permitted to be taken off the roll of school to have sole registration at the PRU, unless there are exceptional circumstances. **These exceptions are when a school cannot reasonably be deemed to be held accountable for the education of the pupil.** Exceptions may include:

* where all reasonable intervention strategies by the school have been exhausted and the pupil is referred in the last 2 terms of compulsory education (ie from January onwards of Year 11).
* the pupil in Year 11 has already experienced two or more unsuccessful managed moves in KS4.
* the young person has been released from custody and is not currently on a school roll, or is under bail conditions which do not permit attendance at a mainstream school.
* or the young person has been absent from school, and the PRU, for more than one year.

This referral is to request the named pupil be removed from the roll of the school and solely registered at the PRU. The school will transfer the AWPU equivalent funding for the pupil to the PRU if this is the locally agreed arrangement.

**Young Persons Details:**

|  |  |  |
| --- | --- | --- |
| Name of young person: Click here to enter text. | UPN: Click here to enter text. | Date of Birth: Click here to enter a date.  Year Group: Click here to enter text. |
| Parent(s)/Carer(s): Click here to enter text. | | |
| Address: Click here to enter text.  Postcode: Click here to enter text. | | |
| Tel no: Click here to enter text. Email: Click here to enter text. | | |
| School: Click here to enter text. Tel no: Click here to enter text.  Last date in school: | | |
| School Contact:Click here to enter text. Role: Click here to enter text.  Direct line tel:Click here to enter text. Email: Click here to enter text. | | |
| Previous Schools: | | |

**Details of PRU Roll:**

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| --- |
| Is young person currently on roll to a PRU? (Request for single roll will not be considered unless young person has already been admitted to a PRU): Click here to enter text. |
| Name of the PRU: Click here to enter text. |
| Date young person started at PRU: Click here to enter text. |
| Contact name and details of the PRU: Click here to enter text. |
| Address: Click here to enter text.  Postcode: Click here to enter text. |
| Tel no: Click here to enter text. Email: Click here to enter text. |
| **Reason for referral to the PRU**  Click here to enter text. |

**Exceptional circumstances:**

|  |
| --- |
| Description of exceptional circumstance: Click here to enter text. |
| Proposed post 16 destination: Click here to enter text. |

The completed forms must be sent/ emailed to:

|  |  |
| --- | --- |
| Monifa Forson  PA to Head of PIAS,  Room M4.26, Sessions House l Maidstone l Kent ME14 1XQ | Email:  Monifa.forson@kent.gov.uk |

Each case will be considered carefully and discussed with the Headteacher of the PRU and the Head of PRUs, Inclusion and Attendance Service, and must be agreed before any sole registrations take place.

Notification of outcome of request will be sent out

|  |  |
| --- | --- |
| **Name of person completing the request:** | **Contact details:** |