

LONDON BOROUGH OF CROYDON

To: Croydon Council website
Access Croydon & Town Hall Reception

STATEMENT OF EXECUTIVE DECISIONS MADE BY THE EXECUTIVE DIRECTOR – PEOPLE, 8 NOVEMBER 2016

This statement is produced in accordance with Regulation 13 of the Local Authorities (Executive Arrangements) Meetings and Access to Information) (England) Regulations 2012.

The following apply to the decisions listed below:

Reasons for these decisions: are contained in the **attached** Part A report

Other options considered and rejected: are contained in the **attached** Part A report

Details of conflicts of Interest declared by the Officer: none

Note of dispensation granted by the head of paid service in relation to a declared conflict of interest by that Officer: none

The Leader of the Council has delegated (decision reference 64/16/LR) to the Officer the power to make the executive decisions set out below:

OFFICER'S EXECUTIVE DECISION REFERENCE NO. 07/16/PE Decision title: Proposed School Admission Arrangements 2018/19

Having carefully read and considered the Part A report and the requirements of the Council's public sector equality duty in relation to the issues detailed in the body of the report, the Executive Director – People, in consultation with the Cabinet Member for Children, Young People and Learning,

RESOLVED to:

- 1.1 Agree that the proposed School Admission Arrangements 2018/19 for Croydon Community schools, the Fair Access protocol and co-ordinated schemes can go out to public consultation.
- 1.2 Agree that the consultation will take place from Thursday 10 November 2016 until Thursday 22 December 2016.
- 1.3 Agree that the analysis of the consultation and the recommendations for the 2018/19 Admission Arrangements will be presented to Cabinet in January 2017 as part of the Education Estates Report.
- 1.4 Note that the final Admissions Arrangements will be determined by Full Council in January 2017.

Date: 16th November 2016

For General Release

REPORT TO:	Executive Director, People
AGENDA ITEM:	N/A
SUBJECT:	Proposed School Admission Arrangements 2018/19
LEAD OFFICER:	Jane Doyle, Director of Universal People Services Jennifer Duxbury, Head of Place Planning and Admissions
CABINET MEMBER:	Councillor Alisa Flemming, Cabinet Member for Children, Young People and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON: The recommendations in this report contribute to achieving priority 3 of the independence strategy to provide people with the best opportunity to maximise their life chances and have a good quality of life through the provision of high quality universal services, including an excellent learning offer.	
FINANCIAL IMPACT There are no direct financial implications on the admissions budget from the contents of this report.	
KEY DECISION: Not a key decision	

The Leader of the Council has delegated to the Executive Director, People, in consultation with the Cabinet Member for Children, Young People and Learning the power to make the decisions set out in the recommendations below.

1. RECOMMENDATIONS

The Executive Director, People in consultation with the Cabinet Member for Children, Young People and Learning, having carefully considered the requirements of the Council's public sector equality duty in relation to the issues detailed in this report, is recommended to:

1.1 Agree that the proposed School Admission Arrangements 2018/19 for Croydon Community schools, the Fair Access protocol and co-ordinated schemes can go out to public consultation.

1.2 Agree that the consultation will take place from Thursday 10 November 2016 until Thursday 22 December 2016.

1.3 Agree that the analysis of the consultation and the recommendations for the 2018/19 Admission Arrangements will be presented to Cabinet in January 2017 as part of the Education Estates Report.

1.4 Note that the final Admissions Arrangements will be determined by Full Council in January 2017.

2. EXECUTIVE SUMMARY

Admission Arrangements

- 2.1 The Council is the Admissions Authority for community schools within the borough.
- 2.2 This means that the Council has the responsibility to set and apply the admission arrangements for all community schools.
- 2.3 The School Admissions Code 2014 (School Admissions Code) sets out that Admission Authorities must consult on any proposed changes to admission arrangements or consult on admission arrangements at least once every 7 years.
- 2.4 There are a number of proposed changes to the admission arrangements and which are recommended in order to achieve greater clarity for parents and carers applying for a school place and to make the waiting list process more efficient. The proposed admission arrangements are set out in Appendix 1 and further detail about the specific proposed changes is given in paragraph 3.12.

Co-ordinated scheme

- 2.5 The Council also has a duty to formulate a co-ordinated scheme which sets out how all schools and academies in the borough will work together to ensure that all applications receive one offer of a school place on the prescribed national offer days for Reception and Secondary Transfer. This scheme runs until 31 August in any given admission year. The proposed co-ordinated scheme for 2018/19 is set out in Appendix 2.

Fair Access Protocol

- 2.6 Each local authority must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area 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. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.
- 2.7 Croydon has a proven track record of successful outcomes for applications considered under the Fair Access protocol, however the protocol has not been consulted on since 2013 and there are changes that are proposed to ensure that it is an even more effective tool in ensuring our most vulnerable children are placed quickly in school and that no one school or academy is asked to take a disproportionate number of children through the Fair Access process in any one year group. The proposed Fair Access protocols are set out in Appendix 4 and 5.

Proposed consultation 2018/19

- 2.8 According to the provisions set out in the School Admissions Code, consultation must take place for a minimum of 6 weeks and the period of consultation must take place between 1 October and 31 January in the year before the arrangements are to come into effect. Therefore consultation must conclude by 31 January 2017 at the latest for the Admissions Arrangements 2018/19.

2.9 It is proposed that the Admissions Arrangements for Community Schools are consulted upon between 10 November 2016 and 22 December 2016.

3. DETAIL

Community School Admissions Arrangements

- 3.1 The Council is the Admission Authority for Community schools and is therefore responsible for consulting on, determining and applying the admission arrangements for community schools.
- 3.2 The Governing Body or Academy Trust is the admission authority for Foundation, Voluntary Aided schools and Academies. All schools which are their own admission authority are responsible for consulting, determining and applying their own admission arrangements and criteria. Details of any consultation on these admission arrangements will be found on each school's website.
- 3.3 The local authority retains the co-ordinating role for reception, junior and secondary transfer. This means that all offers are made by the local authority and that every child should receive just one offer. Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code.
- 3.4 This includes consulting on any proposed changes to admission arrangements annually or at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis.
- 3.5 The Governing Bodies of all schools are required to admit all children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school before the admissions criteria are applied to all remaining applicants.
- 3.6 The first criterion for all schools must be looked after children (with some specific provisions permitted for faith schools to prioritise looked after children of the faith).
- 3.7 The local authority proposes that the following changes are consulted upon:
- Linked infant to junior definition - Please refer to Appendix 1 and Note 2
 - Sibling criterion definition - Wording clarified to confirm the point of eligibility for sibling priority. Please refer to Appendix 1, note 3.
 - Distance criterion definition – Wording amended to give parents greater clarity about how the distance measurements are calculated.
 - Fair access policy – strengthened policy to help to support the effectiveness of the protocol to support the placement of vulnerable pupils and the use of alternatives to permanent exclusion.
 - In-Year Admissions waiting lists – It is proposed that In-year applicants who are unsuccessful for higher preference schools request to be added to a waiting list and that this is no longer automatic.
 - Medical criterion definition - Greater clarity on the responsibility of the parent to submit medical evidence before the primary closing date.
 - Greater clarity on the processing of late submissions of medical evidence. Please refer to Appendix 1, Note 4.

- 3.8 Following consultation, it is proposed that the Cabinet considers the outcome of the consultation and the recommendations regarding the admission arrangements as part of the Education Estates Report in January 2017 and that, in accordance with the Council's constitution, are determined by full Council before 28 February 2017.

Co-ordinated scheme

- 3.9 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines.
- 3.10 Where the scheme has not changed from the previous year, there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 28 February 2017.
- 3.11 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years. This arrangement allows all boroughs to exchange data and facilitate choice for parents by offering places across borough boundaries within the same parameters and timetable. However as well as agreeing to a core set of admissions principles across London, we as the local authority have the ability (within the confines of the School Admissions Code) to add provisions to the scheme which will best serve the residents of Croydon.
- 3.12 The proposed changes to the co-ordinated schemes are as follows:
- Appeals for own admission authority (OAA) schools. It is proposed that copies of the Common Application Form (CAF) are no longer released to schools as part of the appeal process and that the information disclosed to schools is restricted to the offer made and whether this offer was accepted or declined.
 - Children who receive lower preference offers are no longer automatically placed on the waiting list for higher preference schools. Parents would be required to complete the waiting list request form available on the LA website. Please see Appendix 1
 - First preference offers are automatically recorded as accepted. Parents would be required to notify the LA if they wish to decline an offer.
 - Applicants who receive an offer at their first preference school are not be permitted to be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence.

Fair Access Protocol

- 3.13 Every local authority must have a Fair Access protocol which is agreed with the majority of schools in the area. The protocol was last reviewed in 2013 so it is timely to consult with stakeholders on how the protocol can be improved to ensure that it is even more effective in ensuring that young people are placed quickly when it has not been possible to place them through the 'in year' process.
- 3.14 In preparation for consultation the Local Authority have worked with a core group of schools to do a first review of the protocol. The protocol is currently administered through primary and secondary FAP meetings and as these meetings have evolved, changes to the protocol are being proposed to strengthen and build on existing performance.
- 3.15 These changes are:
- Clarification to the procedure setting out when a child with an Education, Health and Care Plan will be considered by the FAP panel
 - Strengthening of the procedures at the pre FAP meeting
 - The number of other vulnerable and challenging pupils recently admitted to schools will be taken in to account when placement decisions are made.
 - Clarification of the categories of vulnerable pupils considered at the panel to ensure they are compliant with the School Admissions Code.

Consultation

- 3.16 For the 2018/19 academic year, Admission Authorities are required to consult on their admission arrangements for a minimum of 6 weeks between 01 October 2016 and 31 January 2017, with arrangements determined by 28 February 2017.
- 3.17 It is proposed that consultation takes place between 10 November 2016 and 22 December 2016

3. PROCUREMENT Comments

None

4 .Revenue and Capital consequences of report recommendations

4.1 The admissions service is funded from the Dedicated Schools Grant budget is as follows:

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Revenue Budget available				
Expenditure				
Income	998	998		
Effect of decision from report				
Expenditure	998	998		
Income				

Remaining budget	0	0		
Capital Budget available				
Expenditure				
Effect of decision from report				
Expenditure				
Remaining budget				

4.2 The effect of the decision

The proposed admission arrangements will not impact on the current budget position shown above.

4.3 Risks

The National Funding Formula Consultation, which is currently underway, does propose to make changes to the way admissions is funded, however the impact of this is yet unknown. It is anticipated that the second National Funding Formula consultation will be issued later in the year, with details that will enable this impact to be modelled.

4.4 Options

The alternative option, which would be to maintain the current arrangements, would have no financial impact on the budget.

4.5 Future savings/efficiencies

Savings may be required in the future, however the value of any savings requirements is unknown until the National Funding Formula second consultation is published.

5. (Approved by: Lisa Taylor, Assistant Director of Finance and Deputy Section 151 Officer).

5.1. COMMENTS OF THE SOLICITOR TO THE COUNCIL

5.2 The Solicitor to the Council comments that under paragraph 1.42 of the School Admission Code 2014, where a local authority proposed changes to their admission arrangements, they must consult on the proposed admission arrangements. Local authorities have a general duty to consult on these admission arrangements at least once every 7 years, even if no changes are proposed.

(Approved by Jacqueline Harris-Baker Acting Council solicitor and Acting Monitoring Officer).

6. HUMAN RESOURCES IMPACT

6.1 There are no direct Human Resources implications arising from this report for Croydon Council employees.

(Approved by: Debbie Calliste, HR Business Partner, on behalf of the Director of Human Resources).

7. ENVIRONMENTAL IMPACT

7.1 None.

8. CRIME AND DISORDER REDUCTION IMPACT

8.1 None.

9. REASONS FOR RECOMMENDATIONS

9.1 To ensure that the Council fulfils its statutory duty to consult on the Admission Arrangements when there are proposed changes.

10. OPTIONS CONSIDERED AND REJECTED

10.1 The option to not make changes was considered but that would have meant no changes could be made.

CONTACT OFFICER: Jennifer Duxbury, Head of Place Planning and Admissions – 0208 604 7156

BACKGROUND PAPERS - NONE

Appendix 1 - 2017/18 Admissions criteria for Community schools

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2018, their admissions arrangements will apply as published below or unless stated otherwise in their funding agreement.

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to that school before the admissions criteria is applied to all other applicants.

Where the number of applications for a community school is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

1. **Looked-after children and previously looked-after children** (see Note 1).

2. **Linked schools**

Children who are on the roll of their linked infant school at the time of application. (see Note 2).

3. **Siblings:** Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).

4. **Medical:** Pupils with serious medical needs for attending a particular school.

Supporting professional evidence must provide the particular reasons why a particular school is the only school that can meet your child's need and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

For primary age children, their need to attend a particular school because of a parent's serious and continuing medical condition may also be relevant.

Supporting evidence should be set out on the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/school-place-home> , and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (see Note 4). By submitting your evidence to the local authority you consent to this information being shared with the local authority's medical advisor.

5) Distance: Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

Note 1: Looked-after children are defined as ‘children in public care at the date on which the application is made’. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. If an application is made under the ‘looked-after’ criterion, it must be supported by a letter from the relevant local authority children’s services department and/or relevant documents.

Note 2: This criteria does not include siblings on the roll of the infant school’s nursery class, if it has one.

A list of all infant and junior schools is provided in the table below. The shaded schools are their own admission authority, therefore, please refer to the individual school’s admissions policy.

Linked Infant School	Linked Junior School
Beulah Infant	Beulah Junior
Elmwood Infant	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infant	Park Hill Junior
St Joseph’s Catholic Infant and Nursery	St Joseph’s Catholic Junior
St Mary’s Catholic Infant	St Mary’s RC Junior
Whitehorse Manor Infant and Nursery	Whitehorse Manor Junior
Winterbourne Infant	Winterbourne Junior Girls
Winterbourne Infant	Winterbourne Junior Boys
Wolsey Infant	Wolsey Junior

Note 3: A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion from 1 August each year when this local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

This criteria does not include siblings on the roll of the school’s nursery class, if it has one.

Note 4: All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online as a download at:

www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400, setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2018**. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend a particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2018. If evidence is received after the closing date of 15 January 2018, it will not be taken into account until after places have been offered on the 16 April 2018.

Note 5: 'Home' is defined as the address where the child normally resides Monday to Friday as their only or principal residence.

Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called DataTank. If after these checks have taken place, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn.

Should there be doubts about the address to be used, parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

Note 6: The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

Note 7: Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

Note 8: Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Note 9: Twins/triplets or other multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Waiting lists

If you are offered a place at a school and you have also expressed a higher preference for another school or other schools, you will not be placed on the waiting list for your higher preference school/schools. You may request for your child to be added to the waiting list by completing the 'waiting list request' form available on the website.

Waiting lists for community schools are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (iCAF) if they wish to remain on the waiting list.

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school(s) and who wish to remain on the waiting list are required to re-apply the following academic year.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Appendix 2 – Pan-London Schemes for Co-ordination of Admissions

London Borough of Croydon

Template LA Schemes for Co-ordination of Admissions to Reception/Junior in Maintained Schools and Academies in 2018/19

Contents

Page 14: Definitions used in this document

Page 16: Template scheme for co-ordination of admissions to Reception in September 2018

Page 24: Content of Common Application Form - Reception Scheme (Schedule 1)

Page 25: Template outcome letter -Reception Scheme (Schedule 2)

Page 26: Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Schemes for Co-ordination of Admissions to Reception/Junior in 2018/19

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA.
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs.

“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which parents/carers outcome are notified of their outcome. 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2018/19

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, is able to access a copy of Croydon LA's 'Admissions to primary schools' prospectus and Common Application Form, including details of how to apply online. Croydon LA also uses Decaux boards, libraries, GP surgeries and schools to advertise the closing date for applications. Additionally, an early years' event is held in the town centre in October every year and this LA offers parents support and assistance with their online application at schools and its offices.
3. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, Croydon LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will be available on this LA's website, on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon admission prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Croydon LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

6. *Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **16 February 2018**.
9. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **2 February 2018**.
10. Croydon LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **2 February 2018**.

Processing

11. Applicant residents within Croydon LA must submit their online Common Application Form, to this LA by **15 January 2018**.
12. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
13. *Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
14. *Croydon LA will send admission authorities details of their applications on **09 February 2018**.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2018** will usually mean that the application will be treated as late by Croydon LA (see paragraphs 41 to 46 for more details on late applications).*

16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **5 February 2018**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information securely to non-participating LAs.*
18. Croydon LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. *Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is 09 February 2018.*
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 February 2018**.
22. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **12 February 2018**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **13 and 19 February 2018** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **02 March 2018**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **15 March 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **23 March 2018** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **16 April 2018** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at one of this LA's schools, Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.
31. Croydon LA will participate in the offer data checking exercise scheduled between **26 March and 9 April 2018** in the Pan-London timetable in Schedule 3B.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2018**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place. *This will usually be the nearest school to the child's home address which has a place available.*
34. This LA's notification of the outcome will include the information set out in Schedule 2.
35. *On **16 April 2018**, all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters by post.*
36. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
37. Croydon LA's notification information will include the information set out in Schedule 2.
38. Croydon LA will, on **16 April 2018**, publish online the outcome of resident applications. Resident applicants who applied online will be able to view the result of their application

online as well as accept or decline their offer. *Croydon LA will not send out outcome letters in the post.*

39. *Resident applicants who are not successful in their application will be offered the right to appeal.*
40. *This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Late applications

41. **Croydon LA will accept late applications as 'on-time' only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as 'good reason' include when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits and it is expected that all requests of this nature will be supported with evidence from someone independent of the applicant.*
42. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
43. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be the **09 February 2018**. The date for an out-borough resident is fixed by the relevant home LA and is likely to be different for authorities outside the PAN London scheme.*
44. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 February 2018**.
45. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up to **09 February 2018**, on the basis that an on-time application already exists within the Pan-London system.
46. *Applications which are late for no good reason and those that are received after 09 February 2018 but before 16 April 2018 will not be considered in the initial allocation round but will be allocated after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools in this LA with vacancies, in accordance with the school's admissions criteria, after all unplaced on-time applicants have been considered. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

Post Offer

47. Croydon LA will request that resident applicants accept or decline the offer of a place by **30 April 2018**, or within two weeks of the date of any subsequent offer.

48. *If resident applicants do not respond by this date, Croydon LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*
49. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **30 April 2018**, Croydon LA will forward the information to the maintaining LA by **8 May 2018**. Where such information is received from applicants after **30 April 2018**, Croydon LA will pass it to the maintaining LA as it is received.
50. Where a place becomes available in an oversubscribed maintained school or academy in Croydon LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
51. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
52. When acting as a maintaining LA, Croydon LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
53. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
54. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
55. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 52 and 53 shall apply to the revised order of preferences.
56. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
57. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
58. *Acceptances and declines from out-borough residents will be passed onto the appropriate schools once received by Croydon LA.*
59. This LA's admission authorities will maintain a waiting list for at least one term until 31 December 2018. This LA will not automatically place children who have been unsuccessful for higher preference schools on the waiting list. This LA's residents must make a written request to Croydon LA if they wish to be added to the waiting list for a higher preference

school. This LA will accept waiting lists requests from other LAs' residents through the maintaining LA.

Waiting lists

Croydon LA will maintain waiting lists for each school in its area with the exception of Voluntary Aided Schools who will maintain their own waiting lists. Applicants on the waiting list will be notified by Croydon LA if a place becomes available and will be asked to confirm their acceptance. Where the place is accepted, any lower preference previously offered will be withdrawn.

60. *Applicants not offered a place at a school listed as a higher preference on their Common Application Form will not automatically be placed on the waiting list and must request this in writing to Croydon LA by completing the 'Waiting list request' form available on the website.*
61. *Applicants who receive an offer at their first preference school are not be permitted to be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline an offer.

62. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
63. *Applications received after 16 April 2018 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.*
64. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
65. *When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.*
66. *Where the first child is a resident of this LA, Croydon LA will issue notification of the outcome to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*
67. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.*
68. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*

69. *Admission authorities within Croydon LA will not inform any applicant that a place can be offered.*
70. *When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.*
71. *When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.*
72. *When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 69 and 70 shall apply to the revised order of preferences.*
73. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.*
74. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2018**. Applicants wishing to remain on a school's waiting list after this date must apply using the LA or school's In- Year Application Form in accordance with each admission authority's arrangements. This is to ensure that this LA has the most up to date information for an applicant, including proof of address correct as at the time of the new application.*
75. *Waiting lists will be maintained and places allocated, as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

Applications for places in Reception after 31 December 2018 and applications to year groups other than to the Reception class.

76. *Applications for places in Reception after 31 December 2018 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon's primary prospectus 'Admissions to primary schools 2018/19' for more information).*
77. *Applications will be made and considered in line with the local Authority's admission arrangements. Please refer to Croydon's website and in-year guidance for more information.*
78. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this in writing.*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Reception/Junior in
2018/19**

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)

Email address
Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have an Education, Health and Care Plan Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian
Date of signature

* Where an LA decides not to request this information on the CAF, it must guarantee

that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

SCHEDULE 2

Template Outcome Letter for Admissions to Reception/Junior in 2018/19

From: Home LA

Date: **16 April 2018 (prim)**

Dear Parent,

Application for a Primary/Junior School

I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please complete the '**Waiting list request**' form which is available online at croydon.gov.uk/admissions.

*Please return the reply slip to me by **30 April 2018 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3B**

Timetable for Admissions to Reception/Junior in 2018/19

Sun 15 Jan 2018	Statutory deadline for receipt of applications
Mon 5 Feb 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 12 Feb 2018	Deadline for the upload of late applications to the PLR.
Tues 13 – Tues 20 Feb 2018	Checking of application data
Thu 15 Mar 2018	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 23 Mar 2018	Final ALT file to PLR
Mon 26 Mar- Mon 9 Apr 2018	Checking of offer data
Weds 11 Apr 2018	Deadline for on-line ALT file to portal
Mon 16 April 2018	Outcomes published online.
Mon 30 Apr 2018	Deadline for receipt of acceptances
Tue 8 May 2018	Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Scheme for Co-ordination of Admissions to Year 7 in Maintained Schools and Academies in 2018/19

Contents

Page 28: Definitions used in this document

Page 30: Template scheme for co-ordination of admissions to Year 7 in September 2018

Page 36: Content of Common Application Form -Year 7 Scheme (Schedule 1)

Page 37: Template outcome letter -Year 7 Scheme (Schedule 2)

Page 38: Timetable for Year 7 Scheme (Schedule 3A)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Scheme for Co-ordination of Admissions to Year 7 in 2018/19

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA.
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs.

“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which parents/carers are notified of their outcome. 1 March (secondary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7 in 20/18/19

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Croydon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school, either in Croydon LA or any other maintaining LA, has access to Croydon's admissions prospectus and Common Application Form, including details of how to apply online. The admissions prospectus will also be available to parents/carers who do not live in Croydon LA, and will include information on how they can access their home LA's Common Application Form.
4. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Croydon LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the school's website, on the LA's website or a paper copy of the supplementary information form can be requested from the school directly. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's admission prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in this LA receives a supplementary information form, Croydon LA will not consider it to be a valid application unless the parent/carer has also

listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

7. *Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Croydon LA will advise applicants that they will receive no more than one offer of a school place on 1 March 2018. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school in a non-PAN London LA, Croydon LA will pass relevant details on to that authority, and will make every reasonable effort to resolve any multiple offers with them.*
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy using Council Tax and Electoral Register records. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 December 2017**.
11. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2017**.
12. Croydon LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2017**.

Processing

13. Applicant resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2017**. However, this LA will publish information which encourages applicants to submit their application by **20 October 2017 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **14 November 2017**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.

15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
17. *Croydon LA will send admission authorities details of their applications on **17 November 2017**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common Application Form, schools will share this information with Croydon LA.*
18. *Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **11 December 2017**.*
19. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
20. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2017**.
21. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 December 2017**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **11 December 2017** but before **1 March 2018** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **12 December 2017 and 2 January 2018** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **15 January 2018**.*

26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **2 February 2018**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **15 February 2018** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2018** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
31. Croydon LA will participate in the offer data checking exercise scheduled between **16 and 22 February 2018** in the Pan-London timetable in Schedule 3A.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place. This will usually be the nearest school to the child's home address which has a place available, after the allocation of places.
34. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
35. This LA's online notification will include the information set out in Schedule 2.
36. *On **1 March 2018**, all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters in the post.*

37. *Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2018.

Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2018**, or within two weeks of the date of any subsequent offer.
39. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2018**, Croydon LA will forward the information to the maintaining LA by **22 March 2018**. Where such information is received from applicants after **15 March 2018**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
42. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
43. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
44. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
45. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 42 and 43 shall apply to the revised order of preferences.
46. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

48. *Resident applicants who are unsuccessful for a place at higher preference schools and who wish to be placed on the waiting list must request this in writing to the LA by completing the 'Waiting list request' form available on the website.*
49. *Resident applicants who receive an offer at their first preference school are not permitted to be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline a first preference offer.

Waiting lists

Waiting lists will be maintained by Croydon secondary schools for at least one term until **31 December 2018** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list. Parents/carers must also refer to each school's admission policy for more information regarding the management of waiting lists.

Parents/carers' enquiries regarding waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Admission Scheme ends on 31 August 2018. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon Council's website and the in-year admissions guidance for more information.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

Minimum Content of Common Application Form for Admissions to Year 7 in 2018/19

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)

Email address
Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school
Preference ranking
Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have an Education, Health and Care Plan Y/N*
Is the child a 'Child Looked After (CLA)'? Y/N
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

* Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 in 2018/19

From: Home LA

Date: **1 March 2018 (sec)**

Dear Parent,

Application for a Secondary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please complete the '**Waiting list request**' form which is available online at croydon.gov.uk/admissions.

*Please return the reply slip to me by **15 March 2018 (sec)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**

Timetable for Admissions to Year 7 in 2018/19

Fri 20 Oct 2017	Published closing date (Friday before half-term)
Tues 31 Oct 2017	Statutory deadline for receipt of applications
Fri 14 Nov 2017	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Mon 11 Dec 2017	Deadline for the upload of late applications to the PLR.
Tues 12 Dec 2017 – Tues 2 Jan 2018	Checking of application data
Fri 2 Feb 2018	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 15 Feb 2018	Final ALT file to PLR
Fri 16 – Thu 22 Feb 2018	Checking of offer data
Fri 23 Feb 2018	Deadline for on-line ALT file to portal
Wed 1 Mar 2018	Outcomes published online.
Wed 15 Mar 2018	Deadline for return of acceptances
Wed 22 Mar 2018	Deadline for transfer of acceptances to maintaining LAs

SCHOOL ADMISSIONS WAITING LIST REQUEST FORM

This is not an application form. This form should only be completed if you wish to be placed on a waiting list following an unsuccessful application to a school or you are reapplying to be placed onto a waiting list(s) following the closure of waiting lists at the end of the academic year.

In the event information has changed since submission of your application, please provide details of the change below.

CHILD'S DETAILS	
First Name	
Surname	
Date of Birth	
Application Reference No.	
Is your Child in Care (Looked after Child)	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please provide evidence)
Current School	

PARENT/CARER DETAILS			
First Name		Do you have parental responsibility for the child named above	
Surname		Daytime Number	
Title (Mr/Mrs/Miss/Ms)		Mobile Number	
Relationship to Child		Alternative Number	
Email			

PLEASE ADD MY CHILD TO THE FOLLOWING SCHOOL(S) WAITING LIST	
Full Name of School	
Name an date of birth of sibling attending the school	
Full Name of School	
Name an date of birth of sibling attending the school	
Full Name of School	
Name an date of birth of sibling attending the school	
Full Name of School	
Name an date of birth of sibling attending the school	
Full Name of School	
Name an date of birth of sibling attending the school	
Full Name of School	
Name an date of birth of sibling attending the school	

SIGNATURES			
Signature of Parent/Carer			
Name and Title		Date	

Croydon Secondary Fair Access Protocol

1. Introduction

- 1.1 The protocol is written in accordance with the requirements of the School Admissions Code 2014, and all associated regulations, including relating to children missing from education. It takes account of the particular circumstances relating to schools in Croydon.
- 1.2 The majority of children requiring a school place outside the normal admissions round will continue to be admitted to their local or preferred school where a vacancy exists, in accordance with the usual admission procedures, rather than through this protocol.
- 1.3 The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of eligible child has not secured a school place under 'normal' in-year admissions procedures.
- 1.4 Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of vulnerable children and children with challenging behaviour, including children at risk of exclusion or excluded from other schools.
- 1.5 Local Authorities have a duty to ensure that each child in its area can secure access to education. This fair access protocol supports the local authority in this duty, while providing an equitable system for allocation of places.
- 1.6 There is no statutory requirement to maintain a waiting list for over-subscribed schools, but if an admission authority is offering places to children through a waiting list this should be done in accordance with published admission arrangements. Parents of children on waiting lists have, in the majority of cases, already been offered a school place or confirmed that they will be Electively Home Educating. Children offered a place under this protocol will take priority over those already on the waiting list.

2. Key principles

- 2.1 The key purpose of the protocol is:
 - To provide a fair, equitable and open allocation of school places, particularly for pupils who may present difficult behaviours;

- To ensure that vulnerable pupils who require a school place are admitted quickly without unnecessary delay.
 - To ensure that no school is asked to take a disproportionate number of children who have been excluded from other schools or have challenging behavior.
- 2.2 All admission authorities **must** participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- 2.3 As well as other factors, placement decisions will take account of the number of other vulnerable and challenging pupils recently admitted to schools (See Section 5)
- 2.5 Schools categorised by Ofsted as in Special Measures will not be required to integrate pupils through the Fair Access process.
- 2.6 The fact that the published admission number may have been reached in a particular year group should not be given as a reason for not admitting a pupil under this protocol.
- 2.7 Vulnerable and challenging pupils must be given priority for admission, even if there are other pupils on a waiting list or awaiting an appeal.
- 2.8 Schools cannot insist that an admission appeal be heard before a child is admitted under the protocol.
- 2.9 Parents' views will be considered, but will not override the decision making process set out in this protocol. However, nothing in this protocol removes the right of parents to appeal against any refusal of a place at their preferred school.
- 2.10 The educational needs of the pupil will be the prime factor in deciding a placement but every effort will be made to ensure that travel distances are reasonable. Information supporting a particular preference will be considered by the panel.
- 2.11 Excluded pupils will only be reintegrated into mainstream schools when they are ready and additional help will be provided where needed to ensure a smooth transition. Pupil Referral Unit will use the Integration Readiness Scale to assess young people's readiness to be reintegrated into school. It is expected that new mainstream school will be identified as early as it possible.
- 2.12 If a school is identified as the one to admit a child and refuses to do so within a reasonable timeframe, the LA will refer the matter to the Secretary of State if it is a community, voluntary controlled school or an

academy, or it can direct the school to admit the pupil if it is a foundation or voluntary aided school.

3. Vulnerable and Challenging Pupils

3.1 The protocol includes as a minimum children of compulsory school age in the following categories who have had difficulty in securing a school place:

- Children attending Pupil Referral Unit who need to be reintegrated back into mainstream education
- Children who have been out of education for 2 months or more
- Children who have been Electively Home Educated for more than 2 months

- Children of refugees and asylum seekers
- Children with unsupportive family backgrounds, where a place has not been sought
- Children who are homeless
- Children without a school place and with a history of poor attendance
- Children of Gypsies, Roma, Travellers
- Children who are carers
- Children with special educational needs, disabilities or medical conditions
- (but without a statement or Education, Health and Care Plan)
- Children returning from the criminal justice system

It has been agreed that FAP will also consider cases of those:

- At risk of permanent exclusion, including children with statements of special educational needs or Education Health and Care Plans who are at risk of exclusion and an alternative SEN placement has not been secured. Prior to any referral of a child with an EHCP to the panel an Emergency Annual Review meeting must have been held and the SEN service will review to ensure the referral is appropriate. Placements for children with statements or EHCPs will be subject to statutory consultation with schools.

- Cases referred to the panel as at risk of permanent exclusion will be subject to a peer review by at least one nominated Croydon head teacher to ensure that all reasonable strategies to manage the behaviour have been applied prior to referral. Cases will not be considered by the panel if the peer review deems them an inappropriate referral. In such cases the referring school will be contacted by the Fair Access Manager to discuss alternative approaches.

- Looked after Children with identified highly complex needs. In exceptional circumstances, in consultation with the Virtual School, looked after children will be placed by the panel to ensure timely admission. (Separate admission regulations under the School Standards and Framework Act 1998 apply to looked after children, including powers of direction.)

4. Process

- 4.1 The Admissions Team Manager in consultation with the Fair Access Manager will consider each application for a school place in year and determine which pupils' applications fall within the remit of the protocol. Those applications considered to be 'normal moves' will be processed according to existing practice as set out in the admissions arrangements. Head teachers should bring to the attention of the authority, any pupil without a school place that they consider should be deemed 'vulnerable and challenging'.
- 4.2 Applications for places in mainstream schools considered as being 'vulnerable and challenging' will be subject to this protocol. The determination, of which mainstream school is to be offered, will be made by the Fair Access Panel.
- 4.3 The panel will also support the process of agreeing managed moves between schools and will expect the same provision of information to support the allocation process as for pupils without a school place or who are being reintegrated from a PRU.
- 4.4 Once the nominated school is identified by the Fair Access Panel, the Fair Access Manager will approach the school with the details of the child to be admitted.
- 4.5 Schools will be expected to respond to the request for admission promptly. There is an expectation of a maximum two week turn around period from FAP presentation to the pupil attending mainstream allocation. This is in order to avoid further extending the length of time the pupil spends out of school, or in alternative provision.
- 4.5 It is hoped that the majority of admissions can be processed in this way. In some very exceptional situations, a nominated school may wish to put forward reasons as to why a particular admission would be inappropriate. In such circumstances, the Fair Access Panel will be asked to reconsider its decision and make a final determination of placement at its next meeting.
- 4.6 A detailed spreadsheet showing data on pupil movements for the year in relation to each school will be provided for each meeting of the panel and will be updated following each meeting. Information on individual

cases being considered will also be available at every meeting. Where pupils are being reintegrated from PRUs, this will include an assessment against the Reintegration Readiness Scale.

5. Fair Access Panel

- 5.1 The Fair Access Panel allocates pupils in accordance with this protocol. The Panel will convene every 3 weeks in term time. The chair will be a Croydon head teacher. Membership of the panel will be all head teachers of Croydon secondary schools and Pupil Referral Units. Head teachers may be represented by a member of their senior management team if they so wish. The LA will be represented by the Head of Learning Access and the Fair Access Manager, who will be responsible for administering the Panel. Other Learning Access Team staff will attend including the Exclusions and Reintegration Officer. (Final Section provides a summary of the FAP cycle)
- 5.2 Other agencies in membership to include: Police, Youth Offending Service; EWS; and Early Help.
- 5.3 In identifying an appropriate school, the Panel's prime consideration should be the educational needs of the pupil. At every meeting of the panel, members will be provided with data showing the different categories of vulnerable and challenging pupils previously placed at each school and pupil numbers in each year group. The Panel should also consider any of the following factors when making placement decisions relating to school places:
- Specific issues in relation to the individual case
 - Number of placements made by FAP to individual schools as reflected in the allocation table
 - Parental preference
 - Religious or cultural affiliations;
 - Geographical proximity
 - Any particular ethos or specialist status of the identified school.
 - Distance factor
- 5.4 Minutes of the previous meeting, progress updates on pupil placements and profiles for each pupil to be considered for placement, will be circulated to all panel members at least one week before the meeting.
- 5.5 Data will also be provided on placements at the PRUs and managed moves.
- 5.6 Chairs Action: The Chair may be required to take decisions outside of FAP throughout the course of the academic year. These cases will be individual specific and will require ratification at the next appropriate panel meeting.

6. Managed Moves

- 6.1 FAP will consider requests for Managed Moves between schools or to an alternative provision and will progress the procedure on the condition that the suggested move will have a positive impact on the pupil's progress and inclusion in a mainstream setting where appropriate.
- 6.2 A Managed Move will be viewed as a FAP allocation and thereby is afforded all the protection of the FAP Protocol.
- 6.3 A Managed Move requires the full knowledge and co-operation of all the parties involved, including parents, pupil, both schools and the LA.
- 6.4 A Managed Moved should be viewed a trial placement. It is recommended that for the duration of the trial period the referring school maintains the Enrolment Status of 'M' (Main dual-registration). The receiving school has an Enrolment Status of 'S' (Subsidiary dual-registration).
- 6.5 If a placement is refused by a parent or the pupil fails to enrol at the new provision the receiving school should report this at the next available FAP panel. In this circumstance the responsibility for the education of the pupil will revert to the referring provision.
7. **FAP in relation to Day 6 provision for permanently excluded pupils.**
 - 7.1 The Day 6 requirement will be met as follows:

For Key Stages 3 & 4 – Day 6 will remain the responsibility of the local authority with places within the secondary PRU provision.
 - 7.2 Wherever the young person is permanently excluded within the cycle of FAP dates the case will need to be presented at the forthcoming meeting not only to discuss the case but also to formally recognise the Day 6 allocation.
 - 7.3 Pupils attending Day 6 for permanent exclusion will return to FAP after the Governing Body Disciplinary (GDC) Committee of the school has met to determine whether to uphold the exclusion or direct reinstatement to the school. FAP will then determine the longer term education pathway for the young person. However, head teachers have agreed that FAP will be afforded the opportunity to discuss cases of permanently excluded pupils before the Governing Body Disciplinary Committee meets to deliberate/consider the exclusion. This will allow potential alternatives to permanent exclusion to be discussed.
 - 7.4. Wherever possible depending on the incident that led to the permanent exclusion an alternative solution will be sought. It remains the right of a head teacher to permanently exclude and recommend to FAP that the severity of the incident does not warrant consideration that the exclusion be withdrawn.

- 7.5. Learning Access will be responsible to update relevant professionals as to the status of young person in relation to the permanent exclusion:
- Paperwork in relation to permanent exclusion in order that Day 6 provision can be accessed
 - Date of Governing Body Committee (GDC) meeting
 - Discussions/decisions regarding potential withdrawing of permanent exclusion before GDC
 - GDC outcome if permanent exclusion is not withdrawn
- 7.6. Head teachers are asked to complete the FAP referral form and Risk Assessment at the point of the permanent exclusion process to assist entry into the Day 6 provision.
- 7.7. During the first 5 days of the exclusion the school is required to use the 'E' Coding. From Day 6 the responsibility falls to the local authority to provide education and schools should use an appropriate attendance code, such as Code B (Education Off-site) or Code D (Dual registration).

8 FAP allocations and safeguarding

- 8.1. Safeguarding: For all FAP allocations it is the duty of the panel to ensure safeguarding is the paramount consideration. Therefore, the allocation made on the Friday of the panel to the point whereby the young person is on roll to the allocated provision needs to be covered. Schools must do their utmost to ensure that the young person is not out school/education for extended periods of time.
- 8.2. It is expected that the process from allocation to provision entry should be within a 9-day turnaround. Accepting this as a principle should allow the process to operate within a workable timescale. However, it will rely on schools to accept and agree the principle. For PRUs the timescale is the same but there will be times where an allocation is made by FAP but for a period of time the provision does not have a vacancy.
- 8.3. The referring school with a FAP outcome that indicates the young person moving to another provision will:
- Be required to continue have the young person in school whilst arrangements are made for the move to take place.
 - If the young person is in receipt of fixed term exclusion at the point of FAP presentation the exclusion should not be extended for the reason of waiting entry to allocated provider group. Exclusion can only be extended where further evidence has come to light.
 - Consider requesting a placement for the young person at the schools Day 6 provision for the duration of the time it takes to access the new pathway.
 - Whilst the young person is on the school roll the culpability lies with the school if anything happens to the pupil if they are out of education from the point of allocation to the point of entry. This

course of action is not recommended by the local authority and FAP.

- 8.4 Panel members will necessarily acquire information that has not been made public. Panel members should never disclose or use confidential information for the personal advantage of themselves or of anyone known to them, or to the disadvantage of the Panel or anyone else.

9. FAP in relation to school referrals for PRU places

- 9.1 Referrals brought to FAP by mainstream schools – Outcome PRU allocation. Once the young person has entered the PRU, roll status appropriate to the Key Stage will be agreed by the panel dependent on the individual situation of the young person:

- KS 3 and 4 respite provision– upon entry to the PRU the roll status will be S subsidiary roll status as M main roll status remains with referring school. Where the child has a placement as an alternative to permanent exclusion and is not returning to the school the PRU roll status will be M main registration allowing the school to remove roll status.

- 9.6 Aim of PRUs/AP is for a 9-day turn round period from FAP presentation to pupil attending provision.

- 9.7 If parents decline allocation, or the pupil fails to enrol, the case must be referred back to the FAP panel. If an agreement cannot be made with the parent on a placement the responsibility for the education of the pupil reverts to the referring school which may decide to proceed with the permanent exclusion.

10. Record keeping

- 10.1 Records will be held in the Education Management System (EMS) of all pupils placed in accordance with the provisions of this protocol, together with all other placements. These will be reviewed jointly by the Children Missing from Education/Fair Access Manager and Admission team lead.

- 10.2 Summary information on placements will be provided to all secondary head teachers and to the Admission Forum on a termly basis.

- 10.3 The Admission Forum will monitor the operation of the protocol and include an assessment of the operation and effectiveness of the protocol and how many children have been admitted to each school in the borough through the protocol. This information will be included in the annual LA report to the Schools' Adjudicator.

11. Financial Arrangements

- 11.1 Successful operation of the protocol requires a fair, transparent and

flexible approach to funding interventions to support the most vulnerable pupils to ensure that such pupils are able to access appropriate learning without delay and that the costs of additional support are taken into account.

- 11.2 Funding is currently through an element of the High Needs funding block.

12. Review of protocol

- 12.1 The operation of this protocol will be reviewed annually by the Fair Access Panel and the Secondary Heads Partnership (CHTA).

DRAFT

During 2016-17 FAP will meet every three weeks on a Friday. Therefore the cycle will be as follows:

- FAP meeting starting at 7.45am - Minutes to be agreed, amendments noted and case updates given and matters arising
- FAP cases presented for discussion, decision and allocation:
 - ✓ Cohort 1 – requests to schools/alternative provision
 - ✓ Cohort 2 – prevention cases, alternative educational provision e.g. respite in PRU, managed moves
- Cases allocated to mainstream schools will be tracked by the Fair Access Manager to assist integration and to meet entry timescales.
- Cases allocated from PRUs to mainstream supported by PRU and tracked by the Fair Access Manager.
- Cases allocated to PRUs and Alternative Provision will be tracked by the Commissioning & Quality Assurance Officer (Alternative Education Provision)

WEEK 1 - By the end of 1st Week:

- FAP outcome letters prepared and sent out to PRU Heads – on Monday after panel.
- Cohort 2 - FAP outcome letters prepared and sent out to parents/carers on Monday for PRU allocations.
- FAP outcome Decision Letters to mainstream Head teachers prepared and sent to schools by Wednesday.
- Cohort 1 – FAP Manager to contact parents with decision of panel in relation to school or alternative provision.

WEEK 2 – By end of 2nd Week:

- FAP Referral Forms to be sent to Children Missing from Education/Fair Access Manager during Week 2.
- FA Referral Form needs to be completed to the fullest extent – incomplete forms will be returned to schools and may therefore miss the agenda deadline.
- Closure date for referrals agreed as the Friday before FAP.
- Outstanding paperwork and issues from previous FAP undertaken by Children Missing from Fair Access Manager.
- FAP agenda prepared by Fair Access Manager sent to EPS, SEN, YOS, Police, Early Help, CSC

WEEK 3 – FAP week:

- Chairs action to be taken as appropriate between panels if necessary.
- Monitor/update Allocation Tracking spreadsheet to chair
- Monitor/update PRU places to chair
- At Pre FAP Fair Access Manager, Reintegration & Exclusion Manager, Head of Learning Access and Admissions Manager to discuss issues, numbers.
- Send out list of cases to professionals that attend FAP and to external agencies.
- External agencies asked to provide relevant cases (by Tuesday) to be discussed at Pre FAP
- FAP meeting on the Friday of Week 3

FAP Cycle commences Monday after panel meeting

Cohort 1 – pupils hard to place looking for school place or alternative provision and funded through FAP
Cohort 2 – prevention cases including alternative to permanent exclusion and some may be placed in the PRUs

DRAFT

Croydon Primary Fair Access Protocol

1. Introduction

- 1.1 The protocol is written in accordance with the requirements of the School Admissions Code 2014, and all associated regulations, including relating to children missing from education. It takes account of the particular circumstances relating to schools in Croydon.
- 1.2 The majority of children requiring a school place outside the normal admissions round will continue to be admitted to their local or preferred school where a vacancy exists, in accordance with the usual admission procedures, rather than through this protocol.
- 1.3 The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of eligible child has not secured a school place under 'normal' in-year admissions procedures.
- 1.4 Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of vulnerable children and children with challenging behaviour, including children at risk of exclusion or excluded from other schools.
- 1.5 Local Authorities have a duty to ensure that each child in its area can secure access to education. This fair access protocol supports the local authority in this duty, while providing an equitable system for allocation of places.
- 1.6 There is no statutory requirement to maintain a waiting list for over-subscribed schools, but if an admission authority is offering places to children through a waiting list this should be done in accordance with published admission arrangements. Parents of children on waiting lists have, in the majority of cases, already been offered a school place or confirmed that they will be Electively Home Educating. Children offered a place under this protocol will take priority over those already on the waiting list.

2. Key principles

- 2.1 The key purpose of the protocol is:
 - To provide a fair, equitable and open allocation of school places, particularly for pupils who may present difficult behaviours;

- To ensure that vulnerable pupils who require a school place are admitted quickly without unnecessary delay.
 - To ensure that no school is asked to take a disproportionate number of children who have been excluded from other schools or have challenging behavior.
- 2.2 All admission authorities **must** participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- 2.3 As well as other factors, placement decisions will take account of the number of other vulnerable and challenging pupils recently admitted to schools (See Section 5)
- 2.5 Schools categorised by Ofsted as in Special Measures will not be required to integrate pupils through the Fair Access process.
- 2.6 The fact that the published admission number may have been reached in a particular year group should not be given as a reason for not admitting a pupil under this protocol.
- 2.7 Vulnerable and challenging pupils must be given priority for admission, even if there are other pupils on a waiting list or awaiting an appeal.
- 2.8 Schools cannot insist that an admission appeal be heard before a child is admitted under the protocol.
- 2.9 Parents' views will be considered, but will not override the decision making process set out in this protocol. However, nothing in this protocol removes the right of parents to appeal against any refusal of a place at their preferred school.
- 2.10 The educational needs of the pupil will be the prime factor in deciding a placement but every effort will be made to ensure that travel distances are reasonable. Information supporting a particular preference will be considered by the panel.
- 2.11 Excluded pupils will only be reintegrated into mainstream schools when they are ready and additional help will be provided where needed to ensure a smooth transition. Pupil Referral Unit will use the Integration Readiness Scale to assess young people's readiness to be reintegrated into school. It is expected that new mainstream school will be identified as early as it possible.
- 2.12 If a school is identified as the one to admit a child and refuses to do so within a reasonable timeframe, the LA will refer the matter to the Secretary of State if it is a community, voluntary controlled school or an

academy, or it can direct the school to admit the pupil if it is a foundation or voluntary aided school.

3. Vulnerable and Challenging Pupils

3.1 The protocol includes as a minimum children of compulsory school age in the following categories who have had difficulty in securing a school place:

- Children attending Pupil Referral Unit who need to be reintegrated back into mainstream education
- Children who have been out of education for 2 months or more
- Children who have been Electively Home Educated for more than 2 months

- Children of refugees and asylum seekers
- Children with unsupportive family backgrounds, where a place has not been sought
- Children who are homeless
- Children without a school place and with a history of poor attendance
- Children of Gypsies, Roma, Travellers
- Children who are carers
- Children with special educational needs, disabilities or medical conditions
- (but without a statement or Education, Health and Care Plan)
- Children returning from the criminal justice system

It has been agreed that FAP will also consider cases of those:

- At risk of permanent exclusion, including children with statements of special educational needs or Education Health and Care Plans who are at risk of exclusion and an alternative SEN placement has not been secured. Prior to any referral of a child with an EHCP to the panel an Emergency Annual Review meeting must have been held and the SEN service will review to ensure the referral is appropriate. Placements for children with statements or EHCPs will be subject to statutory consultation with schools.

- Cases referred to the panel as at risk of permanent exclusion will be subject to a peer review by at least one nominated Croydon head teacher to ensure that all reasonable strategies to manage the behaviour have been applied prior to referral. Cases will not be considered by the panel if the peer review deems them an inappropriate referral. In such cases the referring school will be contacted by the Fair Access Manager to discuss alternative approaches.

- Looked after Children with identified highly complex needs. In exceptional circumstances, in consultation with the Virtual School, looked after children will be placed by the panel to ensure timely admission. (Separate admission regulations under the School Standards and Framework Act 1998 apply to looked after children, including powers of direction.)

4. Process

- 4.1 The Admissions Team Manager in consultation with the Fair Access Manager will consider each application for a school place in year and determine which pupils' applications fall within the remit of the protocol. Those applications considered to be 'normal moves' will be processed according to existing practice as set out in the admissions arrangements. Head teachers should bring to the attention of the authority, any pupil without a school place that they consider should be deemed 'vulnerable and challenging'.
- 4.2 Applications for places in mainstream schools considered as being 'vulnerable and challenging' will be subject to this protocol. The determination, of which mainstream school is to be offered, will be made by the Fair Access Panel.
- 4.3 The panel will also support the process of agreeing managed moves between schools and will expect the same provision of information to support the allocation process as for pupils without a school place or who are being reintegrated from a PRU.
- 4.4 Once the nominated school is identified by the Fair Access Panel, the Fair Access Manager will approach the school with the details of the child to be admitted.
- 4.5 Schools will be expected to respond to the request for admission promptly. There is an expectation of a maximum two week turn around period from FAP presentation to the pupil attending mainstream allocation. This is in order to avoid further extending the length of time the pupil spends out of school, or in alternative provision.
- 4.5 It is hoped that the majority of admissions can be processed in this way. In some very exceptional situations, a nominated school may wish to put forward reasons as to why a particular admission would be inappropriate. In such circumstances, the Fair Access Panel will be asked to reconsider its decision and make a final determination of placement at its next meeting.
- 4.6 A detailed spreadsheet showing data on pupil movements for the year in relation to each school will be provided for each meeting of the panel and will be updated following each meeting. Information on individual

cases being considered will also be available at every meeting. Where pupils are being reintegrated from PRUs, this will include an assessment against the Reintegration Readiness Scale.

5. Fair Access Panel

- 5.1 The Fair Access Panel allocates pupils in accordance with this protocol. The Panel will convene every 4 weeks in term time. The chair will be a Croydon head teacher.. Head teachers may be represented by a member of their senior management team if they so wish. The LA will be represented by the Head of Learning Access and the Fair Access Manager, who will be responsible for administering the Panel. Other Learning Access Team staff will attend including the Exclusions and Reintegration Officer. (Final Section provides a summary of the FAP cycle)
- 5.2 Other agencies in membership to include: Education Psychology, SEND; EWS; and Early Help.
- 5.3 In identifying an appropriate school, the Panel's prime consideration should be the educational needs of the pupil. At every meeting of the panel, members will be provided with data showing the different categories of vulnerable and challenging pupils previously placed at each school and pupil numbers in each year group. The Panel should also consider any of the following factors when making placement decisions relating to school places:
 - Specific issues in relation to the individual case
 - Number of placements made by FAP to individual schools as reflected in the allocation table
 - Parental preference
 - Religious or cultural affiliations;
 - Geographical proximity
 - Any particular ethos or specialist status of the identified school.
 - Distance factor
- 5.4 Minutes of the previous meeting, progress updates on pupil placements and profiles for each pupil to be considered for placement, will be circulated to all panel members at least one week before the meeting.
- 5.5 Data will also be provided on placements at the PRUs and managed moves.
- 5.6 Chairs Action: The Chair may be required to take decisions outside of FAP throughout the course of the academic year. These cases will be individual specific and will require ratification at the next appropriate panel meeting.

6. Managed Moves

- 6.1 FAP will consider requests for Managed Moves between schools or to an alternative provision and will progress the procedure on the condition that the suggested move will have a positive impact on the pupil's progress and inclusion in a mainstream setting where appropriate.
- 6.2 A Managed Move will be viewed as a FAP allocation and thereby is afforded all the protection of the FAP Protocol.
- 6.3 A Managed Move requires the full knowledge and co-operation of all the parties involved, including parents, pupil, both schools and the LA.
- 6.4 A Managed Moved should be viewed a trial placement. It is recommended that for the duration of the trial period the referring school maintains the Enrolment Status of 'M' (Main dual-registration). The receiving school has an Enrolment Status of 'S' (Subsidiary dual-registration).
- 6.5 If a placement is refused by a parent or the pupil fails to enrol at the new provision the receiving school should report this at the next available FAP panel. In this circumstance the responsibility for the education of the pupil will revert to the referring provision.
7. **FAP in relation to Day 6 provision for permanently excluded pupils.**
 - 7.1 Wherever the young person is permanently excluded within the cycle of FAP dates the case will need to be presented at the forthcoming meeting not only to discuss the case but also to formally recognise the Day 6 allocation.
 - 7.2 Pupils attending Day 6 for permanent exclusion will return to FAP after the Governing Body Disciplinary (GDC) Committee of the school has met to determine whether to uphold the exclusion or direct reinstatement to the school. FAP will then determine the longer term education pathway for the young person. However, head teachers have agreed that FAP will be afforded the opportunity to discuss cases of permanently excluded pupils before the Governing Body Disciplinary Committee meets to deliberate/consider the exclusion. This will allow potential alternatives to permanent exclusion to be discussed.
 - 7.3. Wherever possible depending on the incident that led to the permanent exclusion an alternative solution will be sought. It remains the right of a head teacher to permanently exclude and recommend to FAP that the severity of the incident does not warrant consideration that the exclusion be withdrawn.
 - 7.4. Learning Access will be responsible to update relevant professionals as to the status of young person in relation to the permanent exclusion:

- Paperwork in relation to permanent exclusion in order that Day 6 provision can be accessed
 - Date of Governing Body Committee (GDC) meeting
 - Discussions/decisions regarding potential withdrawing of permanent exclusion before GDC
 - GDC outcome if permanent exclusion is not withdrawn
- 7.5. Head teachers are asked to complete the FAP referral form and Risk Assessment at the point of the permanent exclusion process to assist entry into the Day 6 provision.
- 7.6 During the first 5 days of the exclusion the school is required to use the 'E' Coding. From Day 6 the responsibility falls to the local authority to provide education and schools should use an appropriate attendance code, such as Code B (Education Off-site) or Code D (Dual registration).

8 FAP allocations and safeguarding

- 8.1 Safeguarding: For all FAP allocations it is the duty of the panel to ensure safeguarding is the paramount consideration. Therefore, the allocation made on the Friday of the panel to the point whereby the young person is on roll to the allocated provision needs to be covered. Schools must do their utmost to ensure that the young person is not out school/education for extended periods of time.
- 8.2 It is expected that the process from allocation to provision entry should be within a 9-day turnaround. Accepting this as a principle should allow the process to operate within a workable timescale. However, it will rely on schools to accept and agree the principle. For PRUs the timescale is the same but there will be times where an allocation is made by FAP but for a period of time the provision does not have a vacancy.
- 8.3 The referring school with a FAP outcome that indicates the young person moving to another provision will:
- Be required to continue have the young person in school whilst arrangements are made for the move to take place.
 - If the young person is in receipt of fixed term exclusion at the point of FAP presentation the exclusion should not be extended for the reason of waiting entry to allocated provider group. Exclusion can only be extended where further evidence has come to light.
 - Consider requesting a placement for the young person at the schools Day 6 provision for the duration of the time it takes to access the new pathway.
 - Whilst the young person is on the school roll the culpability lies with the school if anything happens to the pupil if they are out of education from the point of allocation to the point of entry. This course of action is not recommended by the local authority and FAP.

8.4 Panel members will necessarily acquire information that has not been made public. Panel members should never disclose or use confidential information for the personal advantage of themselves or of anyone known to them, or to the disadvantage of the Panel or anyone else.

9. FAP in relation to school referrals for PRU places

9.1 Referrals brought to FAP by mainstream schools – Outcome PRU allocation. Once the young person has entered the PRU, roll status appropriate to the Key Stage will be agreed by the panel dependent on the individual situation of the young person:

9.2 Aim of PRU is for a 9-day turn round period from FAP presentation to pupil attending provision.

9.3 If parents decline allocation, or the pupil fails to enrol, the case must be referred back to the FAP panel. If an agreement cannot be made with the parent on a placement the responsibility for the education of the pupil reverts to the referring school which may decide to proceed with the permanent exclusion.

10. Record keeping

10.1 Records will be held in the Education Management System (EMS) of all pupils placed in accordance with the provisions of this protocol, together with all other placements. These will be reviewed jointly by the Children Missing from Education/Fair Access Manager and Admission team lead.

10.2 Summary information on placements will be provided to all secondary head teachers and to the Admission Forum on a termly basis.

10.3 The Admission Forum will monitor the operation of the protocol and include an assessment of the operation and effectiveness of the protocol and how many children have been admitted to each school in the borough through the protocol. This information will be included in the annual LA report to the Schools' Adjudicator.

11. Financial Arrangements

11.1 Successful operation of the protocol requires a fair, transparent and flexible approach to funding interventions to support the most vulnerable pupils to ensure that such pupils are able to access appropriate learning without delay and that the costs of additional support are taken into account.

11.2 Funding is currently through an element of the High Needs funding block.

12. Review of protocol

- 12.1 The operation of this protocol will be reviewed annually by the Fair Access Panel and the Secondary Heads Partnership (CHTA).

DRAFT

PROCEDURE

1. Children can be referred by any professional involved with the family where they are aware that the normal methods of in-year admission have been exhausted. The professional should complete the Fair Access Form, highlighting any individual circumstances that the receiving school may need to be aware of, for example any behaviour patterns or social need (please note that this information must not be used by admission authorities to refuse the child's admission). The completed form should be forwarded to the Fair Access Manager.
2. The Fair Access Manager will be responsible for considering the child's needs and evaluating whether the Fair Access Protocol applies to the case. Upon considering the child's needs, the help they will require to enter school and the support the school may need for the placement.
3. The Fair Access Manager will then refer the case to the Fair Access Panel. All referrals to the Fair Access Panel will be made through the Learning Access Team who will be responsible for co-ordinating the administration of this protocol and providing any data management support.
4. Membership of the Panel will include Head of Learning Access, Inclusion Gateway, Headteacher (s), Fair Access Manager, School Admissions, SEN/EPS and Early Help Service. The purpose of these panels will be to match children to a suitable school and they will have 20 school days from the point of referral to agree a school place. The panels' decision will be final.
5. Once a school place has been agreed by the Fair Access Placement Panel the Fair Access Manager will advise the Learning Access Team of the outcome after the close of the meeting.
6. The Learning Access Team will notify the named receiving school of the decision by telephone and in writing (through email) and will ask for the original referring professional to make contact with the school to discuss the placement. It will then be the responsibility of the referring professional and the school to ensure that the child accesses education. The receiving school will be required to place a child on roll within 10 school days of notification of the decision.