

Inclusion forums

The inclusion forums offer support to schools when they have concerns about a child or young person, they have tried all the options available to them in school and aren't sure what to do next.

Inclusion forums and who they are for

The inclusion forums are aimed at enabling all children and young people to engage effectively in education and training. This is achieved by providing multi-agency networks to support Leicestershire learners at the earliest possible opportunity.

Schools may use the forums to seek advice on strategies and approaches to meet the needs of the child/young person they are responsible for. The forums are designed to formulate plans which support a range of approaches that achieve each child's learning objectives.

Criteria of cases

The inclusion forums are expected to discuss:

- Children and young people that are finding it difficult to manage in their educational setting and existing strategies/support have not been successful and next steps are unclear

The presenting needs of the child/young person:

- How the child presents in the setting
- If there are any contributing factors that may come from outside of the school environment that may contribute to behaviours
- Evidence of any SEND needs including physical or mental health needs
- Evidence of medical needs (where available)
- Attendance and any impacting factors on this
- Strategies and current support in place, including the impact/outcome of this support
- Any suspected needs being explored
- Any additional contributory environmental or Adverse Childhood Experiences (ACEs)
- Any other areas of concern

The cases discussed may be named or anonymous.

- Where they are named settings must seek consent from the parent/guardian to discuss their child in a multi-agency forum.
- Where anonymised settings can be provided with a support plan, but this will be subjective, and settings will be responsible for ensuring these fit with the child's needs.

Services that attend the inclusion forums

- CYPS Wellbeing Service
- DWP – EET Panel

- Education Psychology Service
- Health
- Inclusion Service
- SENA
- SENDIASS
- Specialise Teaching Service including Autism Outreach Service
- Special schools and Resource Bases
- The Educational Settings
- Virtual Schools – EET Panel

Inclusion forums terms of reference

The following terms of reference are specific to Leicestershire's inclusion forums provided for Early Years; Primary Education; Secondary Education and Post 16 Education, Employment and Training.

The inclusion forums process

The forums have been set up to respond to different educational age groups from Early Years to Primary, Secondary and Post 16. This enables clear consideration regarding the child and young person's needs, so that support and advice can be given, based on appropriate developmental expectations.

The forums are arranged within the following groups:

Early Years and Pre-School Settings - under statutory school age (birth to age 5)

- These forums take place twice per month in the north and south of the county. Please see the Eventbrite page for more information, including dates of upcoming drop-ins. <https://www.eventbrite.co.uk/o/early-years-inclusion-and-childcare-service-17452958459>
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Primary Settings - age 5 to age 11 (reception to year 6)

- These forums take place on a weekly basis during term time at various locations around the county. The dates and booking information can be accessed via the [**Oakfield Short Stay School**](#) website.

Secondary Settings - age 11 to age 16 (year 7 to year 11)

- These forums take place monthly in each of the five partnership areas during term time. The dates and booking information can be accessed via the [**Leicestershire Secondary Education and Inclusion Partnerships**](#) website.

Post 16 EET – over statutory school age 16 to age 19 and up to 25 for young people with an EHCP)

- These forums take place every 6 weeks. The dates and further information can be accessed by emailing [**inclusionpupilsupport@leics.gov.uk**](mailto:inclusionpupilsupport@leics.gov.uk)

Following your request to attend a forum, you will receive confirmation of the date that your case will be discussed.

Settings will have the opportunity to share cases and in turn will be advised around the following:

- Best endeavours and reasonable adjustments
- Self-help resources that are need specific
- Training available to support staff
- Support available through the services attending
- Advise of onward referral routes
- Transition arrangements for new schools/placements

All educational settings will leave with an education plan to help meet the child/young person's needs.

At any point you can re-refer to the inclusion forums for the same child. Ensure that when you do this please bring an updated plan with the actions you have completed against this or any additional needs that are presenting. This will help to determine next steps.

Outcomes will be monitored to check the progress of the child and young person. You will be asked to complete a form after 6 weeks to update on your progress.

If you would like further information, please contact inclusionpupilservice@leics.gov.uk