

Appendix 7

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

Objectives

The Haringey hard-to-place students protocol applies to all maintained secondary schools in the borough. 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 hard to place students across all schools, taking account of each schools capacity to support each student;
- arrange such admissions openly through a process which has the confidence of all schools.

The protocol forms part of the agreed admission arrangements for all maintained secondary schools in Haringey. It will apply to a very small minority of admissions; most should be through normal admissions arrangements. It applies only to those students for whom the authority has a statutory duty to make provision.

Students within the scope of this protocol

The following students are defined as hard to place and are within the scope of this protocol:

- Looked after children
- Excluded students, including children attending the Pupil Support Centre (PSC) who need to be reintegrated into mainstream school. The accepted process in Haringey is that permanently excluded pupils should attend the PSC for assessment before re-integration into a mainstream school.
- Children without a 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 returning from secure units
- Children without a school place and a history of serious attendance problems
- Traveller children

The following table shows the numbers of students that we estimate might have been considered by the panel in 2005/06 had it been in operation.

Year 8	10
Year 9	33
Year 10	42
Year 11	31

Hard to Place Pupil Protocol Panel

The protocol will be operated by a panel composed of Haringey Secondary Headteachers and staff from the Children's Service, with school representatives in the majority. The panel will meet once a month or as necessary to ensure prompt allocation of hard to place pupils. Quorum will be three where there are at least two headteachers and one Children's Service representative. Headteachers' representation on the panel will be agreed annually at the secondary heads meeting, and representation of the Children's Service will be decided by the Director of the Children's Service. Panel meetings will be scheduled to follow meetings of the Social Inclusion Panel (SIP).

The decision-making process

Students will be identified as hard-to-place by the Haringey Admissions team or the Social Inclusion Panel (see note below).

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

The receiving school will be contacted to ascertain whether there is any exceptional reason why the pupil should not be admitted. If there is, the school must respond attaching new evidence within five working days from the date of the letter.

Admission of a student must take place within **15** school days of the date of decision.

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

- the parents' views (including religious affiliation);
- the distance from home to school;
- the capacity and capability of the school to respond to the needs of the student;
- the extent to which the school has itself recently excluded students;
- the number of 'points' accumulated by schools that have already admitted students under the protocol (please see explanation below).

The admission of a hard-to-place student will on occasion take the school above the planned admission number for that year group.

The panels will award points for each pupil admitted under the protocol. 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.

Points for any student can range from 1 to 3, with 3 allocated to those students who, in the view of the panel, represent the greatest challenge to the schools to which they are allocated. The panel will also award points to a school where a young person or their family refuses to take up the offer of a school place under normal

admission procedures and where a School Attendance Order process has been instigated.

a) The exception to this will be The John Loughborough School. This school's score will be multiplied by **five** to bring it into line with other schools.

Relationship with appeals

Where students 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.

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

Monitoring the operation of the protocol

The 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. They will also be reported to the meeting of secondary headteachers each month.

Review of the protocol

The protocol will operate for two full terms in the first instance before being reviewed by Admissions Forum. In carrying out this review Admissions Forum will seek the views of headteachers and governors of all maintained schools in Haringey. If the Forum recommends changes to the protocol, these must be agreed with all schools covered by it and consulted on as part of the annual consultation process. Changes will only be able to come into force at the beginning of the school year unless a variation is sought from the Office of the Schools Adjudicator.

The role of the Social Inclusion Panel (SIP) may to some extent be duplicated by the hard-to-place panel. Initially the SIP will continue to operate but it should also be reviewed alongside the initial operation of the protocol.

The current unplaced pupil panel will cease to operate once the protocol comes into operation.

In reviewing the protocol, head teachers and the Children's Service will jointly consider the development of a Managed Moves Protocol, which would be operated by the same panel.