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| <b>Family Early Help Service</b>                                       |
| <b>Single Point of Contact (SPOC) Visit Procedures for All Schools</b> |
| <b>2019-2020</b>   |

The following procedure is for all schools and takes account of the importance of close working links between schools, Family Early Help (FEH) and the Local Authority, irrespective of their maintained or academy status, and whether the school has opted to 'trade' with the Local Authority .

The SPOC visit will help schools and the Local Authority review children and young people at risk through poor attendance or exclusion and the services in place for them.

### **The aim of the SPOC visit**

The visit will provide a regular opportunity for schools to review their response to children flagged as persistently absent (PA), and identify cases where the threshold for statutory intervention from the Local Authority Education Inclusion Team is met. It will also be an opportunity to review the school's response to any children who may be at risk of permanent exclusion and whether a referral to the FEH service is required to reduce this risk.

It will focus on key areas linked to local and national priorities:

- Reducing persistent school absence
- Ensuring children do not go 'missing from education'
- Advising upon and tracking managed moves
- Advising upon and tracking alternative provision placements
- Supporting the duty to safeguard and promote the welfare of children

Finally, it will provide a regular opportunity for the school to raise and discuss general issues or concerns relating to the interface between the school and the Local Authority.

### **The role of the SPOC**

Each school will be allocated a named single point of contact within the FEH Service.

At the beginning of the school year, the SPOC will contact the School Head or other designated representative to agree dates for the termly SPOC visits.

Ten working days prior to the visit, the SPOC will forward the SPOC Visit Pro Forma to the identified school representative. The school will be asked to return this no later than five working days prior to the meeting in order to enable the SPOC to complete checks prior to the visit.

*The visit will be used to review the following data:*

1. The top 10% of children identified as PA in school
2. *(For primary schools)* All children who have had at least five school days of fixed term exclusions in the last consecutive three terms
3. *(For secondary schools)* All children who have had at least 10 days of fixed term exclusion in the last three consecutive terms
4. Any other child for whom there is evidence of an imminent risk of permanent exclusion

*In each case, the aim of the discussion will be to:*

1. Identify children who meet the threshold to refer for statutory education intervention from the Local Authority and provisionally agree whether such action should be taken
2. Identify children who meet the threshold for the school to refer to Family Early Help in order to prevent exclusion and provisionally agree whether such action should be taken
3. Record the decision in relation to action to be taken

*The meeting will also provide an opportunity to review and record:*

1. Managed moves, including how many have been requested internally and externally, and details of those actually agreed and facilitated
2. Children who have remained on roll but are placed in alternative provision

The SPOC is also available to offer advice and guidance on the FEH offer at any time, including consultation and advice around potential referrals, general safeguarding issues and referrals into the Multi-Agency Safeguarding Hub (MASH).

### **Duty to Inform the Local Authority of Exclusions**

Although reviewing students at risk of exclusion will form a core element of the SPOC visit, we would respectfully remind our school partners of the requirement for head teachers, 'without delay', to inform the local authority of:

- any permanent exclusion (including where a fixed-period exclusion is followed by a decision to permanently exclude the pupil);
- any exclusion which would result in the pupil being excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and
- any exclusion which would result in the pupil missing a public examination or national curriculum test.

(DfE, 'Exclusion from maintained schools, academies and pupil referral units in England', 2017)

Finally, schools are asked to provide SPOCs at the termly visit with the details of any other exclusions not already notified, as per Section 51A Education Act 2002 and regulations made under that section.

**For internal use only**

Each FEH team manager will have a named file on the Family Early Help shared drive with folders for each school, and sub folders for meeting records, emails and correspondence.

SPOCs will need to maintain phone logs for all contact held outside of the SPOC visit.