Tower Hamlets Guidance regarding Provision/Placement During Assessment (PDA) for exceptional circumstances for pupils with special educational needs

To request a PDA you should be able to demonstrate one of the Exceptional situations below.

1. **Exceptional Situation One**
* There has been a sudden change in their behaviour or in circumstances and a child or young person’s behaviour is of such extreme concern that they require considerable adult support to avoid significant risk to themselves or other children or adults at school. The level of support required is significantly above the notional SEN support funding.
1. **Exceptional Situation Two**
* They have, or have developed a SEN related medical condition which necessitates a high level of adult support to enable them to attend school safely.
1. **Exceptional Situation Three**
* The pupil has been placed at the school and the school had no prior knowledge of the child and their high level of SEN before they started. The child may have moved in from another borough, come to Reception without having attended an early years setting or may have moved in from abroad.

**The Process**

All requests for PDA should be sent to **SEN.Requests@towerhamlets.gov.uk**, along with a completed assessment request form.

All requests for PDA will be considered by the SEN panel, alongside the EHC Needs assessment.

PDA support is discretionary and not part of a statutory process therefore there is no recourse to an appeal.

To request a PDA please complete the attached form with supporting documentation. **Please note that parental consent is required.**

**Application for PDA**

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| **Name of school** |  |
| **Name of child** |  |
| **Child’s date of birth** |  |
| **Date child admitted to school or date of planned admission** |  |
| **Name of person completing form** |  |
| **The child is a looked after child** |  | **Yes** |  | **No** |
| **Parental permission to sharing of information in request of PDA** |
| **Name of parent/carer** |  |
| **Signature** |  |
| **Date signed** |  |

Please tick/circle which situation, or situations, if more than one applies.

|  |  |
| --- | --- |
| **Situation One** |  |
| **Situation Two** |  |
| **Situation Three** |  |

**Situation One**

* A brief description of the child/young person’s needs.
* A behaviour log, pastoral support plan and/or chronology of events leading to the request.
* The actions you have taken to minimise the risk.
* The staff you have discussed this with (E.P. specialist outreach teams)
* How additional support would be used to minimise the risk.

**Situation Two**

* A brief description of the child/young person’s needs.
* A medical care plan
* The actions you have taken to manage the child’s medical needs in school
* Medical reports from relevant professionals and chronology of their involvement

(e.g. outreach specialist teacher, OT, physio, hospital, school nurse etc.).

* How additional support would be used in order for them to attend school safely.

**Situation Three**

* A brief description of the child/young person’s needs.
* What actions you are currently taking to meet the child’s needs
* Background information – please gather as much as you can from parent/carers about child’s history and educational experience.
* Staff you have involved/discussed this with (e.g. EP, specialist outreach services, interpreting and support services)
* Any relevant documents e.g. reports, medical information (translated into English where possible)
* How you would use additional support

Please state why a PDA is required: