

THE CHILDREN'S SERVICE

Protocol for the Admission of Hard to Place Students in Haringey Secondary Schools

1. Background

A protocol on hard to place pupils is not currently a statutory requirement, but the Government's Five Year Strategy for Children and Learners states 'we will seek legal powers so that where this does not happen, agreements can be required and enforced by the Secretary of State'. This is likely to be the case in the future.

The protocol is outside the normal admission arrangements, and is therefore not subject to current published admission arrangements.

The protocol set out below requires the full agreement of all governing bodies of all secondary schools in Haringey to ensure the equitable distribution of students between all schools.

2. Qualifying conditions for the protocol to be used

This protocol will only come into force where there are no places available in the relevant year group in any Haringey secondary school. As stated above, the protocol is outside the normal admission arrangements, and is therefore outside admission appeal arrangements as well. Its purpose is to admit students over and above published admission limits where children would not normally be offered a school place for a variety of reasons.

Given these circumstances, the children defined as 'hard to place' are the following groups:

- Looked after children;
- Excluded students;
- Children attending the Pupil Support Centre who need to be reintegrated into mainstream school;
- Children who have been out of education for more than one school term;
- Children who have moved into the area and are unplaced due to a shortage of school places;
- Children whose parents have withdrawn them from school following a fixed term exclusion and who are unable to find an alternative school place;
- Children of asylum seekers and refugees not in accommodation centres;
- Homeless children;
- Children with unsupportive family backgrounds where a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and a history of serious attendance problems;
- Traveller children.

Appendix 6

Many students in these categories will be admitted to schools through the existing admissions procedures to schools where places have become available.

A maximum of one additional child per class per year group will be admitted. Therefore the maximum number of additional children per school would be as follows:

School	Alexandra Park	Fortismere	Gladesmore	Greig City Academy	Highgate Wood	Hornsey	Northumberland Park	Park View Academy	St Thomas More	The John Loughborough	White Hart Lane
Year 8	8	9	9	8	9	9	8	9	8	1	9
Year 9	8	9	9	8	9	9	8	9	8	1	9
Year 10	6	9	9	8	9	9	8	9	8	1	8
Year 11	6	9	9	8	9	9	8	9	8	1	8
Total	28	36	36	32	36	36	32	36	32	4	34

The maximum number of places this would create in each of the year groups is as follows:

Year Group	Number of places
8	87
9	87
10	84
11	84
Total	342

Hard to Place Pupil Protocol Panel

The operation of the protocol will be overseen by a panel composed of Haringey Secondary Headteachers and staff from the Children's Service. The Panel will meet on a termly basis to confirm that the protocol administered by the Admissions Service has been working efficiently and in line with the agreement. Membership of the panel will be agreed annually at the secondary heads meeting. Initial membership will be set at the meeting of 22 November 2005.

Appendix 6

The decision-making process

The protocol can only be used where all schools have reached their published admission limit in the relevant year group.

Decisions regarding placement of students under the Protocol will be made by the Admissions Service, and will be final. The details of all decisions will be made available to the Admissions Forum and the Panel to demonstrate that the Protocol is being applied appropriately.

Exceptionally, a receiving school may decide that the placement has failed. In this case, it will be for the receiving headteacher to refer the case back to admissions with documentary evidence of all the strategies taken to support the pupil's integration. It will be for admissions to decide whether to refer the case back to the receiving school, make an alternative placement or refer the case to the Social Inclusion Panel with evidence that mainstream education is inappropriate.

Admission of a child must follow within **15** school days from the date of decision.

When making the decision as to appropriate placement for the child, the Admissions Service will also take into account the parents' views (including religious affiliation), the distance from home to school and the number of 'points' accumulated by schools that have already admitted students under the protocol (please see explanation below).

Students will be awarded one point each. Secondary schools will be ranked according to the number of points they have accumulated, with the school that has the largest number of points at the bottom of the list. Placements should then be made, as far as is practical, in rotation.

The exception to this will be The John Loughborough School. This school's score will be multiplied by **nine** to bring it into line with other schools for the following reasons:

- a) The size of the school with only two classes in each year group
- b) The school has thirty pupil in each class, whereas other schools have admission limits based on classes that are no larger than 27.

Relationship with appeals

The protocol is outside normal admission arrangements and will only come into force where published admission limits have been reached.

However, where additional students are admitted 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.

Appeal panels will be made aware of the conditions of the protocol, and that the admission of an additional pupil under the protocol 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.

Appendix 6

Agreement must be reached during the autumn term to ensure implementation in the spring term 2006.

**We agree that this school(name)
will participate in the protocol arrangements as described above.**

Signed.....(Chair of Governors)

Signed.....(Headteacher)

Please return this signed document to:

**Sheila Locke, Head of Admissions
The Children's Service
3rd Floor
48 Station Road
Wood Green
N22 7TY**

Tel: 020 8489 3162

Fax: 020 8489 3339

To arrive by Friday 9 December 2005 at the latest