

## 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 Schools Admissions Code says that all admissions authorities and Admissions Forums must have a protocol for Fair Access 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 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.

#### **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 – defined as 80% or less attendance in the last 12 months in any authority or where Haringey is pursuing a School Attendance Order ;
  - Traveller/Gypsy/Roma children.
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 public care (LAC), 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.

### ***The decision-making process***

8. Cases will be brought to the panel by the Haringey Admissions team.
9. 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. Data for the current and previous school year will be considered and will be reported as a four-term rolling figure.
10. 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.
11. 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.
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 extent to which the school has itself recently excluded students;
  - the number of students admitted through IYFAP. NOTE: over an academic year this must not exceed one additional pupil per class per year group and must not exceed a maximum of 15 pupils **in total** across all year groups.
  - 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.
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.
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 DfES 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. This allocation **by the Fair Access Panel** will never exceed the agreed number per year group per school, as set out in paragraph 13. **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.

21. 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.
22. 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

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.

#### Monitoring the operation of the protocol

25. 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.