

Secondary Fair Access & Managed Transfer Protocol (Revised February 2010)

Fair Access

National Guidance

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 protocol in 2005, before it became mandatory, and this protocol builds on successful practice since then, via the secondary admissions panel. 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

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 these pupils more evenly across Slough schools.
- Reduce the time pupils spend out of school to 4 weeks maximum.

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- Children withdrawn from schools by their families following fixed term exclusions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.

The requirement to consider these categories of pupils as hard to place will result in the secondary admission panel being predominantly a hard to place panel, as most in-year applications will fall into one of these categories. 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.
- (e) Year 11 pupils

Mechanism for Placement of Pupils

The secondary admission panel considers all in-year secondary admissions and the panel manages a budget to assist with the admission of pupils in categories (a) - (e) above. Details of all in-year applications are presented to the Admission Panel. Interviews are not permitted as part of the admission process. Schools accepting hard to place pupils in categories (a) to (e) may receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted. Payment follows confirmation that the pupil is on roll. Funding for each pupil will vary and will be linked to the categories (a) - (e) above. Funding details for each pupil will be agreed at the panel meeting to allow some flexibility in the way the scheme operates. A maximum of £4000 per pupil is available. Funding is transferred to schools each half term. It is expected that hard to place pupils not attracting funding will be given priority in line with the new admission code and any other pupils will be placed without delay.

Managed Transfers

Introduction

The number of pupils transferring between secondary schools within Slough is well regulated through the Admission Panel, due to a commitment by Slough Headteachers to retain pupils, by tackling issues that may otherwise have resulted in a transfer. The Admission Panel will generally only consider a transfer between Slough schools if it appears that all other options have been considered. Priority is given to pupils without a school place. However 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.

Current Legal Position

The current position for casual admissions (admissions outside the normal year of entry) is that parents have a right to express a preference for a place in any school. 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. Pupils may only be deleted from the register in accordance with the Education Pupil Registration Regulations 2006, which came into force on 1st September 2006.

Objectives of the Arrangements

These are as follows:

- Prevent permanent exclusion 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 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.
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. 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 responses from schools will be considered and discussed with parents with a view to placing the pupil quickly. All schools responding will be notified about progress. Success will rely on all parties not over using the system.

Tony Browne
Head of School Services
February 2010

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 Stage			
Interventions (external agencies) Including Dates			
Parental Involvement			
Date of Request		Signed Headteacher	

Outcome			
Date		Signed (Education Access Officer)	

Please return completed forms via email to Hugh Edwards, Education Access Officer,
 Slough Borough Council, Bath Road, Slough, SL1 3UQ
 email: Hugh.Edwards@slough.gov.uk
 Tel: 01753 787684