**1. Core Purpose:** The Pupil Educationally at Risk Hub (PEAR) will provide the strategic leadership to ensure that all children and young people (C&YP) at risk of not attending full time education are provided with effective support in an appropriate educational setting.

The PEAR hub aims:

1. To consider requests which have been triaged by a Specialist Advisory Teacher, Area Senco, Pupil Inclusion and Support Manager, Inclusion and Access Manager and/or EY school readiness hub.
2. To monitor the existing cases, open to the Specialist Advisory Teacher SEND/MV/EHE/SEMH/EWO Service.

**2. Term**: This Terms of Reference is effective from 26.02.2024 and will be ongoing until terminated by agreement between the parties.

 **3. Members:**

* Education Support and SEND Strategy Manager
* Specialist Advisory Teacher SEND/MV/EHE
* Inclusion and Access Manager
* Pupil Inclusion and Support Manager
* Virtual School - Extended Duties (Child in Need and Child Protection)
* Early Help Advisory Manager

Additional attendees if/when invited may include wider representatives of local authority services

* SEND Consultant
* Virtual school staff
* A representative from the EWO service (if applicable)
* EH Representative (if applicable)
* A representative from the RISE (if applicable)
* A representative from the Educational Psychology Service (if applicable)
* EY Readiness Hub representative (if applicable)

There will be guest schools at each panel to represent their cases.

1. **Roles and Responsibilities**
2. Role.
* To work as a part of a multi agency team to ensure that all C&YP **who are RBWM residents** have a FT educational offer (or as much as they are able to manage).
* To ensure that these placements are monitored and that if attendance becomes a significant concern, that a pupil is added to the list of those to be discussed at the meeting.
* To consider requests from schools (triaged via members listed above) regarding signposting and applications for funding and to decide upon any financial contribution.
* To aid schools to support pupils at significant risk of poor school attendance, including those who are medically vulnerable.
* To maintain a register of local Alternative Provision providers for schools to refer to if required.
* To maintain links with alternative provisions to ensure effective working relationships
1. Responsibility
* To attend all meetings. If unable to attend, to send a deputy representative.
* To ensure requests have been read in full prior to the meeting.
* To ensure that all matters arising and actions for the organisation identified, have been completed in a timely fashion.
* Referrals to the PEAR hub to include all relevant information to be shared at the meetings. All outcomes to be disseminated back to the original referrer.
* To ensure any and all relevant staff are made aware of final decisions, this could include but is not limited to: Social workers - Early Help Advisors - School SENCo or Headteacher - Safeguarding Leads - Designated teachers - SEMH leads - Assessment Leads
1. **Meetings**
* All meetings will be chaired by Education Support and SEND Strategy Manager
* A meeting quorum will be 4 members of the PEAR hub
* Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).
* If not possible, the chair will make the final decision.
* Meeting agendas and minutes will be provided by The Chair and/or Business Support, this includes:
	+ preparing and distributing agendas and supporting papers.
	+ preparing and distributing meeting notes and information.
* Meetings will be held once a month, members to allocate 90 minutes.
* If required, subgroup meetings will be arranged outside of these times at a time convenient to ensure that an identified action has been completed.