



**VULNERABLE PUPIL TRACKING
MULTI-AGENCY GROUP
TERMS OF REFERENCE**

Last updated: 17 July 2023

1. **CONTEXT**

The Vulnerable Pupil Tracking Group (the Group) has been established to ensure a consistent and transparent approach to building multiagency support for children and young people who are missing education (CME) or those who are not in full time education, and where progress towards a return to full time education has stalled. This will include children and young people with a 'C' attendance code as well as children younger than statutory school age who are entitled to educational provision but are out of education or have no school place.

Members of the Group will make suggestions and offer resources to support a multiagency approach for each case.

Group members can add children and young people for discussion as concerns arise. Each request will be considered on an individual basis and in relation to the child or young person's Education, Health and Social Care needs.

2. **MEMBERSHIP**

The group will be made up of a range of professionals from Education, Health and a Social Care. The following representatives will form the core group:

- Strategic Lead for SEND and Inclusion (Chair)
- Service Manager, Inclusion/Service Lead, SEND Support (from Sep23)
- EHC Assessment and Review Team Manager
- Primary Inclusion Leads/Primary SEND Support Leads (from Sep23)
- Secondary Inclusion Lead
- Head of Service, Family Help
- Service Manager Attendance and Exclusions
- Virtual School Headteacher
- Designated Clinical Officer
- Team Manager (Children with Disabilities Service)

If core group members are unable to attend, they will nominate an appropriate substitute.

Additional representatives may be invited to attend the Group on an advisory basis for cases where specialist advice is required:

- Education Health and Care Social Worker
- Senior Portage Worker

3. CHAIR

The Group will be chaired by the Strategic Lead for SEND and Inclusion who will ensure that all cases are monitored and there is consistency in the approach taken by supporting services.

The Chair will take responsibility for escalation where actions have not been completed resulting in children and young people remaining out of school.

In the absence of the Strategic Lead, a substitute will be named.

4. FREQUENCY AND LOCATION OF MEETINGS

The meetings will be organised by the Strategic Lead for SEND and Inclusion. The Group will meet weekly on Thursdays from 12.30 - 2pm via Microsoft Teams.

5. ADMINISTRATION AND RUNNING OF THE GROUP

A spreadsheet of those children and young people not in full time education will be held on SharePoint: [Vulnerable tracking group.xlsx \(sharepoint.com\)](#).

Core group members will have access to the spreadsheet and will take responsibility for keeping the information for cases they have brought to the Group updated on the spreadsheet prior to each group meeting.

Discussion will focus on the barriers preventing children and young people's return to full time education. Each service represented will consider the resource they can offer to support a return to school. All support offered by services will be decided on a case-by-case basis.

Discussion may include, for example:

- The extent to which provision in an EHC Plan or provision at SEN Support is being delivered.
- The extent to which children and young people in care, or those at Child in Need and other vulnerable groups of children are having their needs met in school and/or at home.
- The extent to which health needs are being met in school and/or at home, including mental health needs.

In addition, the Chair will take responsibility for the monitoring of cases and will draw additional discussion and actions to those children and young people who have been known to the Group for the longest period.

Any themes arising from discussions and monitoring activity will be reported to relevant services on a termly basis by the Chair.

6. CONFIDENTIALITY

All cases discussed by the Group are confidential and will not be discussed other than at professional meetings with parental consent.

7. REVIEWING ARRANGEMENTS

The Terms of Reference will be reviewed annually or in line with any changes in legislation, guidance or LA processes.

The next review is due in July 2024.