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FORMAL DOCUMENT

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In Year Fair Access Protocol



CHILDREN & YOUNG PEOPLE'S SERVICES

In Year Fair Access Protocol

A Protocol for In-Year Admissions for Unplaced Children

Executive summary

Purpose:

The Admissions Forum has agreed this protocol for the placement of children who have not been allocated a school place using the usual admissions procedures.

Main Issues:

The guidance clearly sets out the areas that should be addressed; these are:

- A method of ensuring that hard to place pupils are shared across schools.
- Support for schools admitting these pupils.

Action required and due date:

Please read the guidance and if a child arrives in-year whom you think meets the criteria within this protocol, complete the form and return to the admissions team. Colleagues from the Education Welfare Service or Admissions can advise if necessary.

Further Information:

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Category

Service Management

Status:

Information

Audience:

All Headteachers
Management Action Group
School Admissions Team
Education Welfare Service
PLB Managers

cc:

Press Office
Councillor Blatchford
Peter Turner, Interim Assistant Director
(Personalised Learning)

Date of issue:

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Related documents

In Year Fair Access Protocol

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Introduction

The school Admissions Code requires all Local Authorities to have Fair Access Protocols in place by September 2007. All schools and Academies must participate in the Local Authority's protocol. This encourages schools to work in partnership to improve behaviour and raise attendance.

THE Admission Forum has agreed this protocol for the placement of children who have not been allocated a school place using the usual admissions procedures. The guidance clearly sets out the areas that should be addressed; these are:

- A method of ensuring that hard to place pupils are shared across schools
- Support for schools admitting these pupils

The Admissions Forum will also monitor and promote this protocol which should protect some of the most vulnerable children.

Local Background

The Complex Placements Policy was agreed in 2005. The IYFA protocol was approved in 2007 by The Admissions Forum and Headteachers. It enhances and extends the original Complex Placements Policy.

North Somerset Officers and schools have worked in partnership to manage the process of placing complex pupils in schools and alternative provision. Officers have worked effectively with Headteachers and devised a number of protocols and processes that are now well-embedded in our practice. This protocol should be seen as an additional framework to develop further clarity of the systems that are already working effectively in North Somerset.

The Directorate's Statutory and Complex Issues Panel (SCIP) currently meets on a weekly basis to monitor and advise on complex pupil placements. Therefore many of the requirements of the Protocol are already in place.

Placements of vulnerable children and young people are monitored through both the SCIP and Education Other Than At School (EOTAS) Panels and these placements should be monitored by the North Somerset Admissions Forum. Vulnerable groups will be a key focus of the Joint Area Review and the support for vulnerable pupils forms part of every school's OfSTED inspection.

North Somerset has an established policy and protocols in place in relation to:

- Negotiated Transfers (including Rapid Response Meetings) [Negotiated Transfers](#)
- Permanent Exclusions
[Protocol for Re-Inclusion of Permanently Excluded Pupils](#)
- Special Educational Needs Code of Practice [SEN Code of Practice](#)
- Educational Provision for Pupils with Anxiety, Health and Medical Needs – see [Educational Psychology web-page](#)

The protocol is only to be used in exceptional circumstances - i.e. where a place cannot be allocated using the Council's normal admission arrangements or where the pupil has been admitted and who, on receipt of the file from the previous school meets the requirements of this protocol.

Changes introduced in the Education Act 2006 transfers to the office of the Schools Adjudication the responsibility for dealing with cases where a school objects to a local authority decision to admit a child

to their school. A form and details of the procedure to follow is available on the Office of the School's Adjudicator website at: www.schoolsadjudicator.gov.uk

The following general principles apply:

- At all stages officers work in partnership with schools in implementing this protocol
- The best interests of the child are of paramount importance and must be considered in all decision making
- The protocol applies to all schools, PRUs and the Children's Services Authority
- Speed of action is key to the success of this protocol. It is expected that all decisions on placement will be actioned within 10 school days.
- The Statutory and Complex Issues Panel will continue to monitor all such placements.
- All schools will be asked to admit a pupil identified under this protocol into the relevant year group, regardless of whether or not they are under-subscribed. Pupils so identified will normally be given priority for admission over any others on a waiting list or awaiting an appeal.
- In usual circumstances approaches will be made to the nearest school(s) to the pupil's home address. However exceptions to this will be considered where the school can demonstrate that the needs of the child cannot be met, or where the numbers in the year group to which the child may be admitted are already exceptionally high. In such cases the school must submit their reasons for non-admittance on an In-Year Fair Access Information Form (see Form A) to the School Organisation and Access Manager. The reasons for any refusal to admit must be put in writing to the parents. The School Organisation and Access Manager will arrange for the case to be considered at SCIP. The final decision on admission will be taken by this panel.
- Where a school admits a pupil who, on receipt of the file from the previous school is identified as having difficulties that would place them within this protocol, the school should complete an In-Year Fair Access Information Form and return it to the School Organisation and Access Manager who will submit the case to SCIP. *The pupil must remain on roll and be referred to SCIP who will consider any necessary support to ensure placement is successful.* This central brokerage is key to the scheme's success.

Pupils that may fall within the group covered by this protocol may fit in to a combination of the groups below. These vulnerable groups have been identified in Government Guidance.

Within North Somerset a number of local processes to support placement of these pupils are already in place as detailed.

- Children in Care. This group of children are a priority group for both SCIP and EOTAS panels. Admissions authorities give the highest priority to children in care in oversubscription criteria.
- Children attending PRUs who need to be re-included into mainstream education. Currently all such pupils would be raised at the SCIP panel and this process will continue.
- Children who have been out of education for longer than two school terms. Currently all such pupils are well known to the Education Welfare Service and can be raised at the SCIP panel as appropriate. This process will continue.
- Children withdrawn from schools by their family, following fixed period or /permanent exclusions, who have been unable to secure a new school place. The Education Welfare Service will normally oversee the re-inclusion of these pupils.

- Children of refugees and asylum seekers not in accommodation centres. The Education Welfare Service will liaise with the Ethnic Minority Achievement Service and refer all pupils to SCIP.
- Children known to the Youth Offending Team. A member of the YOT Team attends the EOTAS Panel. This will continue.
- Children with a history of serious attendance problems. The Education Welfare Service will work closely with the family and pupil to ensure access to educational provision. Where necessary legal action will be taken.
- Traveller Children. Children identified by the Avon Consortium Traveller Education Service will be monitored through this protocol
- Children changing school in years 10 and 11. Young people with complex issues will be considered within the arrangements set out by SCIP.
- Children returning to a school following a period of Elective Home Education. Where there is a difficulty in accessing a school place the Senior Education Welfare Officer with responsibility for this area of work will liaise with schools, parents, the pupil and other professionals as necessary.
- Children who are carers

Where there are issues around support or a child has a Statement of Special Educational Needs the case will be referred to SCIP. The Education Act 1996 requires all schools to admit a child with a statement of SEN when the school is named.

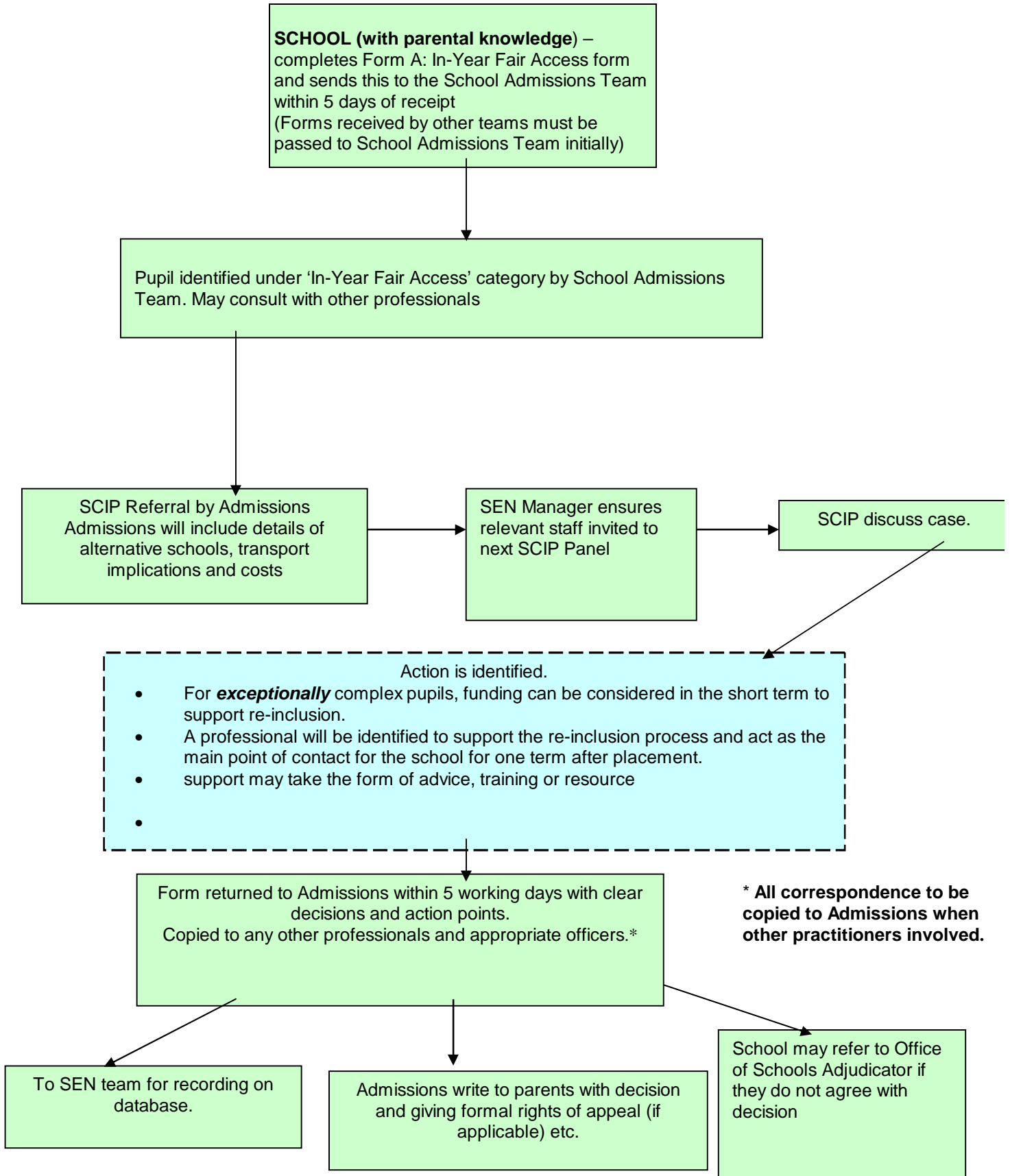
Process to be followed:

Applications made through the EWS Service or SEN Teams will continue to be processed within the protocols agreed by these teams. Where necessary, cases will be taken to and monitored by the SCIP. Where the EWS have taken responsibility for finding an appropriate placement for a child they will continue to monitor the placement.

For children and young people with statements of special educational needs the SEN Team will be fully involved throughout the allocation process and will continue to agree and have responsibility for these placements.

Where the School Admissions Team identify that the application should be considered in accordance with this protocol, the case will be referred to SCIP and appropriate action agreed, including identified lead service to support inclusion.

Where schools identify a pupil who falls within this protocol, with the agreement of the child's parents/carers, the referral form attached as Appendix 1 should be completed, preferably on-line, and sent to the School Admissions Team at cypd.admissions@n-somerset.gov.uk



The Admissions Form has agreed that no school should take more than 1% of any individual year group of previously excluded pupils. This figure will be reviewed on an annual basis with

Head Teachers and The Admissions Forum and amended as required.

North Somerset's Admissions Forum will monitor admissions made using this protocol. This will include the number, range of young people and timescales by which placements are secured.

Although different arrangements may apply, knowledge of such placements is key to the central brokerage and fair allocation of places required by this protocol.

All placements of identified vulnerable groups will be recorded on the Education Management System and information available at SCIP and EOTAS panels. This will enable the panels and consequently the Admissions Forum to ensure that hard to place pupils are shared across schools. Information will be shared with secondary Headteachers three times a year and at the request of primary Heads.

The Admissions Forum and Heads will receive reports on:

1. Pupils placed under in Year Fair Access Protocol
2. Permanently Excluded pupils
3. Negotiated Transfers
4. Movers In (Years 10 and 11)

but can request reports on other vulnerable groups such as asylum seekers and refugees where appropriate.

SCIP will take in to account the number of pupils on roll, children already admitted to the school under this protocol and any other relevant circumstances e.g. negotiated transfers. Pupils admitted under this protocol will be considered as relevant to future admissions for a period of 12 months from the date that they are put on roll. No school will be asked to take an excessive or unreasonable number of children who have been excluded from other schools.

The Admissions Forum may contact schools that do not admit pupils to ask why they will not adhere to the agreed policy.

**Referral to SCIP (Statutory and Complex Issues Panel)
In-Year Fair Access Information Form**

Pupil:	DoB:
Address:	
Current and Previous School/Education Provider	Year Group:
Please confirm parental permission gained for this referral (this is a requirement):	

Reason for Referral	
Unable to admit above pupil that you believe falls under the In Year Fair Access protocol	<input type="checkbox"/>
Have already admitted above pupil that you believe falls under the In Year Fair Access protocol	<input type="checkbox"/>

Agencies involved <i>(please give names and indicate who is the key worker)</i>	
EWS:	EP:
Adult Social Services & Housing:	School Admissions:
Connexions:	Other:

<i>Which of the following issues currently affect this pupil that mean that, in your opinion, they come under the In Year Fair Access protocol? (Please tick box and attach appropriate reports). If the pupil has left a previous school, please include reasons for this if known</i>			
CIC	<input type="checkbox"/>	Homeless	<input type="checkbox"/>
On CPR	<input type="checkbox"/>	Known to the YOT	<input type="checkbox"/>
Permanent Exclusion	<input type="checkbox"/>	Very Poor Attendance	<input type="checkbox"/>
At risk of Permanent Exclusion/Negotiated Transfer	<input type="checkbox"/>	Out of education for more than 2 terms (includes movers in and returners from EHE)	<input type="checkbox"/>
Traveller	<input type="checkbox"/>	Children of refugees and asylum seekers not in accommodation centres	<input type="checkbox"/>
Has been/currently attending PRU	<input type="checkbox"/>	Changing school in Yr 10 or 11	<input type="checkbox"/>
Withdrawn by parents following fixed term exclusion and unable to find a school place	<input type="checkbox"/>	Other:	<input type="checkbox"/>

**Referral to SCIP (Statutory and Complex Issues Panel)
In-Year Fair Access Information Form**

Action/Outcome Required:

Please attach a full report to this form stating:

- a) Why you feel your school should not admit this pupil, **OR**
- b) If you have already admitted the pupil, what outcome you would like to see?

Referred by: Name:

.....

Designation:

.....

School:

.....

Date:

.....

Outcome from SCIP Panel – date

Review Date:

Completed forms to be returned to:

North Somerset Council, School Admissions Team, Walliscote Grove Road,
Town Hall, Weston-super-Mare, BS23 1ZZ

(The panel will notify the following of the result: Referrer, EWS, Members of SCIP Panel, Medina Bishop,
School Admissions Team)