Coventry Education Partnership

12-week Preventative Placement Protocol

Coventry City Council
2026/27

Access to the 12-week Preventative Placement process is via the Coventry Alternative Provision (CAP) Multi-Agency Panel.

Further information can be found on the CAP website

Introduction

This protocol has been developed in line with the government guidance ***Behaviour in Schools*** **(February 2024)** and ***Suspension and permanent exclusion from maintained schools, academies and young person referral units in England, including young person movement*** **(July 2026)**.

It is intended for secondary headteachers and sets out the purpose, principles, responsibilities and process for implementing a 12-week Preventative Placement within Tier 2 of the CAP Graduated Model of Support.

This protocol applies to all academies and maintained schools and will operate in line with Arranging Alternative Provision - guide for LAs and schools.

This protocol does not apply to Coventry Alternative Provision Academy or InspirED Pathways.

This protocol applies only to children and young people of compulsory school age (excluding year 11).

Purpose

1. The 12-week Preventative Placement is a Tier 2, time-limited intervention within the CAP Graduated Model of Support for Coventry secondary schools.
2. The process involves a temporary 12-week off-site direction to another mainstream school.
3. It is an early intervention to support in sustaining mainstream placements or to identify further interventions.
4. This is a school-led process used as a planned intervention within the CAP Graduated Model to support improved behaviour, engagement and attendance.
5. It is designed to provide young persons at risk of education disengagement or exclusion with a structured opportunity to re-engage in a new school setting.
6. This protocol sits alongside but does not replace or conflict with other placement and placement routes, including SEND processes, the Fair Access Protocol, Managed Moves and in-year placements.
7. At the end of the placement, the young person will return to their home school.

Oversight and Quality Assurance

1. The 12-week Preventative Placement sits within Tier 2 of the CAP Graduated Model of Support.
2. Strategic oversight is provided through the CAP Multi-Agency Panel, and quality assurance is undertaken through the CAP Review and Authorisation Panel.
3. This includes reviewing referrals to ensure that all required documentation has been submitted and that appropriate professional advice and information have been considered, including input from Youth Justice Service (YJS), SEND, Education Engagement and CAP colleagues.
4. Referrals are then presented to the Headteacher Panel, which makes the final decision regarding placements.

Principles

1. Headteachers that want to participate in the Tier 2 12-week Preventative Placement process must attend the 12-week Preventative Placement Panel meetings each month regardless of whether they have a young person being referred in that particular month. In exceptional circumstances they may send a Deputy with authority to make decisions on the school's behalf.
2. All 12-week Preventative Placement decisions must be transparent and considered only through the designated panel process. Discussions outside panel meetings will be treated as arrangements for off-site direction for 6-week placements.
3. A 12-week Preventative Placement will only proceed with the full cooperation and agreement of all relevant parties, including the schools, the local authority and other involved professionals, and where all other available strategies have been explored. Whilst parent or carer agreement is not required it is recognised that parental engagement is key to success.
4. A 12-week Preventative Placement may be considered where a young person has a history of behaviour concerns and previous support strategies have not secured sufficient improvement, or

where a single serious incident indicates that a planned time-limited move may offer the best opportunity for successful re-engagement.

5. A young person will normally be offered no more than one 12-week Preventative Placement.
6. The home school must provide a clear rationale within the 12-week Preventative Placement documentation, including the strategies already implemented, so that the receiving school has the information needed to support the young person effectively.
7. Receiving schools must be satisfied that they can provide appropriate support to maximise the likelihood of a completed placement.
8. Home schools must not:
    - use the threat of permanent exclusion to influence parents or carers to agree to a 12-week Preventative Placement, or
    - encourage parents or carers to electively home educate their child as an alternative to appropriate school-led processes.
9. Young people in National Curriculum Year 11 are not eligible for the 12-week Preventative Placement process. Schools are expected to make appropriate arrangements to meet their educational needs, including using the bespoke KS4 CAP offers.

Young people with a Social Worker

1. Where a young person is a Child in Need, subject to a Child Protection Plan, or a Child in Care, the home school must engage with the social worker and the Virtual School before the placement is agreed so that statutory requirements are met.
2. The 12-week Preventative Placement process may be appropriate for Children in Care, but only where it is agreed at a Children in Care review or Personal Education Plan (PEP) review that the placement, or alternative provision, is in the child's best interests.
3. Receiving schools should support PEP reviews so that discussion about the future education offer can take place at an early stage.

Young people with an Education, Health and Care Plan (EHCP)

1. The 12-week Preventative Placement process may be considered for a young person with an EHCP, but only as part of an emergency review or annual review.
2. All parties to the EHC Plan should agree that the placement is appropriate and in the young person's best interests.
3. Appropriate support must be in place before the young person begins the 12-week Preventative Placement.

Burden of proof

1. Responsibility for evidencing the need for a 12-week Preventative Placement rests with the home school. The Headteacher, or a designated senior leader acting on their behalf, must complete the relevant paperwork and submit a CAP multi-agency application with the required supporting documentation.
2. Responsibility for evidencing the need to end a 12-week Preventative Placement rests with the receiving school. The Headteacher at the receiving school must liaise with the Home school on this and complete the End of Placement Proforma and return it to the Education Engagement Team.

Communication

1. Where a 12-week Preventative Placement is in place, regular communication must be maintained at all stages between the home school and the receiving school. This will enable additional support strategies to be introduced or adjusted promptly in order to support the placement.
2. Schools must review and record the young person's progress weekly so that support strategies can be adjusted promptly where needed.
3. Where appropriate, the Education Engagement Team will provide challenge and support in relation to the effectiveness of strategies used and will offer advice and share good practice.

Registration and the law

1. Schools must comply with all statutory requirements relating to a young person's registration.
2. During the period of off-site direction to another school, a young person must remain dual registered.
3. The home school remains the main registration school.
4. The receiving school holds the subsidiary registration.
   - The home school must mark the young person using **code D**.
   - The receiving school uses **normal attendance codes**.

   Code D: Dual registered at another school.
   350. *The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. Code D can only be used for a pupil who is attending another school and is on the admission register of that school. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.*
   351. *The school at which the pupil is scheduled to attend must record the pupil's attendance or absence using the appropriate code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. For example, where a pupil is ill, the school the pupil was due to attend should record absence using code I, while the other school should continue to record the session using code D. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.*
5. If a young person is absent, the receiving school is responsible for investigating the absence as soon as possible and following its attendance policy.
6. The receiving school must provide the home school with a weekly update on the young person's attendance.
7. Schools must ensure that timely procedures are in place to follow up any unexplained or unexpected absence.

Process

Referrals and preparation

1. Before submitting any paperwork, the home school must discuss the proposed 12-week Preventative Placement with the parent or carer and clearly explain the process, the rationale and the possible outcomes. Schools must also make clear that a placement at a preferred school cannot be guaranteed.
2. The home school must complete and submit a CAP multi-agency application together with the required supporting documentation and submit in line with set deadlines. Privacy notice tiers 1 - 3 - My Account - Coventry City Council
   Further information can be found on the CAP website - Coventry Secondary School Partnership – Welcome pack for Coventry Secondary Partnership.
3. Referrals can be made once per month
4. The referral deadline is 5.00 pm on the Wednesday of the week before the panel meeting. Referrals received after this deadline will be considered at the next panel meeting.
5. Schools will receive an automated acknowledgement confirming receipt of the documentation and should retain a copy for their records.
6. The Education Engagement Team may request any clarifying information required.
7. Referrals will be considered at the CAP Review and Authorisation Panel, where relevant multi-agency information will be reviewed. If the referral form has not been signed by the headteacher, the referral will be returned to the school and not be considered.
8. The Education Engagement Team will send the agenda and supporting paperwork to headteachers via data locker two days before the meeting and will confirm this by email. If the headteacher is unable to attend, they must nominate a senior representative with authority to make decisions on the school's behalf.

Headteacher 12-week Preventative Placement Panel

1. The Headteacher 12-week Preventative Placement Panel takes place each month
2. The panel will determine whether the young person is eligible for a 12-week Preventative Placement, and schools will be invited to offer a placement.
3. The Chair may present the number of referrals each school has previously brought and received from

panel in order to support discussion.
4. The Education Engagement Team will circulate panel decisions to headteachers and relevant local authority colleagues following the panel.
5. Following the panel meeting, the Education Engagement Team will contact the receiving school to request that an placement meeting is arranged.
6. The home school is responsible for providing the receiving school with all relevant information about the young person, including:

    - academic interventions
    - learning mentor or pastoral support
    - parental meetings
    - external alternative provision
    - in-school counselling
    - timetable variation
    - previous 6-week placement
    - external specialist support, for example CAMHS, EP, SEMHL and CCT, Inclusion Service, external counselling, Early Help and Social Care

Placement arrangements

1. Following the panel meeting, the school must contact the Education Engagement Team to confirm the agreed start date. From the date of the panel decision, the young person must be on roll and attending within six school days.
2. The receiving school must contact the parent or carer on the next working day after the panel decision to arrange a placement meeting. The placement meeting must take place within the following two working days.
3. The home school will initiate fortnightly review meetings with the receiving school to determine whether the placement should continue or end.
4. Success measures of the off-site direction should be based on improvements in behaviour, attitude to learning, engagement and attendance when compared with the concerns that led to the placement.
5. The receiving school will hold weekly reviews and provide updates to the home school. This provides an opportunity to identify and implement any further support or intervention required.

Placement review

1. At week 6 the receiving school should arrange a review meeting with the home school and the Education Engagement Team to review progress and establish if any further support is required.

Completion of placement

1. At week 11, the Education Engagement Team will contact the receiving school to confirm whether the placement has been completed.
2. The receiving school will hold a meeting with the parent or carer and the home school to confirm next steps and future arrangements.
3. The agreed next steps must be shared with the local authority by email. exclusions@coventry.gov.uk.

Non-completion of placement

1. Regular review meetings should be used to consider additional intervention and support that may improve the likelihood of completion.
2. If the placement is terminated, the receiving school must inform the home school immediately and should hold a meeting with the parent or carer and the home school to confirm the arrangements. The young person will then return to their home school, which will end the dual registration and resume single registration.
3. The receiving school must complete the 12-week Placement Outcome Proforma and send it to the home school and exclusions@coventry.gov.uk.