

Appendix 7

Protocol for the Admission of In-Year Fair Access Protocol to place students in Haringey Secondary Schools

Introduction

1. Paragraph 3.15 of the new Schools Admissions Code says that all admissions authorities and Admissions Forums must have a protocol for Fair Access (formerly called a 'Hard to Place Protocol') in place by September 2007 and that all local schools and Academies must participate. This In-Year Fair Access scheme complies with that requirement and is based on the review of the two-term trial 'Hard-to-Place' protocol.
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.

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 / Looked-After Children;
 - those permanently excluded, in particular those seeking reintegration from the Pupil Support Centre;
 - those who have been out of education for more than 6 weeks (half a term);
 - asylum seekers and refugees not in accommodation centres;
 - homeless children and young people;
 - those with unsupportive family backgrounds where a place has not been sought;
 - 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;
 - Traveller/Gypsy/Roma children
4. The Fair Access Panel will also consider applications for managed moves.

Composition of the panel

5. A panel, consisting of three headteachers, 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, where there are at least two headteachers and one local authority representative.

6. Headteachers' representation on the panel will be agreed annually at the secondary heads meeting.

The decision-making process

7. Cases will be brought to the panel by the Haringey Admissions team.
8. The Panel will be supported by the Pupil Placement Officer who will administer the panel and provide data and information on past decisions, including allocations by school, year group and points weighting.
9. 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.
10. 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.
11. Where a school is requesting agreement to a managed move then the headteacher (or representative) will attend with documentation as set out in the managed moves protocol.
12. When making the decision as to appropriate placement for the child, the panel will take into account:
 - the parents' views (including religious affiliation);
 - the distance from home to school;
 - 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 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.
13. 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 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.
14. The points allocation for The John Loughborough School will be multiplied by four to bring it into line with other schools.
15. 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.
16. 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.

17. 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.
18. The admission of a young person through the fair-access panel will on occasion take the school above the planned admission number for that year group. This allocation **by the Fair Access panel** will never exceed one per class per year group. Note: This does not include allocations made through the SEN panel that take a school over planned admission number or where a school which is its own admission authority has chosen to admit over number itself.
19. It is recognised that for young people seeking in-year admission to school there is often little information easily or readily available. To ensure fair access and avoid accusations of 'selection' there needs to be a balance of the degree of information to make a best placement whilst avoiding an unreasonable delay in allocation or admission.
20. Consequently, 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

21. 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.
22. 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.

Monitoring the operation of the protocol

23. 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.