

**IN YEAR FAIR ACCESS PANEL PROTOCOL
TERMS OF REFERENCE
FOR PRIMARY POOLE SCHOOLS
DECEMBER 2015**

Purpose

The purpose of the In Year Fair Access Panel is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Poole primary schools work together collaboratively, taking into account the needs of the child and those of the school.

When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner.

1.0 Criteria determining which children will be placed via the In Year Fair Access Panel:

Children placed by the Panel will be children (with the exception of Looked After Children and children with an Education, Health and Care Plan or a Statement of Special Educational Needs) seeking a school place and fall into one or more of the following groups;

1. Children where their most recent placement was a Pupil Referral Unit or an Alternative Provision Academy
2. Children who have been out of education for longer than 8 consecutive school weeks and not on a local school roll (*a school that does not exceed the LAs policy on acceptable travelling times – 45 minutes for primary schools*)
3. Children withdrawn from schools by their family, and not on a school roll, following fixed term exclusions and unable to find another place (*only if the available alternative school exceeds the LAs policy on acceptable travelling times – 45 minutes for primary schools*)
4. Children not on roll at a local school (*a school that does not exceed the LAs policy on acceptable travelling times – 45 minutes for primary schools*) and with a history of serious attendance problems (*must be less than 85% attendance record over a period of twelve months year*), not including the period of transition between the last school and this application.
5. Children who are returning from the criminal justice system who need to be re-integrated in to mainstream education

6. Children permanently excluded from a Poole school or an out of borough school where professionals (i.e. Alternative Provision Provider and/or an Educational Psychologist) identify that transfer to another mainstream school is appropriate.
7. Where there is evidence that there is a particular challenge related to disruptive behaviour (in the current school or previous school if moving into the area) which is shown to disrupt the child's learning and the learning of others over a period of more than two consecutive terms and/or has incurred more than 5 fixed period exclusions within one academic year
8. Children who have received Elective Home Education (EHE) for less than one academic year or where there is evidence that no suitable education has been provided whilst EHE.
9. Homeless children
10. Children with unsupportive family backgrounds, where a place has not been sought
11. Children of Gypsies, Roma, Travellers, refugees and asylum seekers
12. Children who are registered carers
13. Children with special education needs, disabilities or medical conditions (but without an Education, Health and Care Plan or a Statement of Special Educational Needs)

2.0 Procedures

- 2.1 All applications to the Panel must be agreed and signed by parents except where the family have not sought a school place in writing (see criterion number 10).
- 2.2 The Panel will meet as and when required.
- 2.3 The meeting will be convened by the Assistant Admissions & Exclusions Officer.
- 2.4 The route for referral will be via the LA School Admissions Team. When received, consideration will be given as to whether the child meets the criteria detailed above. The Assistant Admissions & Exclusions Officer will ensure that the relevant information is available and presented to the In Year Fair Access Panel.
- 2.5 Placement should be made within 20 school days of receipt of the application by the LA School Admissions Team at Children, Young

People and Learning, except where the child already has a place at a local school and/or where it is feasible for them to continue to attend their current school.

- 2.6 Adjourment can only take place with agreement of the Panel and must take into account the need to place a child within 20 school days of receipt of the application by the Admissions Team at Children, Young People and Learning.
- 2.7 As with any admission, account needs to be taken of parental preference.
- 2.8 When considering which school should be allocated the Panel will first consider the needs of the individual child and how these can best be met. However the Panel will ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The Officer from Children, Young People and Learning will advise the panel of previous In Year Fair Panel placements and any known managed moves.
- 2.9 The Panel will take account of any significant school- based issues that would seriously hinder the effective inclusion of a particular child. The Assistant Admissions and Exclusions Officer will seek this information from participating schools prior to the Panel meeting if the potential receiving school is unable to send a representative to the meeting. If a Headteacher or their representative is unable to attend children may still be placed at that school by the Panel.
- 2.10 Where a parent fails to express a preference for any school the In Year Fair Access Panel will determine the school to be offered.
- 2.11 Where a parent requests a particular school, but the Panel feel it is inappropriate to meet the parent's first preference, the Panel will take account of the second and third preferences expressed by parents. If the Panel is unable to agree to any of the parents' preferences, and the child does not have a mainstream placement in a local school, then, for Poole residents, the In Year Fair Access Panel will determine the Poole mainstream school to be offered. If the child is a non-Poole resident, the relevant Local Authority will be advised.
- 2.12 If a parent requests a place at a particular school and there is a place available, i.e. without having to exceed the admission number, then the Panel should agree the placement where appropriate, unless there is a significant reason not to.
- 2.13 It is expected that the recommendation of the In Year Fair Access Panel must be accepted by all schools. Schools are expected to respond to requests from the Panel to admit a child within seven calendar days. It is normally expected that the school will accept a decision at the Panel

meeting. If a school does not accept the decision the Panel will consider whether to ask the Local Authority to direct admission in accordance with that should replace this.

- 2.14 The child will be placed on roll at the school recommended by the Panel within 10 school days of the date of the offer letter. The school will notify IYFAP that the child is on roll.
- 2.15 For applications where a child has received Elective Home Education for less than one academic year or where there is evidence that no suitable education has been provided whilst EHE, the Panel will normally recommend that the child is placed at their former school, unless the Panel accept there is significant reason(s) not to do so. The Panel cannot recommend a school that is not within the Borough of Poole.
- 2.16 Where a placement is agreed by a school for a child where the criteria is met for referral to IYFAP but a meeting was not convened this will be notified to the Panel by the Assistant Admissions and Exclusions Officer at the next available meeting.

3.0 Membership of the Panel

- 3.1 The membership of the Panel will comprise three Headteachers or their representatives from Poole primary schools.
- 3.2 There will be three lead Headteachers (and three substitute Headteachers) who will volunteer to commit to attending all convened meetings for one term. (Please see list at end of this document.)
- 3.3 The three substitute Headteachers will become the three lead Headteachers the following term. (Please see list at end of this document.)
- 3.4 Also in attendance at the meeting, but not part of the Panel, will be an Officer from the Local Authority.
- 3.5 Wherever possible the Panel will comprise of Headteachers whose schools are not within a reasonable distance of the applicant.
- 3.6 When considering school placement, the Panel will normally recommend a school with the input, support and cooperation of all the schools being considered. If unable to do so, the Panel will make a decision separately.
- 3.7 In the exceptional event of Headteachers or their representatives being unable to attend, the Panel will be deemed to be quorate with 2 Headteachers or their representatives.
- 3.8 The appointment of the Chairperson will be agreed by the Panel at the meeting.

- 3.9 Background papers will be sent to all Panel members before the Panel meeting.
- 3.10 Administrative support to the Panel will be provided by Children, Young and Learning.

4.0 Funding

- 4.1 There is a budget of £30,000 for 2015/16 financial year (1 April 2015 – 31 March 2016) attached to the IYFAP to support placements and Managed Moves (notified to the IYFAP). The budget can be accessed by both Primary and Secondary IYFAP. It is recognised that not all placements and Managed Moves will require an application for funding.
- 4.2 However where there is significant evidence that there is a particular challenge that would require specific additional support above that a school would normally provide an application for support from the IYFAP budget can be made. Applications for funding must be submitted to the Assistant Admissions and Exclusions Officer within 3 months of the child entering the roll of the school and these will be considered by members of the IYFAP at the next meeting. The application should include a detailed breakdown of costs.

5.0 Review

- 5.1 The impact of the Panel together with the effectiveness of operational procedures will be reviewed annually and, when requested, reported to the Office of the Schools Adjudicator.
- 5.2 An annual report will be circulated to Admissions Forum and Behaviour & Attendance Partnership in the Autumn Term. This will provide a brief summary that will include the number of applications considered and children placed.

Please clearly print your name for the Term you wish to volunteer for. Please note the Term you will become Lead Headteacher for too.

	Lead Headteacher	Sub. Headteacher	Please Note:
Spring Term 2016	1. Eileen Bissell (Oakdale)	1. Michelle Stone (Broadstone First)	
	2. Helen Armstrong (St Mary's)	2. Damien Hewitt (Twin Sails & HPJS)	
	3. Neil McDermott (St Joseph's)	3. Daryl Walsh (Sylvan)	
Summer Term 2016		1. Ellen Humphries (Ocean)	Lead for Autumn 2016
		2. Ruth Leech (Springdale)	Lead for Autumn 2016
		3. Angela Malanczuk (Stanley Green)	Lead for Autumn 2016
Autumn Term 2016		1.	LHT for Spring 2017
		2.	LHT for Spring 2017
		3.	LHT for Spring 2017
Spring Term 2017		1.	Lead HT Summer 2017
		2.	Lead HT Summer 2017
		3.	Lead HT Summer 2017
Summer Term 2017		1.	Lead Autumn 2017
		2.	Lead Autumn 2017
		3.	Lead Autumn 2017