

# **Primary Fair Access & Managed Transfer Protocol (Revised February 2010)**

## **Fair Access**

### **Introduction**

The new 2009 School Admissions Code provides new guidance on Fair Access Protocols and this protocol has been revised to take this into account. Slough introduced its first primary protocol in autumn 2006 and this revised version builds on successful practice since then. The new guidance continues to give priority to hard to place pupils over others on the waiting list and hard to place pupils can still be admitted if the school is full. It is intended as far as possible that no schools should take a disproportionate number of challenging pupils.

### **In Year Admissions**

Applications for year groups other than reception are currently processed by the schools but from September 2010 all applications will be processed via the Local Authority. For admissions outside the normal year of entry, parents have a right to express a preference for a place in any school and admission authorities are required to accept applicants if they have places. Exceptionally, admission authorities can refuse to admit a child with challenging behaviour if one or more of the following applies:

- The child has been permanently excluded twice (this does not include children with statements)
- The school requires special measures or has recently come out of them (within the last two years)
- Has been identified by Ofsted as requiring significant improvement and given notice to improve.
- Is subject to a formal warning notice by the local authority
- Is a Fresh Start school or Academy open for less than 2 years
- Is a secondary school where less than 20% are achieving 5 or more A\* - C GCSE's including English and Mathematics , or a primary school where fewer than 55% of pupils achieve Level 4 or above at Key Stage 2 in both English and Mathematics

### **Objectives of the protocol:**

The objectives are to:

- Identify hard to place pupils.
- Agree arrangements with all schools about how these pupils will be placed
- Distribute the pupils more evenly across Slough schools
- Reduce the time pupils spend out of school to 4 weeks

### **Pupils to be Considered Under the Protocol**

The new guidance identifies a long list of pupils that must be considered as hard to place. These are:

- Children attending PRUs
- Children out of education for more than one term
- Children who have been unable to find a place after having moved to the area
- Children withdrawn from schools by their families following fixed term exclusions
- Children of refugees and asylum seekers
- Homeless Children

- Children with unsupportive family backgrounds
- Children known to the police or other agencies
- Children with attendance problems
- Traveller Children
- Children who are carers
- Children with SEN (without a statement)
- Children with disabilities or medical conditions
- Children returning from the criminal justice system
- Children of UK service personnel.

However, hard to place funding, will only be available for the categories below, which have not changed since the first protocol was drafted.

- (a) Pupils with a history of fixed term exclusions.
- (b) Pupils who have been permanently excluded.
- (c) Pupils attending alternative education requiring re-integration to mainstream provision.
- (d) Pupils at the SEN school action plus stage for social, emotional and behavioural difficulties.

### **Mechanism for Placement of these Pupils**

#### **1. Before September 2010**

Pupils who do not fall into categories (a)-(d) above will be admitted following normal admission procedures by Slough schools. Details of pupils who fall into categories (a)-(d) above should be emailed to Hugh Edwards, Education Access Officer, on the form below (Appendix 1). The Admissions & Access Team will consider the request and if agreed, the school will receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted in the school year. Payment will follow confirmation that the pupil is on roll at the school. Funding for each pupil will vary and will be linked to the categories (a)-(d). Should a pupil be permanently excluded within one year of admission the funding will be recovered on a pro-rata basis.

#### **2. From September 2010**

Pupils who do not fall into categories (a)-(d) above will be admitted following the Primary In-Year Admissions Scheme. Pupils who fall into categories (a)-(d) above should be identified by the Local Authority at the point of application. This information will be provided for schools as part of the in-year admission scheme. If a school agrees to admit a hard to place pupil the school will receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted in the school year. Payment will follow confirmation that the pupil is on roll at the school. Funding for each pupil will vary and will be linked to the categories (a)-(d). Should a pupil be permanently excluded within one year of admission the funding will be recovered on a pro-rata basis.

## **Managed Transfers**

### **Background**

Parents have a right to express a preference for a place in any school and the school is required to admit the pupils if they have places. Any plans to improve managed transfer arrangements must recognise that parents can decline a proposed transfer i.e. decide not to apply to the receiving school. There is a commitment by Slough Heads to retain pupils, by tackling issues that may otherwise have resulted in a transfer, but there will be circumstances where a transfer can be beneficial for both the pupil and the school and often there is a need to progress this quickly.

### **Objectives**

These are to:

- Prevent permanent exclusions where possible.
- Reduce pupil absence due to pupil/parental dissatisfaction with existing placement.
- Provide an effective and rapid internal transfer system.

### **Pupils to be Considered Under the Protocol**

There are likely to be 2 main reasons why pupils could be considered for a managed transfer.

1. There may have been a critical event such as an incident at school, a fixed term exclusion or the possibility of a permanent exclusion. A rapid response meeting may have been arranged. These circumstances are likely to require urgent action.
2. There may be a history of low level issues, which have led to general dissatisfaction with the current situation on the part of the parent or the school or both. In all cases schools should have attempted to resolve issues with the pupil/parent before considering managed transfer.

### **Mechanism for Placement of Pupils.**

Headteachers should initially contact the Education Access Officer, using the form below (appendix 2). The request should include information about the pupil, action already taken and whether a short term or permanent transfer is required. Other schools will be contacted by the Education Access Officer and the case may be discussed at the primary behaviour panel if appropriate. The Education Access Officer will also discuss the options with parents. All schools responding will be notified about progress and success relies on all parties not over using the system.

Tony Browne  
Head of School Services  
February 2010

## Request for Hard to Place Funding

Pupil Name		Year Group & DOB	
Address			
Reason for request including which category (a-d)			
Date of Application for a School Place			
Date of Request for Hard to Place Funding			
School		Signed (Headteacher)	

Outcome			
Date		Signed (Education Access Officer)	

Please return completed forms to Hugh Edwards, Education Access Officer, Slough Borough Council, Bath Road, Slough, SL1 3UQ

email: [Hugh.Edwards@slough.gov.uk](mailto:Hugh.Edwards@slough.gov.uk)  
Tel: 01753 787684

## Appendix 2

### Request for Managed Transfer

Pupil Name		Year Group & DOB	
Address			
Reason for Managed Transfer (completed by Headteacher)			
Parental Preference and Why			
Exclusions including dates			
Short Term Transfer		Permanent Transfer	
Academic data			
SEN data			
Interventions (external agencies) Including Dates			
Parental Involvement			
Date of Request		Signed (Headteacher)	

Outcome			
Date		Signed (Education Access Officer)	

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