



Service Offer from

Nottinghamshire County Council's

Targeted Support Service

to

Leen Mills Primary School

What is Targeted Support?

- Targeted Support is a Service for young people aged 8-18 who are Nottinghamshire Residents and who are vulnerable but who are not at immediate risk of harm.
- Targeted Support is for those young people who meet the threshold criteria for Tier Three services in the **Pathway to Provision**.
www.nottinghamshire.gov.uk/pathwaytoprovision
- Common factors in young people who need Targeted Support include:
 1. Problems with attendance or behaviour at school,
 2. Problems with drugs or alcohol,
 3. Difficulties finding work, training or re-entering education having left school,
 4. Being at risk of getting involved in anti-social behaviour and/or crime,
 5. Going missing from home or school
 6. Being homeless or at risk of homelessness,
 7. Being Young carers
 8. Being teenage parents.
- Targeted Support is committed to ensuring that each young person has:
 1. **A Targeted Support Case Manager** – someone to talk to and to coordinate all the services they need,
 2. **A structured assessment and a clear plan** – which is not repetitive, is easy to understand and actively includes their views,
 3. **Support for them and their family** – to maximise the long term chances of a successful outcome.
- Targeted Support is a partnership managed by the local authority and with involvement by the police, health services, probation and not-for-profit and voluntary sector agencies



Nottinghamshire Healthcare **NHS**
NHS Trust

The Nottinghamshire County Council Targeted Support Service will:

- Accept requests for services for young people who meet Targeted Support threshold criteria (Tier 3 Pathway to Provision) from both maintained schools and academies (secondary and primary)
- Provide a named link to each school and academy from the Targeted Support Locality Teams
- Manage the day to day work of the Targeted Support Case Managers.
- Ensure that Case Managers follow the Policy and Procedures of the Nottinghamshire Safeguarding Children's Board
- Ensure all Case Managers working with young people have an enhanced CRB check which is renewed every three years.
- Record all contacts with the young person and their family on the Targeted Support database **CareWorks**.
- Ensure that Schools are informed if children, young people and their families are eligible for the Troubled Families Programme and that the relevant 'Supporting Families Team' is contacted. (it will be on Care Works...)
- offer all schools at least one a year to check the right pupils were being referred and registers were being completed correctly/pupils getting their entitlement

Leen Mills Primary School is requested to:

- Refer young people to the service using the **Targeted Support Request Form**
- Make Children/Young People and their Parents/Carers aware of the Targeted Support Service
- Provide where possible, appropriate, confidential facilities for Targeted Support Case Managers to be able to meet with students and their parents/carers in school
- Support the delivery of the September Guarantee and the Raising of the Participation Age by providing the Local Authority through Targeted Support with information about offers made to young people and information about students on roll at the school/academy and 6th form
- Provide the Local Authority through Targeted Support with details of early leavers to NEET (Not in Education, Employment and Training)
- Provide the most appropriate Careers Information, Advice and Guidance arrangements for students in line with the Department of Education's Statutory Guidance
- Provide the necessary attendance data for individual pupils at the point of referral to Targeted Support
- Provide aggregate attendance data as appropriate
- Provide to the local authority Troubled Families Co-ordinator details of children and young people with less than 85% attendance; 3 or more fixed-term exclusions or a permanent exclusion for the purposes of enrolling relevant children, young people and families into the Troubled Families Programme.
- Provide the Youth Justice Service with all relevant requested information (see 4.1) through the identified Targeted Support Case Manager.

Attendance Issues (General):

2.1 The Targeted Support Service will only take referrals for cases of persistent absence (85% or below) where:

- a significant proportion of the pupil's absence is unauthorised by the school.
- There is evidence that the parents/carers have been notified by the school about the concerns around their child's attendance and
- The schools can evidence that they have made reasonable efforts to meet with the parents to explore the underlying issues and identify and implement possible solutions.

2.2 The absence should relate to the previous 6 to 10 weeks prior to referral

2.3 Engagement with parents/carers prior to making a referral to Targeted Support ensures that there is evidence that the parent/carers have been formally notified of the concern by the school and have been provided with a reasonable opportunity to resolve the issue.

2.4 The Local Authority through Targeted Support will prosecute cases of persistent absence where an individual case meets the criteria set out in the County Council Enforcement Policy and in the case of Penalty Notices, the Nottinghamshire Code of Conduct. In particular, there should be a realistic prospect of conviction and it must be in the public interest to take a case before the court. In addition, we would need to be confident that all reasonable steps had been taken (either by the school or a local authority representative) to try to engage with the parents to understand and address any underlying issues as an alternative to prosecution.

2.5 The Local Authority is unable to act on or prosecute parents/carers for any absences that have been authorised by the school.

2.6 All schools will have a named Case Manager (Education Welfare) who will meet with a designated member of staff once during each term.

2.7. Individual Schools/Academies are responsible for monitoring individual pupil attendance and for ensuring that the attendance register is accurate and up to date.

2.8. It is the responsibility of the school through the application of its own resources and policies to manage pupil absence up to the point that the pupil's absence is defined as persistent.

2.9 Where parents have failed to engage and the absence level does not yet meet the persistent absence threshold but the school wishes to be proactive and visit the family at home but do not have the capacity to do this themselves, then schools can commission the local authority to undertake a home visit on their behalf.

Leen Mills Primary School will record all their interventions with families regarding school attendance. Notes will be contemporaneous, dated and signed as they may be used in legal proceedings as evidence.

Making the referral:

2.10 Leen Mills Primary School will complete the standard Targeted Support referral form to include the following information:

- The barriers to attendance that have been identified
- The views of the parent / carer's
- The views of the child or young person
- What specific steps the school has taken to address the absences?
- Other wider issues impacting on the child/young person and their family

Relevant documentation including attendance record must be included.

On receiving the referral

2.11 On receiving a referral related specifically to attendance, Targeted Support will

- Allocate a Case Manager to the child/young person for whom the referral has been made.
- Issue or give serious consideration to issuing a Notice to Attend to the parents following an initial meeting with the family.
- Undertake an assessment of the young person to ascertain why their attendance is an issue. For young people at Level 3 in the Pathway to Provision the assessment will be the Family CAF.
- Share and explain a copy of the attendance register with the parent or carer
- Make it clear to the parent or carer both verbally and in writing that there is concern over the child's attendance and that the seriousness of the concern may lead to prosecution
- Include the parents/carers in the assessment,
- Develop and implement an action plan to address the issues impacting on the pupils attendance,
- Work with the school to explore any strategies for addressing the attendance issue. These might include addressing issues of bullying, offering mentoring, making temporary adaptations to the pupil's timetable or considering transport issues.

2.12 At the point a new referral for persistent absence is received by Targeted Support, the service will take into consideration any support and actions that have already been put into place by the school to determine what the most appropriate next steps should be.

2.13 The Targeted Support Case Manager will record all their interventions with the young person and their family regarding school attendance. Notes

will be timely (made within three days of the intervention), dated and signed as they may be used in legal proceedings as evidence.

Proceeding to Prosecution:

2.14 Prosecutions will be undertaken in line with the County Council's Enforcement Policy. Prosecutions will be undertaken by a Senior Case Manager (Education Welfare) within Targeted Support to allow the designated Case Manager to continue to work with the child/young person and their family.

Pupils Missing from Education

2.15 In the event that a child is absent continually for a period above 10days and school have not been made aware of the reason for this then the school must try to trace the pupil with support from the Local Authority. This time period can be shorter if there a safeguarding concerns.

2.16 Pupils must remain on roll until all reasonable enquiries are completed. Once these are complete and if the child has still not been traced they should be placed on the S2S website. The child could be removed from the school roll following 20+ days of continuous absence if they have not been traced and the reason for absence remains unknown, the Local Authority must be informed of this deletion.

Careers Guidance, Raising the Participation age and Local arrangements for support young people identified as being most at risk of becoming NEET at the end of KS4.

Career Guidance:

Statutory Guidance is available from the DfE at the link below:

<http://www.education.gov.uk/schools/pupilsupport/inclusionandlearnersupport/b0077473/supporting-post-16-transition>

3.1 Following the 2011 Education Act, Local Authorities are no longer responsible for commissioning or delivering universal Careers information advice and guidance to young people in school.

Since September 2012, schools have been under a duty to secure access to independent and impartial careers guidance¹ for their pupils in years 9-11 on the full range of post-16 options, including Apprenticeships. Academies and Free Schools opening since September 2012 are subject to an equivalent requirement in their funding agreements and the DfE are taking action to encourage all Academies who opened before this to adopt this provision.

As outlined in the statutory guidance, “From September 2013, the careers duty will be extended to years 8-13 and an equivalent requirement will be applied to 16-18 year olds in colleges through funding agreements. Schools are expected to engage, as appropriate, in partnership with external, expert careers providers but are otherwise free to make arrangements that fit the needs and circumstances of their students. In fulfilling their new duty, schools should secure access to independent face-to-face careers guidance where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities. “

Raising of the Participation Age

Statutory Guidance is available from the DfE through the link below:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/rpa>

3.2 The 2008 Education and Skills Act places a duty on young people from September 2013 **to participate in education or training until the end of the academic year in which they turn 17. From 2015, this will rise to their 18th birthday.**

Under the Raising of the Participation Age legislation and Statutory Guidance, the Local Authority is responsible for:

- promoting participation in learning for all young people aged 16-18
- tracking post 16 participation (using CCIS)
- providing targeted support to vulnerable young people and to young people who are NEET (Not in Education, Employment or Training).

3.3 According to the RPA Guidance, Local authorities are “expected to continue to work with schools to identify those who are in need of **targeted support** or who are at risk of not participating post-16. They will need to agree how these young people can be referred for intensive support, drawn from the range of education and training support services available locally. Tools such as risk of NEET indicators may support this”

3.4 Schools 6th Forms, Colleges and training providers are required to:

- promote good attendance of 16/17 year olds
- Inform local authority support services if a young person (aged 16 or 17) has dropped out of learning. (Section 13 of the 2008 ESA)

3.2 All schools will have a named Targeted Support Case Manager (Futures).

3.3 Young people who meet the thresholds for Targeted Support and who have a range of issues that are likely to result in the young person becoming NEET can be referred to Targeted Support using the **Targeted Support Request Form**.

3.4 In addition to this, Targeted Support will work proactively with the school to identify young people who have key risk of NEET indicators to determine which ones would benefit from a referral to Targeted Support.

3.5 Students will initially be identified using the Risk of NEET Indicator report using the following criteria:

- students on Free school meals who are unlikely to achieve the required academic standard at the end of KS4 (full level 2 / 5+A*-C GCSE's including English and Maths

Plus a minimum of one of the following:

- Students with significant attendance issues
- Teenage parents
- Students with Learning Difficulties and Disabilities (specifically those a statement of SEN and those who are designated School Action Plus in Year 11).

Once referred to the Targeted Support by the school. These young people will have an **Assessment** of their needs and an **Intervention Plan** which will include any appropriate Careers Information, Advice and Guidance support provided by a Targeted Support Case Manager (Futures).

3.5 Young people with cases open to the Youth Justice Service with issues around their education will automatically be allocated a Youth Justice ETE Advisor or Targeted Support Case Manager.

Students with Special Educational needs:

3.6 Targeted Support will also allocate a Case Manager (Futures) with a specialism in working with young people with Learning Difficulties and Disabilities and their families to support students with Statements of SEN and students designated School Action Plus with High Level Needs funding.

These Targeted Support Case Managers will:

- Attend Year 9 reviews
- Work proactively with students at a point of transition,
- Complete Section 139a Assessments
- Support students with SEN and their families with Post Year 11/Year 14 college applications including applications for funding of high cost placements.

Nottinghamshire Youth Justice Service

4.1 The Youth Justice Service supervises young people on statutory court orders following a prosecution of a criminal offence. Youth Justice Services give every young person who has offended one to one support and this includes additional support from colleagues in the Targeted Support Service.

4.2 Youth Justice & Targeted Support Case Managers may need to request additional behaviour and attendance information for individual pupils for the following purposes:

- A pre sentence report to Her Majesty's Court Service.
- To make a recommendation of an education requirement attached to a Youth Rehabilitation Order.
- Facilitate the transfer of educational information to the secure estate following a custodial sentence.
- To inform Youth Justice planning, risk and vulnerability assessments.
- To support schools and academies in managing the risk posed by individual pupils.

5. Contracted Substance Misuse Interventions as an alternative to Exclusion (permanent or fixed term).

5.1 Targeted Support through Substance Misuse Case Managers is able to offer time limited, planned and contracted interventions for pupils in school as an alternative to exclusion (permanent or fixed term) where there is

- A specific substance related incident in school (possession or misuse of substances)
- Evidence of substance misuse.

5.2 Interventions will take place over 6 weeks with a clear expectation that young people attend, are punctual and engage meaningfully with the content of the programme.

5.3 The interventions will focus on the risks and consequences of substance misuse.

5.4 Young people will be asked to sign a contract making a commitment to participating meaningfully in each of the sessions.

5.5 The content of the sessions will remain confidential unless there is a safeguarding concern.

5.6 However, Targeted Support will keep the school informed about how well the young people did in terms of their attendance at sessions and how meaningfully they participated in the sessions.

5.7 Referrals for this service can go direct to the Targeted Support Specialist Services team via e-mail to ts.specialistservices@nottscc.gov.uk

Targeted Support Locality Referral Points:

<p>Locality Team South (Gedling/Rushcliffe/Broxtowe) e-mail: ts.south@nottscc.gov.uk Phone: 0115 8546049 Fax: 0115 8546037</p>	<p>Locality Team West (Ashfield / Mansfield) e-mail: ts.west@nottscc.gov.uk Phone: 01623 434238 Fax: 01623 434128</p>	<p>Locality Team North (Bassetlaw / Newark & Sherwood) e-mail: ts.north@nottscc.gov.uk Phone: 01623 520438 Fax: 01623 520095</p>
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