

In-Year Fair Access Scheme for Haringey Schools

Introduction

1. The School Admissions Code requires local authorities to have in place a fair access protocol which all local schools and Academies must fully adhere to. This In-Year Fair Access Protocol complies with this requirement and has been revised and made available for all Head teachers to comment on. Schools then agreed on a delegation of Head teachers with the authority to review the procedures and agree this scheme
2. Its aims are to:
 1. acknowledge the real needs of vulnerable young people who are not on the roll of a school and to ensure that an appropriate placement is identified quickly;
 2. fairly share the admission of vulnerable students across all schools and Academies,
 3. arrange such admissions openly through a process which has the confidence of all;
 4. ensure the admissions are made even if an additional pupil will take a year group 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 who are looked after by a local authority or were previously looked after children, who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
 - children who are carers;
 - children 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 Youth Offending;
 - those returning from secure units;

- those without a school place and with 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 six consecutive 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 who are homeless
 - children requiring an educational place when all schools have reached their admission limit (PAN).
4. The Fair Access Panel will also monitor managed moves. Schools should inform the School Admissions Service of any pupil who is subject to a managed move once it has been agreed that the pupil is to be put on roll at a new school.
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 placed through those arrangements will be noted by the IYFAP (see later section).

Composition of the panel

6. A panel, consisting of three Head teachers (or their designated representative), will meet once a month (or as necessary) to ensure prompt and fair allocation of young people to schools. There will also be up to two members of the Local Authority. The quorum will be three, with at least two Head teachers and one local authority representative.
7. The Head of Admissions and School Organisation or another designated officer will chair the panel.
8. Head teachers' representation on the panel will be agreed annually at the secondary Head teachers' meeting.
9. 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 panel, or a short written statement may be submitted.
10. The Head of Behaviour & Alternative Provision or another designated officer will also sit on the panel.

The decision-making process

11. Cases will be brought to the panel by the Haringey Admissions Service which will be the point of referral. The cases must be submitted under one of the categories given in paragraph 3 above and the child must be without a school place.

The Panel will be administered by the Haringey Admissions Service which will provide data for the current and previous school year (figures to be based on actual figures where IYFAP pupils have been admitted).

The following data will be provided at each panel:

- The number of pupils on roll at each school in each year group
- The number of vacancies at each school in each year group
- The number of pupils that have been admitted to each school in each year group through the 'normal' in year admissions process since the last panel
- The number of pupils that have been admitted to each school in each year group through the Fair Access admissions process since the last panel
- The total number of pupils that have been admitted to each school in each year group through the Fair Access admissions process in the last academic year and the number of schools or Academies (if any) that have failed to admit
- Background/ pupil history/ information, where available
- The number of students with statements of Special Educational Need allocated over number through the SEN procedures.

12. The placement panel for CIC will continue to determine the most appropriate placement for each young person and their case will be presented by the CIC Manager to the IYFAP for confirmation. In order to ensure that CIC are admitted to school quickly, it will not be possible for these cases to be brought back to the panel for reconsideration.

13. When making the decision as to appropriate placement for the child, the panel will take into account:

- the admissions criteria
- preferences made and views of parents/carers (including religious affiliation)
- the number of students admitted through IYFAP in the current academic year
- 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
- the individual context of a school in relation to recently excluded students and measures taken to prevent exclusion of pupils already at a school.

Note

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

Exceptionally challenging pupils will be identified with an *as they represent the greatest challenge to the schools to which they are allocated.

Implementation of the decisions

14. Decisions regarding placement of students under the Fair Access protocol 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.

15. In exceptional circumstances, the allocated school may request that the panel reconsider their decision at the next meeting. This will only be possible 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. This request must be made in writing to the Chair within 5 school days of the school receiving notification of the decision. The formal offer letter will be sent on the 6th day.
16. The Department for Education 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.
17. It is recognised that there is usually little available information about the young people who are being admitted in-year to school. The Admissions Service will try to acquire as much educational information as practical to accompany in-year admissions to assist smooth integration to the school.

Relationship with appeals

18. Where young people are admitted to a school above the planned admission number in any year group under the protocol, this should not prejudice the provision of efficient education or the efficient use of resources of the school.
19. Appeal panels will be made aware of the conditions of the scheme, and that the admission of an additional student under this scheme is different from a school voluntarily exceeding its admission limit. Panels will also be made aware that any decision made to allow appeals will place further pressure on the school's resources.
20. 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

21. The Admissions Service will undertake scheduled checks and monitor admission dates and pupil days.
22. The anonymised details of all decisions will be made available to the Director and Lead Member to demonstrate that the Protocol is being effective.
23. This will include any school or Academy that has not taken a pupil on roll within 15 days of the decision being notified.

24. Details of any school or Academy who has not taken a pupil on roll within 15 days of the decision will also be available at the next IYFAP meeting.
25. On the 16th day the Head of Admissions and School Organisation will contact in writing the Headteacher of any school or Academy that has failed to admit within the agreed timeframe to request an on roll date.
26. If the school or Academy fails to provide an on roll date, within agreed timescales, then the direction process will apply as set out in the School Admissions Code and in accordance to the Department for Education advice: “Fair Access Protocols: Principles and Process”.