

PEX Place Process Guidance

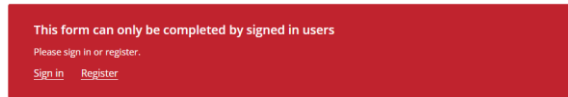
1. PEX form link and log in:

The link to the initial exclusion form is:

<https://forms.gloucestershire.gov.uk/SchoolExclusion>

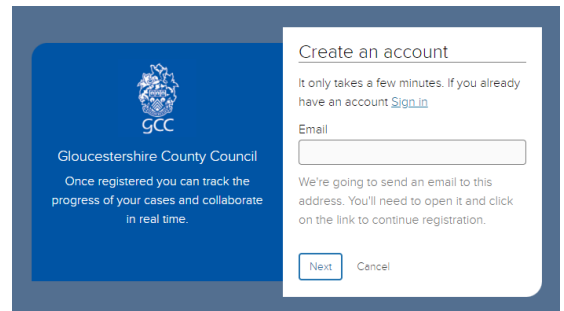
You'll be asked to sign in:

1. PEX Commissioned Place - Alternative Provision Referral Form



You will be able to register via the page as seen above when you first go to it to the form. This account will be your own.

If you need to register, you'll see this screen – follow the instructions on the screen.

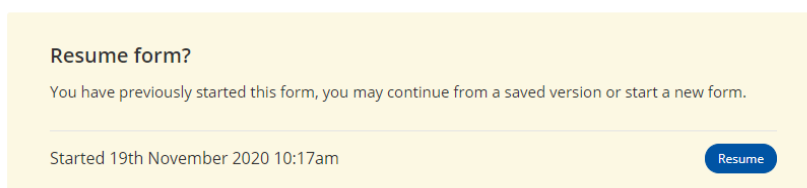


2. Complete the form and save the form as you go

Once signed up and signed in you'll be able to complete the form and submit by filling out the questions requested.

However if you aren't able to complete the form in one go it will be saved in your account up to the page you have pressed 'next' from.

If you've previously started a form, once you've logged in you'll see the forms to resume at the top of the page:



Or you will be able to view it by clicking on 'My Account' on the top right once signed in, or go to <https://forms.gloucestershire.gov.uk/myaccount> and sign in to see your online forms that need completion or you can remove them – see image to the right:



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Once you've submitted the information, a copy of this data will also be saved here. Any incomplete forms will be available in the section 'my account' under 'Your online forms'.

When submitted you'll see this end page with the reference number:

1. PEX Commissioned Place - Alternative Provision Referral Form

Page 10 of 10 . You are 100% complete.

Thanks for completing this form.

Thank you for submitting the information. An email will be sent to the head teacher to review and authorise the exclusion.

Your reference is: PEX0000

3. PEX Authorisation

Once the PEX Referral form has been completed, the information will be sent to the head teacher via the email provided by the person who submitted it in the PEX Referral form.

The email will look like this:

Please find attached the details regarding a PEX Referral:

Request made by: Jordan Neininger

Requesters email address: jordan.neininger@gloucestershire.gov.uk

Date Submitted: 08/09/2022

Pupil: Jordan Neininger

Please find attached the submitted information and supporting documentation.

Once you have viewed the information, please to go the link below to log in and authorise.

[Please click here to go to the authorisation page](#)

You will need the case reference: PEX000000

This email will contain a link for the head teacher to click on and once again log in to complete the authorisation with the case reference provided in the email.

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(The link to authorise the exclusion is:

https://forms.gloucestershire.gov.uk/SchoolExclusion_Authorisation)

This will require the exclusion number which will start with PEX and must be entered correctly.

The school authorisation link will take you to this page and will again require a log in:

PEX Authorisation

Your Name *

Case Reference *

This can be found within the mail sent to you.

I confirm that I am the Headteacher and all details on this form are correct and that I agree to ensure that copies of documents, to support transition, are sent through to the APS. *

I Confirm

I confirm that today I have made the decision to Permanently exclude this child/ young person. *

I Confirm

Next

Once these details have been entered and submitted the PEX is authorised by the head teacher.

4. Reminders

A reminder email will be sent if the exclusion hasn't been authorised, once authorised the reminders will stop.

5. Submitted information

All information submitted will be sent to the case management system for the relevant teams to view information and notified by email.

Please note: Staff at the school will not be able to see this information in the case management system.

6. PEX Authorisation

When the form is completed and submitted the person who has submitted it will receive an email for confirmation.