

APPENDIX A

**IN-YEAR FAIR ACCESS SCHEME FOR HARINGEY SCHOOLS
April 2009**

INTRODUCTION

1. The Schools Admissions Code says that all admissions authorities and Admissions Forums must have a protocol for Fair Access (IYFAP) in place and that all local schools and Academies must participate. This In-Year Fair Access scheme complies with the requirement and has been revised and agreed by the headteacher and local authority partnership following review of the implementation of the procedures.
2. Its aims are to:
 - acknowledge the real needs of vulnerable young people who are not on the roll of a school to be dealt with quickly and sympathetically;
 - fairly share the burden of admitting vulnerable students across all schools & Academies, taking account of their capacity to support each student;
 - arrange such admissions openly through a process which has the confidence of all.
 - The admissions made through the IYFAP are above the school's Published admission Number (PAN).

STUDENTS WITHIN THE SCOPE OF THIS SCHEME

3. The admission to school of the following students falls within the scope of this scheme:
 - Children in Public Care who require a particular school where there are no vacancies;
 - Children who are carers;
 - Children for whom the authority accepts have a significant social or medical need for a particular school where there are no vacancies including homeless children and young people; asylum seekers and refugees not in accommodation centres; those with unsupportive family backgrounds where a place has not been sought; Traveller/Gypsy/Roma children;
 - those permanently excluded or where there is evidence that they were at risk of exclusion prior to leaving their last school;

- children removed from school and unable to find a place after a number of fixed term exclusions;
 - Children whose parents have moved into the area and are unable to find a school place;
 - pupils ready for reintegration from the Pupil Support Centre;
 - those known to the police or other agencies such as the Youth Offending;
 - those returning from secure units;
 - those without a school place and a history of serious attendance problems – defined as 80% or less attendance in the last 12 months in any authority or where Haringey is pursuing a School Attendance Order ;
 - those who have been out of education for more than 6 weeks (half a term);
 - children of UK service personnel and Crown Servants;
 - Children with special educational needs, not covered by a Statement and with particular requirements that merit consideration by the Fair Access Panel
 - Children requiring an educational place when all schools have reached their admission limit (PAN).
4. The Fair Access Panel will also monitor managed moves as detailed in the Managed Moves Protocol (Haringey, 2007).
5. There are special admissions arrangements for children with statements of special educational needs (SEN) and children in care (CIC), and this protocol does not override those arrangements. However, it has been agreed that pupils who are or could be placed through those arrangements will be noted by the IYFAP panel – see later section.

COMPOSITION OF THE PANEL

6. A panel, consisting of three headteachers (or their designated representative), the Head of Admissions and the Head of Inclusion (chair), will meet once a month (or as necessary) to ensure the prompt and fair allocation of young people to schools. The quorum will be three, with at least two headteachers and one local authority representative.
7. Headteachers' representation on the panel will be agreed annually at the secondary headteachers' meeting.

8. Where a young person is known to a particular service or agency, an officer with knowledge of that young person will be invited to the allocation panel, or a short written statement may be submitted.

THE DECISION-MAKING PROCESS

9. Cases will be brought to the panel by the Haringey Admissions team which will be the point of referral for other CYPS teams and other agencies.
10. The Panel will be administered by the Haringey Admissions Service and will provide data and information on past decisions, including allocations by school, year group and points weighting. Data for the current and previous school year will be made available and will be reported as a four-term rolling figure. (Figures to be based on actual figures where IYFAP pupils have been admitted.)
11. The Panel will also have available to it the number of students with statements of special educational need allocated over number through the SEN procedures and the number of vacancies by year group. Pupils who have been admitted through the SEN procedures will not be counted in the number of pupils admitted through IYFAP procedures BUT points will be allocated for each pupil admitted through the SEN procedures with 1 point allocated for 'low incidence' SEN and 2 points for 'high incidence' SEN.

NOTE:

Points will only be allocated for pupils with statement of SEN where the admission has been part of the SEN Panel decision and therefore pupils with SEN admitted through the normal admissions arrangements will not attract IYFAP points.

12. The placement panel for children in public care / looked after will continue to determine the most appropriate placement for each young person and then their case will be brought by the LAC Manager to the IYFAP panel for confirmation and points allocation. Other than in exceptional circumstances, all LAC placements made this way will attract 3 points.
13. When making the decision as to appropriate placement for the child, the panel will take into account:
 - the parents' views (including religious affiliation);
 - the individual context of a school in relation to recently excluded students and measures taken to prevent exclusion of pupils already at a school;
 - the number of students admitted through IYFAP.

NOTE

Over an academic year this must not exceed four additional pupils per year group and must not exceed a maximum of 15 pupils **in total** across all year groups.

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Where a school has inadvertently admitted pupils above its admission number, these additional pupils will not count and cannot be off-set against IYFAP referrals.

- the number of 'points' accumulated by schools that have already admitted students under the protocol (please see explanation below);
- the needs of the student, where this is known;
- any capacity/capability reasons why the school may not be able to respond to the needs of the student.

14. The distance from home to school will also be considered. However the aim of the protocol is to equitably distribute the admission of vulnerable students fairly across all schools and statutory requirements related to the reasonableness of walking journeys to school would also be a reference point.

15. The panels will award points for each pupil admitted under the protocol. Points can range from 1 to 3, with 3 allocated to those pupils who, in the view of the panel, represent the greatest challenge to the schools to which they are allocated.

NOTE:

The panel will also award points to a school where they have been named because a School Attendance Order has been instigated by Haringey. This will be 1 point in the first instance, pending the outcome of the legal process, but indicative points will be determined should the process be successful and the young person start at the school.

16. The points allocation to The John Loughborough School will be multiplied by four to bring it into line with other schools.

IMPLEMENTATION OF THE DECISIONS

17. Decisions regarding placement of students under the Fair Access scheme will be made by the panel, and will be final. Admission must take place within **15** school days of the school receiving notification of the decision.

18. The school may appeal against the panel's decision **only** where the school has prior knowledge of the specific young person which was not known to the panel at the time of decision, which makes the placement inappropriate. The appeal should be made in writing within **5** school days of the school receiving notification of the decision.

19. The appeal will be considered at the next panel meeting, or an extraordinary meeting of the same panel members may be called to consider an appeal where a delay to the following panel would be inappropriate, for example in the case of looked-after children.

20. The DCSF recognises that admission of a young person through the Fair Access Panel could potentially take the school above the planned admission number for that year group.
21. It is recognised that there is usually little available information about the young people who are being admitted in-year to school. However, to ensure fair access, to avoid accusations of 'selection' and to avoid undue delay in a pupil starting school, there needs to be a balance of the degree of information required. The Admissions service will try to acquire as much educational information as practicable to accompany in-year admissions..
22. Where a young person has been allocated a school place and the school awarded points based on the best information available at the time, and this subsequently proves to be inappropriate/inaccurate, the school may bring the case back to the panel for a change in points allocation or, in very rare and extreme circumstances, reallocation.

RELATIONSHIP WITH APPEALS

23. Where young people are admitted to a school above the planned admission number in any year group, under the protocol, this should not undermine the admission authority's case which is founded on prejudice to the school and efficient use of resources.
24. Appeal panels will be made aware of the conditions of the scheme, and that the admission of an additional student under this scheme is quite different from a school voluntarily exceeding its admission limit. Panels will also be made aware that any decision they make to allow appeals will place further pressure on a school's resources.
25. A school placement made through IYFAP shall not remove a parent/carer's right to appeal for a school place elsewhere.

MONITORING THE OPERATION OF THE PROTOCOL

26. The anonymised details of all decisions will be made available to the Admissions Forum as a standing agenda item to demonstrate that the Protocol is being applied appropriately.
27. The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.
28. The school Attendance Officers will monitor attendance or otherwise of IYFAP pupils from the 16th day of notification. Pupils who fail to attend will be reported to the Admissions Service after 20 pupil days and details of action already undertaken to secure attendance at the nominated school will be provided (to enable the authority to initiate the next stage of action).