

Pupils Educationally at Risk Panel 2026/27

Terms of Reference

Context

- 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:

- A. To consider school requests following a consultation with a Specialist Advisory Teacher for the Medically Vulnerable, Pupil Inclusion and Support Manager, Inclusion and Access Manager, Social Emotional and Mental Health Coordinator and/or Education Welfare Manager..
- B. To provide strategies and signposting to pupils educationally at risk who are;
 - medically vulnerable
 - at risk of permanent exclusion
 - at risk of experiencing Emotionally Related School Avoidance
 - not yet school ready and in Reception or Year 1
- C. To provide access to Drawing and Talking intervention through the SEMH Service where there is capacity and outcomes identified.
- D. To consider referrals for access to Section 19 of the Education Act 1996.

- 2. Term:** This Terms of Reference is effective from 01/09/26 and will be ongoing until terminated by agreement between the parties.

3. Members

Name	Representing:	Name	Representing:
Anne Bishop (Independent Chair)	Area SENCo	David Griffiths	SEND
Alasdair Whitelaw	Access and Inclusion	Ryan Hill	Social Care
Sarah Scott	Early Help	Rosie Byne	Social Care
Annette Taylor	Education Welfare	Ruth Wesolowski	Social Care
Ryan Gordon	Health / NHS	Tiarnagh Jethwa	Social Care
Clare Raffaelli	Medically Vulnerable	Taziwa Makoni	Social Care
Debbie Nayar	Risk of PEX - SEMH	Christine Thomas (Consultation as necessary)	CAMHs - Getting Help Services
Rosie Gossage	Risk of PEX - Inclusion	Louise Hulse	Youth Justice Service

Rebecca Lloyd	Virtual School	Dorrie Hooson-Jones	The Anchor
Chesca Iorio	Inclusion Attendance Officer	Miral Patel	Youth Justice Service

Schools will be invited as a guest to the panel to present individual children as appropriate and necessary

4. Roles and Responsibilities

a. Roles

- 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, a pupil is added to the list of those to be discussed at the meeting.
- To consider requests from schools (consulted 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 "Working With" list of local Alternative Provision providers for schools to refer to if required.
- To maintain links with alternative provisions to ensure effective working relationships

b. 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.
- To ensure schools referring have accessed and implemented all reasonable adjustments, strategies and referrals (including Experts at Hand) prior to submitting a PEAR referral.
- To ensure 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 - Attendance Lead on SLT - Designated Safeguarding Lead

5. Meetings

- All meetings will be chaired by the Area SENCo
- A meeting quorum will be 5 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.
- Lead panel members will RAG rate cases to enable efficient processes and allocated meeting time for a case.
- Meeting agendas will be provided through the Chair and/or Business Support (we do not use *Google Gemini as the AI is unable to capture the meeting accurately due to the hybrid nature of the meeting - individual case leads will take notes and actions and coordinate outcomes*).
- Meetings will be held once a month, with members to allocate 150 minutes.
- On occasion, email ratification by panel members may be necessary in order to expedite an agreement.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to ensure that an identified action has been completed.