

TITLE	Review of Fair Access Protocol
FOR CONSIDERATION BY	School Admissions Forum on 17 July 2013
REPORT PREPARED BY	Sue Riddick

SUMMARY

The purpose of this report is to present the discussion documentation that has been issued to schools for feedback to inform the current review of the local authority's fair access protocol.

Following changes to the School Admissions Code, specifically the removal of the requirement for local authorities to have a School Admissions Forum, every local authority must have a Fair Access Protocol. Whilst there is a Fair Access Protocol in place at present, this is the subject of a review. The new Protocol must be agreed with the majority of its schools, in which all schools (including Academies) must participate since it is binding on all schools to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum

RECOMMENDATIONS

Members of the Forum to consider the information provided and feedback its comments to inform the review.

SUPPORTING INFORMATION

The School Admissions Code prescribes some elements to be included in a Fair Access Protocol but it is proposed that Wokingham Borough Council will have a Fair Access Protocol that covers:

1. Young people at risk or at permanent exclusion (prepared by Mary Rome, Headteacher of Foundry College)
2. Managed transfers between secondary schools (prepared by and trialled by schools in the Secondary Federation)
3. Managed transfers between primary schools (prepared by Wokingham Primary Heads Association with Mary Rome)
4. Children at particular risk of missing education known as "vulnerable" children (prepared by Sue Riddick together with a small group of local authority officers)

Also included in the suite of documents included in the Protocol will be the Foundry College admissions and referral policy (paperwork is not included for feedback).

Also included with the paperwork is feedback from four schools received to date (one secondary and three primary schools).

List of Background Papers

Relevant regulations

Held by Sue Riddick

Service Children's Services

Telephone No 974 6113

Email sue.riddick@wokingham.gov.uk

Date 8 July 2013

Version No. 1

WOKINGHAM BOROUGH COUNCIL

REVIEW OF THE FAIR ACCESS PROTOCOL FOR DISCUSSION WITH SCHOOLS

ON THURSDAY 13 JUNE 2013

Feedback from schools is welcome on the discussion documents available on the Wokingham Schools Hub particularly where the school is not represented at the above meeting. The Fair Access Protocol will be the subject of formal consultation with all school in the Wokingham borough, when the views of all interested parties are received.

Please email completed forms to: sue.riddick@wokingham.gov.uk by **25 June 2013**. Thank you.

OVERVIEW:

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the aims? Yes No

Comment:

Fair Access Protocol Panel (FAPP)

Do you agree with the membership of the FAPP? Yes No

Comment:

Do you support the terms of reference of the FAPP? Yes No

Comment:

Do you agree with the cases to be referred to the FAPP? Yes No

Comment:

Do you agree with the frequency of the FAPP meetings? Yes No

Comment:

Do you agree with the membership of the FAPP? Yes No

Comment:

Do you wish to comment on recording and reporting? Yes No

Comment:

Do you consider there should be agreed behaviours? Yes No

Comment:

Do you wish to comment on whether FAP should be supported by funding from DSG if agreed by Schools Forum?

Yes No

Comment:

If this is agreed, how should monies apportioned? A B or C

Comment:

If you wish to make any further comment on the overview discussion document, please do so below.

General comment:

YOUNG PEOPLE AT RISK OF OR AT PERMANENT EXCLUSION – A

Do you agree with aims of this protocol? Yes No

Comment:

Do you wish to comment on Section 2? Yes No

Comment:

Do you wish to comment on Section 3? Yes No

Comment:

Do you wish to comment on Section 4? Yes No

Comment:

Do you wish to comment on Section 5? Yes No

Comment:

If you wish to make any further comment on the young people at risk of or at permanent exclusion discussion document, please do so below.

General comment:

MANAGED TRANSFERS BETWEEN SECONDARY SCHOOLS – B

This documentation has been prepared by the Secondary Federation and is currently being trialled. If agreed, following consultation, this will apply to all secondary schools in the Wokingham borough.

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation? Yes No

Comment:

Do you wish to comment on the agreement form? Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

MANAGED TRANSFERS BETWEEN PRIMARY SCHOOLS – C

This documentation has been prepared by the Wokingham Primary Heads Association (WPHA):

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation?

Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION - "VULNERABLE CHILDREN" – D

Do you wish to comment on the categories of children to be included?

Yes No

Comment:

Can you identify any further categories of children for inclusion?

Yes No

Comment:

Are the categories appropriately identified for consideration by FAPP and any potential funding?

Yes No

Comment:

Do you wish to comment on the proposed process for identification of children who may meet the criteria?

Yes No

Comment:

If you wish to make any further comment on the "vulnerable children" discussion document, please do so below.

General comment:

Wokingham Borough Council

FAIR ACCESS PROTOCOL - OVERVIEW

Amended 11 June 2013

1. Introduction

Wokingham Borough Council must have a Fair Access Protocol developed in partnership and agreed with the majority of schools in its area to ensure that, outside of the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Once agreed by the majority of schools, it is binding on all schools, including Academies.

This protocol applies to all state funded schools in the Wokingham Borough and includes registered pupils living in the borough attending those schools, or who live in the borough and attend schools outside the borough. References to 'school' or 'schools' should be taken to mean both maintained schools and Academies, except where indicated otherwise.

To this end, the Fair Access Protocol will include separate procedures for the admission of:

- Young people at risk of or at permanent exclusion (A)
- Managed transfers between secondary schools (B)
- Managed transfers between primary schools (C)
- Children at particular risk of missing education known as "vulnerable children" (D)
- Foundry College admissions and referral policy (E)

The needs of children identified as having Statements of Special Educational Needs will be met by the Special Educational Needs Team in accordance with the Special Educational Needs Code of Practice.

The Fair Access Protocol applies to statutory school age children living in or moving to the Wokingham Borough. It is expected that where prompt placement is not secured, that the child's name will be placed on the Children Missing Education register.

Parental preference will be considered wherever possible and where it is not possible to meet parental preference, parents will be notified of their right of appeal. Where a place can be offered in accordance with parental preference, access to school transport will be in accordance with that policy.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol (paragraph 3.11 of the School Admissions Code). Where a place is offered by the Fair Access Protocol Panel which is not the parent's preferred school, school transport assistance will be considered.

2. Aims of the Protocol

The Fair Access Protocol exists for those children **who cannot obtain a place through normal admission procedures** to ensure that:

- Where a place at a mainstream school or alternative provision is appropriate, that access is secured quickly for children who have no school place. Where an application is made under the “vulnerable children’s protocol”; notification of the outcome of the application should be made within 15 school days (where possible) in accordance with the in-year co-ordinated scheme.
- All schools will admit their fair share of children with challenging behaviour, including children excluded from other schools. Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it be practicable to do so) and children with statements of special educational needs (paragraph 3.8 of the School Admissions Code).
- Admission authorities must not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour on the grounds that the child is first to be assessed for special educational needs (paragraph 3.13 of the School Admissions Code)
- In agreeing, this protocol for admissions outside the normal admissions round, no school, including those with available places, is asked to take a disproportionate number of children who have been excluded from another school or who have challenging behaviour (3.9 of the Code), as such whilst all schools must be included within the Protocol, exceptionally, certain schools may **not** be expected to take children that fall in Procedures A, B and C or single asterisked categories in procedure D. This would usually be where a school has a particularly high proportion of children with challenging behaviour or previously excluded children and may include any school that is considered by OFSTED as high priority. The final determination of which schools will not be required to take these children will be the subject of local agreement by members of the Fair Access Protocol Panel and is subject to change depending on circumstances. This provision will not apply to a looked after child, a previously looked after children or a child with a statement of special educational needs naming the school in question. In accordance with 3.12 of the School Admissions Code, these children must be admitted.
- No school will be asked automatically to take another child with challenging behaviour in the place of a child excluded from the school. Such children will be considered by the Fair Access Protocol Panel to determine the most suitable school to meet that child’s needs (3.14 of the School Admissions Code).
- Admissions authorities will not cite oversubscription as a reason for not admitting a child under the Fair Access Protocol and schools may be approached to admit above their admission number; 3 places per year group for secondary schools and 1 place per class at primary schools (no primary school class subject to infant class size legislation will be

required to admit over number unless as a permitted exception as identified in paragraph 2.15 of the School Admissions Code). Reference will be made to the register of children allocated under the Protocol to ensure that no school is required to admit an inappropriate number in a short period of time (one term). Where there is concern; determination will be made by the Fair Access Protocol Panel.

- Children to be placed under the Fair Access Protocol must be given priority for admission over others on a school waiting list (2.14 of the School Admissions Code).

3. Membership of the Fair Access Protocol Panel (FAPP)

- a) Secondary and primary headteachers will attend the FAPP on a rota basis. If a headteacher is unable to attend a deputy headteacher may attend providing he/she has the responsibility to make decisions on the headteacher's behalf.
- b) Where a school cannot send a deputy, the headteacher is responsible for arranging for another headteacher to attend in their place.
- c) Data confirming the admission of children under the FAP will be circulated to all schools at the end of every term.
- d) The membership of the FAPP and the appointments of Panel members is regularly reviewed (at least once a year)
- e) The FAPP is expected to take into account distance and journey times when considering the most suitable placement. Where transport is deemed solely appropriate to support integration, this will only be funded for one term and beyond that the child would be expected to travel on an alternative mode of transport to school. Any extension would be considered through the transport appeal process.
- f) The FAPP meets fortnightly during term time and is responsible for having regard to the aims and principles of the FAP and policies, accepting and tracking referrals, and identifying for each case referred an appropriate mainstream school with additional support where appropriate.
- g) Meetings proceed in accordance with the Council's Code of Conduct, and decision is reached by a consensus (general or widespread agreement) sought among the whole membership. In some cases further meetings and/or further information may be required to achieve consensus.
- h) The FAPP members can acquire information that has not been made public. As such Panel members should never disclose or use confidential information for personal advantage of themselves or of anyone known to them, or to the disadvantage of the Panel or anyone else.

The FAPP will be chaired by the Principal Education Welfare Officer and supported by a member of the administration team.

Members include:

Principal Education Welfare Officer
Headteacher of Foundry College
School Admissions Lead Officer
Secondary School Representative
Primary School Representative
Others as required e.g. SEN or representatives from proposed schools

A quorum of four members is required.

Cases to be considered by the FAPP

- Young people at risk of or at permanent exclusion and their reintegration into mainstream school
- Managed transfers between secondary schools
- Managed transfers between primary schools
- Children at particular risk of missing education known as “vulnerable children” – single asterisk categories
- Non asterisked vulnerable children identified through the in-year admissions process where an approach has been previously made to allocate to the year group within the term
- Retrospective in-year allocations where a school subsequently receives a school file on transfer or identifies that a child would have met one of the above categories.

4. Fair Access Protocol recording and reporting

A register of children allocated under the Fair Access Protocol will be kept by the School Admissions Team and shared with school groups (Secondary Federation and Wokingham Primary Heads Association) on a termly basis (minus names). This will include information on whether a managed transfer is in process or has been successfully completed.

This information will also be used to provide statistics on an individual school basis and to report on the effectiveness of the Protocol in the Annual Report to the Office of the Schools Adjudicator required annually by 30 June and which is required to be published. It will also be used to report to the School Admissions Forum, which whilst it no longer has a statutory function, is continuing in an advisory role on monitoring the effectiveness of the Protocol.

The register will be made available for each meeting of the FAPP to meet the aims of the Protocol.

5. Timing

As this will be the agreed Protocol for the borough, it is not envisaged that there will be any issues in requesting schools to admit children agreed to be placed in accordance the Protocol. In line with Wokingham Borough Council’s in-year co-ordinated scheme and following negotiation between parent and school, a suggested start date will be notified in the offer letter.

The Department for Education has issued guidance should there be any issues as shown below:

It is expected that all parties will act with a sense of urgency to identify a school place for any child who has had difficulty securing one or who falls under the Fair Access Protocol.

All schools, including Academies, are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within five school days.

Before deciding to issue a direction to a voluntary aided or foundation school, the local authority must consult the governing body of the school, the parent, and the child, if they are over compulsory school age. If following consultation the local authority decides to direct, it must inform the governing body and head teacher of the school. A local authority should do the same when considering requesting a direction for a child to be admitted at an Academy through the Fair Access Protocol.

The governing body of a maintained school can appeal by referring the case to the Schools Adjudicator within 15 calendar days. Similarly, it is expected that an Academy will agree a starting date for the child or set out its reasons for refusal in writing to the local authority within 15 calendar days (providing contact details to cover any approaching bank holiday or holiday periods).

If an Academy has not agreed a start date for the child within 15 calendar days, the local authority can apply for a direction from the Secretary of State via the Education Funding Agency who acts on his behalf in these cases.

6. Process for requesting that the Secretary of State direct an Academy to admit a child:

Local authorities and Academies are expected to mediate between themselves before a request is made to the Secretary of State to direct an Academy to admit a child.

Where a local resolution cannot be found, it is the responsibility of the local authority and the Academy to document the case for and against admission.

When reviewing an Academy direction case, the Education Funding Agency will act on behalf of the Secretary of State to consider whether due process has been followed in applying the provisions of the Fair Access Protocol.

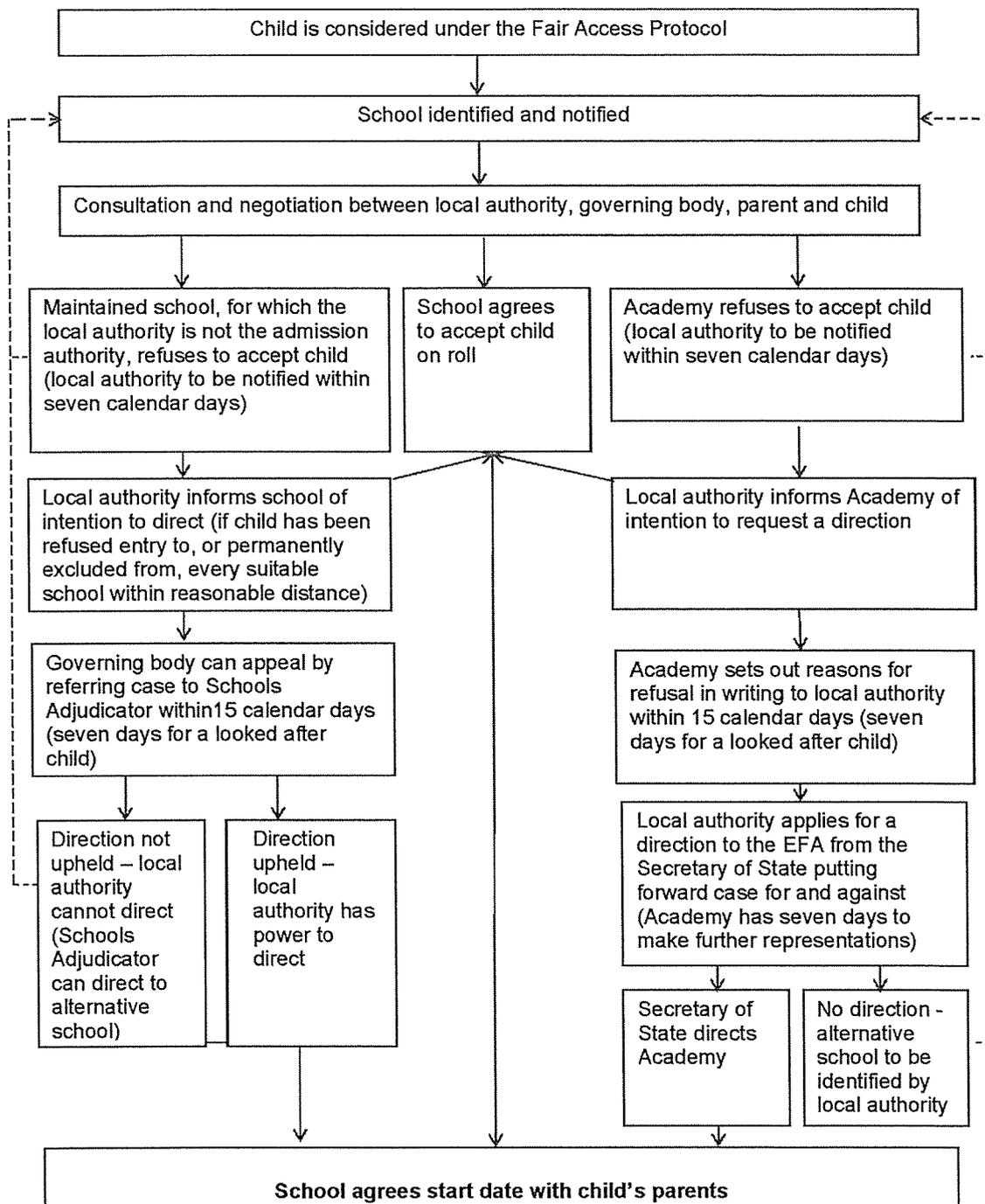
In requesting a direction from the Secretary of State, the local authority must provide evidence that the provisions of the Fair Access Protocol have been applied in a fair and appropriate manner, the Academy's reasons for refusal and the local authority's response.

The local authority should send the information using the attached template to the Education Funding Agency. On receipt of a request to direct, the Education Funding Agency will inform the school that it has received a request for a direction. The letter will request that the Academy provide any evidence other than that already received that the process has not been properly applied within seven calendar days.

Where the Secretary of State is asked to consider a direction he will make that decision on the basis of the papers provided, taking into account:

- whether the local Fair Access Protocol has been applied appropriately;
- the arguments of the Academy and local authority, whether the authority has considered the arguments for refusal and why it still considers the Academy to be the appropriate provision for the child;
- whether the Academy has been asked to accept a disproportionate number of children under the Fair Access Protocol compared to other schools.

Directions flow chart (overview of process)



* Note: A community or voluntary controlled school cannot refuse to admit a pupil if requested by its own admissions authority.

Other potentials for inclusion in the protocol:

Suggested behaviours for inclusion

Schools must not suggest to parents that they should seek another school via the in-year admissions scheme to avoid permanent exclusion or managed move. It is the responsibility of the headteacher to ensure that this does not happen

Schools are expected to respond positively to requests to accept students on managed moves

Managed transfers could be considered where the breakdown between parent and school is breaking down or where the child's welfare is compromised through non resolution of bullying issues.

Potential financial support:

There is no current funding available to support placement made by the FAPP. This can only be provided by taking a report to Schools Forum (earliest July 2013) and for the Forum to agree a sum of money to be taken from DSG. If this is acceptable to schools; it is suggested that any monies would be agreed by the FAPP to support successful reintegration and it is suggested that funding is made to support the more complex applications requiring support as follows:

- reintegration of at risked of or permanently excluded pupils
- successful managed transfers between schools
- Asterisked categories of "vulnerable" children

Sums apportioned could be:

- a) fixed (£1,000 per child) or
- b) tiered by term £1,500 in autumn term, £1,000 in spring term and £500 in summer term or
- c) fixed amounts by category

Where there are more complex applications that are not asterisked where funding support would clearly be in the child's best interests, the admissions panel would have recourse to submission to the FAPP for consideration or likewise for retrospective in-year allocations where a school subsequently receives a school file on transfer or identifies that a child would have met a category of the Fair Access Protocol.

This budget would require management by a local authority officer e.g. Principal Educational Welfare or School Admissions Lead Officer.

The proposed budget for the 2013/14 financial year (September to 5 April) is £20,000. Proposed budget for 2014/15 financial year is £40,000, with unspent monies being returned to DSG.

Fair Access Protocol (FAP) - A

Protocol for young people at risk of or at permanent exclusion

1. Aims of the protocol

This protocol is designed to:

- a) Strengthen and develop the reintegration arrangements and procedures, taking into account the Local Authority's duty to ensure that pupils excluded from school are placed back in education as soon as possible.
- b) Respond to the needs of vulnerable children who are not on the roll of any school and to place them in education provision quickly, taking account of their specific needs.
- c) Ensure that all schools, including both Academies and maintained schools, admit an equitable share of pupils with challenging needs.
- d) Be fair and transparent, to have the confidence of all schools and to include representatives of mainstream schools in the decision making process.
- e) References to AWPU for maintained schools should be taken to mean, for Academies, the equivalent pupil place element of their fund.
- f) References to support provided by Foundry College as a core service to pupils in maintained schools may be conditional on Academies buying into this service and similarly for any element of additional level of service purchased by maintained schools or Academies.
- g) Where possible, parental views will be taken into consideration. Where a parent refuses to accept the school offered under the FAP and insists on applying for a school with an appropriate vacancy, the school will be required to admit that pupil in accordance with the School Standards and Framework Act 1998) and the local authority will count the admission as an admission under the Protocol and consider the resources for admission under that category (if agreed by School's Forum).

2. Pupils at risk of Permanent Exclusion (still subject to discussion and agreement between Wokingham Borough Council and Foundry College)

- a) Wokingham Borough Council understands that the majority of young people who are permanently excluded from school have a range of social and emotional needs that require additional intervention and support in order to re-engage in education.

- b) In order to support schools and young people, Wokingham Borough Council is in the process of commissioning Foundry College to ensure wraparound support for those pupils who are at risk of exclusion and fall under the FAP. This funding will be topped up by schools in line with the AWPU.
- c) Support over and above core entitlement may be arranged through Foundry College in line with an agreed pricing structure and SLA (to be agreed).
- d) It is anticipated that due to national changes, amendments may be required to Paragraph 2b and 2c before April 2015.
- e) Referrals to Foundry College can be made from 4 September 2013 at www.foundry.wokingham.sch.uk. In the majority of cases there will be no need to take referrals to the Fair Access Protocol Panel ("FAPP"), however in more complex cases this may be necessary.
- f) In all cases, the Headteacher of Foundry College will report the number of pupils on roll termly to the FAPP. This information will be made available to all schools.
- g) For further information and additional support from Foundry College please contact the Headteacher on 0118 908 8014.

3. Permanently Excluded Pupils

- a) Wokingham Borough Council does not expect any school in the area to permanently exclude a looked after child or a child with a statement of SEN. Schools are expected to request an emergency review for a child with a statement of SEN.
- b) Wokingham young people who are permanently excluded from mainstream school are expected to attend Foundry College from day 6 until the Governing Body convenes to ratify the exclusion. Notification will be made to the young person's home local authority where a permanent exclusion is made from a Wokingham school in order that alternative provision can be made available within that authority.
- c) Foundry College will engage the young person in the "Next Steps" programme at KS3 and KS4 and in the Nurture group at KS1 and KS2 in order that individual needs can be assessed and suitably addressed.
- d) FAPP will meet every 2 weeks during term time to discuss individual needs of the young person and make a decision on school placement. Wraparound care from Foundry College will continue and a Personal Learning Passport will be agreed with Foundry College and the new school.

- e) In KS3 a full reintegration is anticipated by the end of the academic year, although there will always be more complex cases that will require a more sustained level of support. The funding will move to the school, following a 6 week period of dual registration.
- f) Wokingham Borough Council will ensure that any young person who still falls under the “at risk of exclusion” category retains a continuation of support from Foundry College until such time that this can reasonably be withdrawn and the pupil can be fully and successfully reintegrated.
- g) KS4 pupils considered at risk of permanent exclusion may access education through Foundry College. In some cases, where transfer of school impacts on pupil outcome due to curriculum offered, additional tuition may be possible.
- h) In the case of pupils nearing transition or the end of KS4, Foundry College may continue to support the school until the end of the period.
- i) All schools should admit a fair share of permanently excluded pupils. In determining admission, the FAPP will consider relevant factors such as the distance from the home address to school and other pupil-related matters.

4. Funding for young people at risk of permanent exclusion under the FAP (still subject to discussion and agreement between Wokingham Borough Council and Foundry College)

- a) Young people who have exceeded Stage 2 of the Foundry College Continuum of support are most likely to be vulnerable and at risk of exclusion under the FAP. The Local Authority may commission and part fund Foundry College to provide preventative and holistic provision to ensure that where possible the young persons’ education is maintained in the most appropriate and effective way.
- b) Packages of support will be accessed through a referral to Foundry College. Within 2 weeks of receipt of referral, Foundry College and the School will meet to agree the SLA.
- c) Schools may access a range of provisions from Foundry College, the most common cost being a pro-rata of the AWPU, FSM, Pupil Premium and SEN funds for the time that Alternative Provision is in place.

5. Funding for Permanently excluded pupils from a Wokingham School

5.1 School roll and attendance register

- a) Where a pupil is permanently excluded, the pupil remains on the school roll until the end of the appeal period or as specified by the regulations. During the

period that Foundry College provides full time education from day 6 the pupil will be dual registered with Foundry College.

- b) The pupil's absence must be recorded as 'E' (Exclusion) for the first 5 days and 'D' (Dual registered) from day 6 until the end of the appeal period.
- c) The local authority will notify the school of the date the pupil may be taken off the school's roll in cases where the exclusion is upheld.

5.2 AWPU, FSM, Pupil Premium and SEN funds

- a) The pro-rata of above funds is invoiced to the excluding school until the date which the permanent exclusion is upheld. The Local Authority fulfils its duties through Foundry College which makes interim full-time provision using these young people.
- b) All permanently excluded pupils are to be offered a fresh start opportunity at a new mainstream school as quickly as possible after the exclusion is upheld and at the latest at the next FAPP, whichever is soonest. The decision of which school is to be allocated will be taken by the FAPP.
- c) The balance of the AWPU and other funds then transfer to the next receiving school.
- d) The transfer of funding will be in accordance with the current regulations as they apply to maintained schools and Academies.
- e) Pupils reintegrating to a new school, following permanent exclusion will be entitled to continued support from the Local Authority under the "at risk of exclusion" element of the FAP.
- f) Where a pupil is reinstated, or the exclusion is reduced to a fixed term exclusion (i.e. the pupil returns to the excluding school), the school retains the remainder of the funds.
- g) FAPP will not normally attempt to reintegrate pupils excluded in year 11. Under these circumstances the Local Authority would fulfil its responsibility through Foundry College. The remainder of the funds would transfer directly to Foundry College.

SECONDARY SCHOOL PROTOCOL MANAGED TRANSFERS - B

Introduction

This protocol applies to all maintained schools and Academies, excluding Special Schools, in the Borough of Wokingham.

It covers the placement of pupils at risk of permanent exclusion, where a 'managed transfer' is considered possible. The panel overseeing this process will be represented by all schools and will meet, at least every half term to consider potential placements for pupils. It will make recommendations and will allocate funding for support, where available and appropriate. Representatives from other agencies may also be invited to attend the Panel, as required, (for example, social workers in the case of 'Looked after Children'). On occasions, a managed transfer can be decided by two schools working together.

Principles for Managed Transfers and Re-integration

- Pupils accepted under this protocol will be included as part of Wokingham Borough Council's Fair Access Protocol and maybe admitted even when the school year is full.
- The Local Authority will ensure that no school should be required to admit an unreasonable number of pupils who have been excluded from elsewhere, ('unreasonable' being not always related to absolute numbers, but may be relative to the challenges and demands of a particular year group, for instance.)
- Schools will be expected to admit pupils at the latest at the start of the half term following the Panel decision.
- A managed transfer request will normally be initiated by the pupil's current school. Pupils being put forward to the Panel for consideration must have evidence provided from the current school to support the need for alternative placement, ('Pupil Passport').
- It must be demonstrated that other support strategies have been exhausted and the Common Assessment Framework (CAF), when appropriate, applied.
- The full agreement of parent(s) / carer(s) will be required. The views of the pupil to undertake voluntarily a transfer to another school or to alternative provision must also be sought and carefully considered.
- In cases where no parental consent is given, a managed transfer cannot be considered. At this point, the school will continue to manage the pupil through its agreed behaviour policy. This may include sanctions up to and including permanent exclusion.

- Offering or declining a managed transfer is without prejudice to the operation of, and treatment of a pupil under the school's behaviour policy.
- A managed transfer must only be considered when other intervention strategies have been tried. These interventions must be recorded on the Pupil Passport.
- Minutes of all meetings will be taken and distributed to all relevant partners

Members

- All schools must participate in the protocol. However, the Panel will take into consideration the current profile of each school.
- The managed transfer process will normally take place over a period of half a term, with this period of time being seen as a trial. The receiving school can call a review at any time and it is expected that there will be several reviews during the course of the trial period, but there will always be a final review, with the date set at the outset. The final review will determine whether the move will become permanent or the pupil will return to the school at which (s)he is registered. A managed transfer period will only be extended exceptionally, for example due to ill-health absence.
- During the period of the managed transfer, the pupil will remain on the roll of the home school.
- Funding will be transferred to the receiving school only if the pupil transfers to that school's roll. If that is the case, this funding will then be backdated to include the period of the managed transfer.

Process

- Head teacher, or representative, consults with parents/carers and the pupil to seek their views on a voluntary move. Written notes need to be made of all conversations and meetings.
- When parental consent is given, this must be in writing and may include preferred school(s). Parent(s) / Carer(s) must be informed that this choice cannot be guaranteed; it will be taken into account but the final decision lies with the Panel. Parent(s) /Carer(s) retain the right to withdraw from the process at any stage.
- Headteacher, or representative, informs the Integration Panel Administration Officer of a possible request for a managed transfer by submission of the Pupil Passport at least a week in advance of the next scheduled meeting.
- The Panel, consisting of representatives from all Wokingham Schools and the Local Authority reviews the case. Other appropriate representatives may be invited.

- The receiving school stays in regular contact with parent(s) / carer(s). There will be regular review meetings involving representatives of the home and receiving schools.
- The receiving school contacts the home school on a regular basis about attendance information. Absences must be reported to the home school on the first day of absence.
- Should the outcome of the formal review at the end of a managed transfer recommend a continuation at the receiving school, the pupil will be added to the roll of that school and all relevant funding will be transferred and added to the admission register by consent of the school's admission authority. All relevant funding will be transferred.
- Should the outcome of the formal review at the end of a managed transfer recommend a return to the home school, this return will usually take place at the beginning of the next half term.
- If there is a break down in the placement before the end of the trial period, the pupil should return to the home school immediately.

Managed Moves Pupil Passport

Referring School/Organisation:	
---------------------------------------	--

Personal Details Information	
Pupil's Name:	Male/Female:
Address:	Year Group:
	DOB:
Ethnicity:	Religion:
Name of Parent/Carer:	Tel Number:
Agency Involvement	FSM: Yes <input type="checkbox"/> No <input type="checkbox"/>
Most recent/previous schools attended: 1. 2. 3. 4.	UPN:

Home Language:		Other Language:			
SA	<input type="checkbox"/>	SA+	<input type="checkbox"/>	Statemented	<input type="checkbox"/>
Siblings:					

Reason for Referral Details
Reason for Referral to Panel (detailed facts)
Attach latest attendance report
Behaviour (including any exclusion information)
Interventions:
Current Curriculum Arrangements (if alternative timetable is in place)
Parental preference:

Academic Information – MUST include full information on external examination courses started / examination boards – course.

Academic Information (Current working levels and results)

Year 7	<input type="checkbox"/>	Year 8	<input type="checkbox"/>	Year 9	<input type="checkbox"/>	Year 10	<input type="checkbox"/>	Year 11	<input type="checkbox"/>		
Subject				Expected Result			Actual Result/TA				
English											
Maths											
Science											
ICT											
PE											
RE											
Citizenship											
Technology											
Art											
MFL											
PSHE											
Other											
Learning Style (Please Tick)											
Auditory Learner			<input type="checkbox"/>	Visual Learner			<input type="checkbox"/>	Kinaesthetic Learner			<input type="checkbox"/>
Any other examinations started eg early entry		Exam course level		Examination board Course/Spec			Expected Grade		Actual Grade (If Taken)		
EG: English		EG: GCSE		EG: AQA 3702F			EG: D				

Risk Assessment

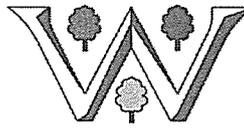
RISK ASSESSMENT CURRENT		0	1	2	3
Please rate which ever of the following apply on a 0-3 scale 0= No risk 1= Low risk 2= Medium risk 3= High risk	Theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Truancy/Absconding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Substance Misuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Alcohol Misuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Damage to Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical Aggression Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical Aggression Towards Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verbal Aggression Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verbal Aggression Towards Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Threatening Behaviour Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Threatening Behaviour Towards Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bullying Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Persistent Defiance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Persistent Refusal to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual Inappropriate Behaviour Towards Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Confidential Child Protection – Information available on request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that the information contained in this form has been discussed with the Parent / Carer and they are aware of the referral purpose and process

Name:

Position:

Date:



Managed Transfer Agreement Form

for DoB..... from

to on

This pupil is being supported by a placement in..... following a period of difficulties at his / her home school. The move of school is supported by parents / carers and the pupil will be supported in the new provision by(designated staff member)

The new provider will explain the behaviour expected, their Behaviour policy and the school Code of conduct.

Student Name:..... will therefore agree to:

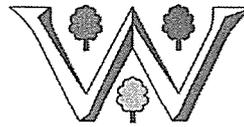
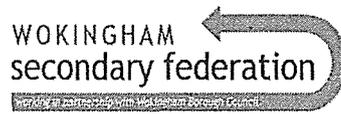
1. Co-operate with the programme arranged by completing class work and homework to the best of their ability
2. To work positively with the systems, staff and students at their new placement.
3. Find..... orto ask for help if there are any difficulties
4. Take advantage of the support of
5. Maintain attendance of at least 95%

The new provider agrees to:

1. To support the integration of into his/her new placement.
2. Encouragein school work and keep in regular contact with parents / carers, home school and other agency staff
3. Take part in regular ILP reviews, which will be attended by all those signing this agreement.
4. Offer praise and reward whenever appropriate.
5. To take full responsibility for all attendance and pastoral care of student whilst attending their provision.

The home school agrees to:

1. Keep the pupil on roll and record attendance on the register.
2. Take part in regular reviews, which will be attended by all those signing this agreement
3. Support the exit strategy.
4. Prepare re-referral to sharing panel when it is appropriate.



Date agreed _____ **Dates of review** _____ & _____

Signatures

Home school..... New Provider.....

Home school link person _____ New Provider link person _____

Pupil _____ Parent / carer _____

Other _____ Other _____

Managed Transfer Agreement

Agreement for:	
Date of agreement meeting:	

	Home School	Host School
Agreement between		

Personal Targets to be determined by the pupil, in agreement with the home and host schools

•
•
•

Key dates

Meeting	Date	To be attended by	To be held at
Review meeting 1			
Review meeting 2			
Review meeting 3			
Final review meeting			

Timescale for integration

Start date:	Times of day to be attended	Number of lessons to be attended
Week 1		
Week 2		
Week 3		
Week 4		
Weeks 5 to 12		

Signed Agreement

	Name	Signature
Pupil		
Parent or Guardian		
Home School Lead		
Host school Lead		

Contact Details

	Contact Number	Email Address
Pupil		
Parent or Guardian		
Home School Lead		
Host school Lead		

HOME SCHOOL AGREEMENT

The pupil on a managed move will be required to abide by the behaviour policy of the host school.

Managed Transfer: Review Meeting Minutes

Attendees:	
Date:	
Location:	

Progress towards targets

Feedback from staff

Support being offered to pupil from school and any other agencies

Agreed action points

Managed Transfers

A step by step guide for parents/carers



WOKINGHAM
BOROUGH COUNCIL

1. The home (original) school discusses with you the possibility of a Managed Transfer for your child.
2. If your child and you agree, a referral will be made to the Wokingham Secondary Federation teachers' panel.
3. At this teachers' panel a host (receiving) school will agree to accept your child for the trial Managed Transfer period of a maximum of twelve weeks.
4. Link teachers are named at both schools. Your child will continue to be educated by the home school until a start date is set.
5. The link teacher at the host school will arrange a date for a tour of the new school.
6. If all parties are still happy to proceed the link teacher will arrange a planning meeting with you and your child, as well as a link teacher from the home school.
7. At the planning meeting you, your child and the link teacher will set and sign a Managed Transfer agreement. This will include agreements about start date, attendance, timetable, alternative provision (if applicable), travel, uniform and review dates. You and your child must agree to abide by the behaviour policy of the host school, a copy of which will be provided.
8. Your child starts attending the host school, although he/she still remains on the roll of the home school.

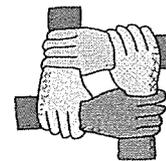
9. Reviews organised by the link teacher will take place as agreed. Changes to the Managed Transfer agreement can be made at these review meetings.
10. If the Managed Transfer is successful, your child will be placed on roll at the host school at the end of the twelve-week period. You will receive written confirmation of this.
11. If the Managed Transfer fails at any time, your child's education reverts to being the responsibility of the home school. You will receive written confirmation of this.

How can you help?

- Keep in touch with the school. You will be given the name and contact details of the member of staff who will be the link person in the host school. Make a note of the details and talk to them if you have a concern or a query
- Take an interest in how your child is progressing.
- Stick with it. Difficulties will not be resolved over night.
- Attend review meetings and say how you feel things are going.
- Discuss with your child the expectations of the host school



WPHA
Wokingham Primary
Headteachers Association



PROTOCOL
MANAGED TRANSFERS - C

Introduction

This protocol applies to all maintained schools and Academies, excluding Special Schools, in the Borough of Wokingham.

It covers the placement of pupils at risk of permanent exclusion, where a 'managed transfer' is considered possible. The panel overseeing this process will include representation from Wokingham Primary Schools and will meet, at least every half term to consider potential placements for pupils. It will make recommendations and will allocate funding for support, where available and appropriate. Representatives from other agencies may also be invited to attend the Panel, as required, (for example, social workers in the case of 'Looked after Children'). On occasions, a managed transfer can be decided by two schools working together.

Principles for Managed Transfers and Re-integration

- Pupils accepted under this protocol will be included as part of Wokingham Borough Council's Fair Access Protocol and maybe admitted even when the school year is full.
- The Local Authority will ensure that no school should be required to admit an unreasonable number of pupils who have been excluded from elsewhere, ('unreasonable' being not always related to absolute numbers, but may be relative to the challenges and demands of a particular year group, for instance.)
- Schools will be expected to admit pupils at the latest at the start of the half term following the Panel decision.
- A managed transfer request will normally be initiated by the pupil's current school. Pupils being put forward to the Panel for consideration must have evidence provided from the current school to support the need for alternative placement, ('Pupil Passport').
- It must be demonstrated that other support strategies have been exhausted and the Common Assessment Framework (CAF), when appropriate, applied.
- The full agreement of parent(s) / carer(s) will be required. The views of the pupil to undertake voluntarily a transfer to another school or to alternative provision must also be sought and carefully considered.

Discussion document

- In cases where no parental consent is given, a managed transfer cannot be considered. At this point, the school will continue to manage the pupil through its agreed behaviour policy. This may include sanctions up to and including permanent exclusion.
- Offering or declining a managed transfer is without prejudice to the operation of, and treatment of a pupil under the school's behaviour policy.
- A managed transfer must only be considered when other intervention strategies have been tried. These interventions must be recorded on the Pupil Passport.
- Minutes of all meetings will be taken and distributed to all relevant partners

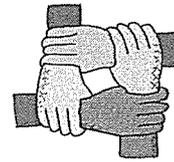
Members

- All schools must participate in the protocol. However, the Panel will take into consideration the current profile of each school.
- The managed transfer process will normally take place over a period of half a term, with this period of time being seen as a trial. The receiving school can call a review at any time and it is expected that there will be several reviews during the course of the trial period, but there will always be a final review, with the date set at the outset. The final review will determine whether the move will become permanent or the pupil will return to the school at which (s)he is registered. A managed transfer period will only be extended exceptionally, for example due to ill-health absence.
- During the period of the managed transfer, the pupil will remain on the roll of the home school.
- Funding will be transferred to the receiving school only if the pupil transfers to that school's roll. If that is the case, this funding will then be backdated to include the period of the managed transfer.

Process

- Head teacher, or representative, consults with parents/carers and the pupil to seek their views on a voluntary move. Written notes need to be made of all conversations and meetings.
- When parental consent is given, this must be in writing and may include preferred school(s). Parent(s) / Carer(s) must be informed that this choice cannot be guaranteed; it will be taken into account but the final decision lies with the Panel. Parent(s) / Carer(s) retain the right to withdraw from the process at any stage.
- Head teacher, or representative, informs the Integration Panel Administration Officer of a possible request for a managed transfer by submission of the Pupil Passport at least a week in advance of the next scheduled meeting.

- The Panel, consisting of representatives from all Wokingham Primary Schools and the Local Authority reviews the case. Other appropriate representatives may be invited.
- The receiving school stays in regular contact with parent(s) / carer(s). There will be regular review meetings involving representatives of the home and receiving schools.
- The receiving school contacts the home school on a regular basis about attendance information. Absences must be reported to the home school on the first day of absence.
- Should the outcome of the formal review at the end of a managed transfer recommend a continuation at the receiving school, the pupil will be added to the roll of that school and all relevant funding will be transferred and added to the admission register by consent of the school's admission authority. All relevant funding will be transferred.
- Should the outcome of the formal review at the end of a managed transfer recommend a return to the home school, this return will usually take place at the beginning of the next half term.
- If there is a break down in the placement before the end of the trial period, the pupil should return to the home school immediately.



Discussion document
Managed Transfer Agreement

Agreement for:		
Date of agreement meeting:		
	Home School	Host School
Agreement between		

Personal Targets to be determined by the pupil, in agreement with the home and host schools

•
•

Key dates

Meeting	Date	To be attended by	To be held at
Review meeting 1			
Review meeting 2			
Review meeting 3			
Final review meeting			

Timescale for integration

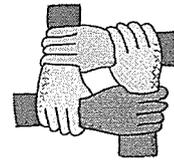
Start date:	Times of day to be attended	Number of lessons to be attended
Week 1		
Week 2		
Week 3		
Week 4		
Weeks 5 to 12		

Signed Agreement

	Name	Signature
Pupil		
Parent or Guardian		
Home School Lead		
Host school Lead		

Contact Details

	Contact Number	Email Address
Parent or Guardian		
Home School Lead		
Host school Lead		



HOME SCHOOL AGREEMENT

The pupil on a managed move will be required to abide by the behaviour policy of the host school.

Managed Transfer: Review Meeting Minutes

Attendees:	
Date:	
Location:	

Progress towards targets

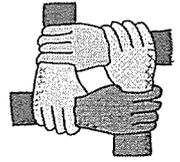
Feedback from staff

Support being offered to pupil from school and any other agencies

Agreed action points



WPHA
Wokingham Primary
Headteachers Association



Managed Transfers Pupil Passport

Referring School/Organisation:	
---------------------------------------	--

Personal Details Information	
Pupil's Name:	Male/Female:
Address:	Year Group:
	DOB:
Ethnicity:	Religion:
Name of Parent/Carer:	Tel Number:
Agency Involvement	FSM: Yes <input type="checkbox"/> No <input type="checkbox"/>
Most recent/previous schools attended: 1. 2. 3. 4.	UPN:

Home Language:		Other Language:			
SA	<input type="checkbox"/>	SA+	<input type="checkbox"/>	Statemented	<input type="checkbox"/>
Siblings:					

Reason for Referral Details
Reason for Referral to Panel (detailed facts)
Attach latest attendance report
Behaviour (including any exclusion information)
Interventions:
Current Curriculum Arrangements (if alternative timetable is in place)
Parental preference:

Academic Information (Current working levels and results)

EYFS	<input type="checkbox"/>	Year 1	<input type="checkbox"/>	Year 2	<input type="checkbox"/>	Year 3	<input type="checkbox"/>	Year 4	<input type="checkbox"/>	Year 5	<input type="checkbox"/>	Year 6	<input type="checkbox"/>
Subject		Expected Result					Actual Result/TA						
English													
Maths													
Science													
ICT													
Other													
Learning Style (Please Tick)													
Auditory Learner			<input type="checkbox"/>	Visual Learner			<input type="checkbox"/>	Kinaesthetic Learner			<input type="checkbox"/>		

Risk Assessment					
RISK ASSESSMENT CURRENT		0	1	2	3
Please rate which ever of the following apply on a 0-3 scale 0= No risk 1= Low risk 2= Medium risk 3= High risk	Theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Truancy/Absconding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Substance Misuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Alcohol Misuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Damage to Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical Aggression Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical Aggression Towards Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verbal Aggression Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verbal Aggression Towards Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Threatening Behaviour Towards Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Threatening Behaviour Towards Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bullying Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Persistent Defiance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Persistent Refusal to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sexual Inappropriate Behaviour Towards Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Confidential Child Protection – Information available on request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that the information contained in this form has been discussed with the Parent / Carer and they are aware of the referral purpose and process

Name:

Position:

Date:

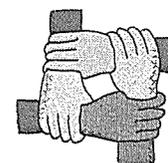
Managed Transfers

A step by step guide for parents/carers



WOKINGHAM
BOROUGH COUNCIL

WPHA
Wokingham
Primary
Headteachers
Association



1. The home (original) school discusses with you the possibility of a Managed Transfer for your child.
2. If your child and you agree, a referral will be made to the Wokingham Managed Transfer panel.
3. At this panel a host (receiving) school will agree to accept your child for the trial Managed Transfer period of a maximum of twelve weeks.
4. Link teachers are named at both schools. Your child will continue to be educated by the home school until a start date is set.
5. The link teacher at the host school will arrange a date for a tour of the new school.
6. If all parties are still happy to proceed; the link teacher will arrange a planning meeting with you and your child, as well as a link teacher from the home school.
7. At the planning meeting you, your child and the link teacher will set and sign a Managed Transfer agreement. This will include agreements about start date, attendance, timetable, alternative provision (if applicable), travel, uniform and review dates. You and your child must agree to abide by the behaviour policy of the host school, a copy of which will be provided.
8. Your child starts attending the host school, although he/she still remains on the roll of the home school.

9. Reviews organised by the link teacher will take place as agreed. Changes to the Managed Transfer agreement can be made at these review meetings.
10. If the Managed Transfer is successful, your child will be placed on roll at the host school at the end of the twelve-week period. You will receive written confirmation of this.
11. If the Managed Transfer fails at any time, your child's education reverts to being the responsibility of the home school. You will receive written confirmation of this.

How can you help?

- Keep in touch with the school. You will be given the name and contact details of the member of staff who will be the link person in the host school. Make a note of the details and talk to them if you have a concern or a query
- Take an interest in how your child is progressing.
- Stick with it. Difficulties will not be resolved overnight.
- Attend review meetings and say how you feel things are going.
- Discuss with your child the expectations of the host school.

FAIR ACCESS PROTOCOL

PROCEDURE FOR ALLOCATING CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION – VULNERABLE CHILDREN (D)

Drafted 11 June 2013

The purpose of the Fair Access Protocol is to ensure that, outside of the normal admissions round, **unplaced** children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

The majority of children applying outside a normal admission round will be admitted to a school through Wokingham Borough Council's co-ordinated in-year admissions scheme. This protocol will only be triggered when a child falls into one of the categories set out below.

It is not to be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place cannot be offered. If there are places at a preferred school, then the admissions authority for the school must admit to that school place regardless of whether the child is included in the list of "vulnerable child" categories below.

1. Categories of "vulnerable" children to be included

The School Admissions Code (paragraph 3.15) requires local authorities to include the following list of children as a minimum, who are not on the roll of a school and who may have difficulty in securing a school place:

- (a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;*
- (b) Children who have been out of education for two months or more (including elective home education);*
- (c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- (d) Children who are homeless (including temporary residence in a refuge);
- (e) Children with unsupportive family backgrounds for whom a place has not been sought;
- (f) Children who are carers; and
- (g) Children with special educational needs, disabilities or medical conditions (but without a statement)**

Wokingham Borough Council has extended the list to include the following children:

- (h) Children with a history of serious attendance problems (below 75%) within the past academic year, as assessed by the supporting Education Welfare Officer*
- (i) Children withdrawn from schools by their family, following fixed term or permanent exclusion, seeking a mainstream school place at another school prior to receiving any appropriate support*
- (j) Children seeking a return to a school where there was a previous history of fixed term exclusions or previous serious attendance problems (below 75%)*

- (k) Children of UK service personnel and other Crown Servants, where a change of location is ordered leading to a need for a change of school (an assignment order in the case UK service personnel or similar notice will be required for Crown Servants)
- (l) Children subject to a child protection plan or on the edge of care as identified by the local authority*
- (m) Children who are looked after or previously looked after, supported by evidence e.g. Adoption Order, Special Guardianship or Residents Order together with confirmation from the home local authority
- (n) Children known to the police or other agencies during the previous 12 months e.g. CAMHS, social services.*
- (o) Children for whom no school place within the borough can be found within a reasonable distance
- (p) Key stage 4 children for whom no school place can be found, where course matches are difficult or where the child would have completed education in his/her school or country of origin.

*Applications for children included within these categories will be subject to consideration by the Fair Access Protocol Panel as these are considered to be the most challenging children to place.

**Applications for children included within this category will be the subject of a specially convened Multi-professional Panel of local authority officers, to include the inclusion manager, a representative from the SEN and Educational Psychology teams and Foundry College to determine whether a mainstream school can meet the child's needs. It is anticipated that few children will fall into this category and as their needs will be complex and will require assessment prior to a final decision.

2. Process for the identification of children who meet the criteria

Applications are made as part of the co-ordinated in-year admissions scheme.

Each application will be assessed, having identified whether a school preference can be met or not, by the School Admissions Lead Officer or, in her absence, by a Senior Admissions Officer, and marked under a traffic light scheme as green or amber. Particular attention will be made of the parent's reasons for their school preference and the reasons for leaving their previous school. When the in-year application form is revised; attention will also be made to information supplied by parents to identify children under this protocol. Due regard will also be given to the child's exclusion and attendance record where there is a record of the child on the ONE Admissions & Transfers system.

It is anticipated that the majority of applications will be green flagged for processing at this point especially for moves to the Borough (unless there is a comment requiring further investigation). Where a school place cannot be offered at a preferred school; a place will be offered at a) the designated area school if a place is available or b) the most accessible school with places available. Parents will be advised of their right of appeal where parental preference cannot be met.

It is inevitable that some cases will be unidentifiable from the application form as limited information can be requested as part of the application process. Where a school subsequently

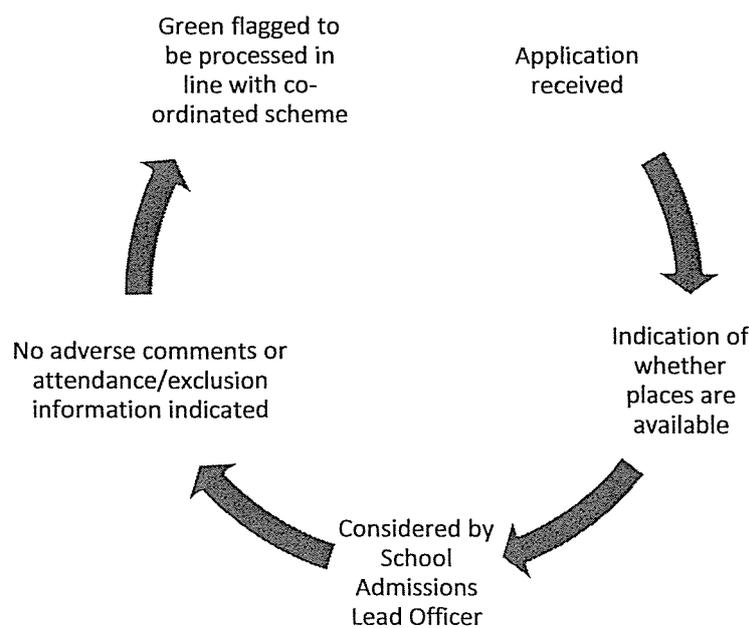
receives a school file on transfer or identifies that a child would have met one of the above categories, notification should be made to the School Admissions Team for retrospective consideration of the application. Full details and evidence of issues which have arisen since the child was admitted to the school together with the reasons why it is felt that the child should be considered under this Protocol must be submitted for consideration by the next Fair Access Protocol Panel. The school will be notified of the Panel's decision and the outcome recorded on the Protocol register, if agreed.

Applications flagged amber will be copied for further investigation by the Principal Education Welfare Officer and discussed at the next weekly meeting with the School Admissions Lead Officer. Where it is considered that the application does not meet any of the above categories, the application will be green flagged for processing.

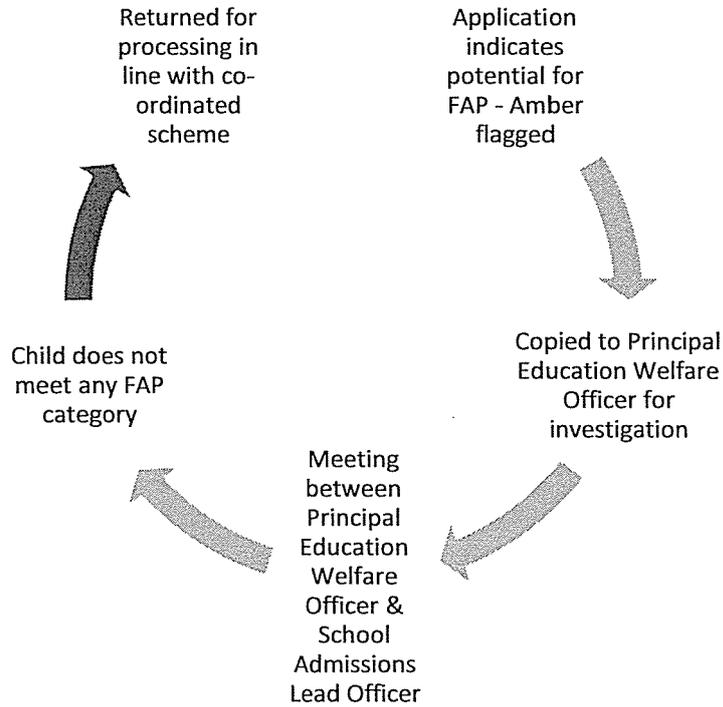
In some instances, the application may meet the one of the categories without an asterisk, and a school preference can be offered. In such cases, the application will be processed and the school notified of the findings and the outcome recorded on the Protocol register. If it meets the criteria and no school place can be offered, the school will be request to admit above admission number, having noted if an approach has been made in the previous term. If an approach has been made for that year group in the previous term; the application will be referred to the next Fair Access Protocol Panel meeting for consideration.

If the application is considered to meet any of the categories which have an asterisk; those applications will be red flagged and brought forward to the next Fair Access Protocol Panel for consideration. The outcome of the panel will be notified to the school within 5 school days together with notification to the parent. The outcome will also be recorded on the Protocol register.

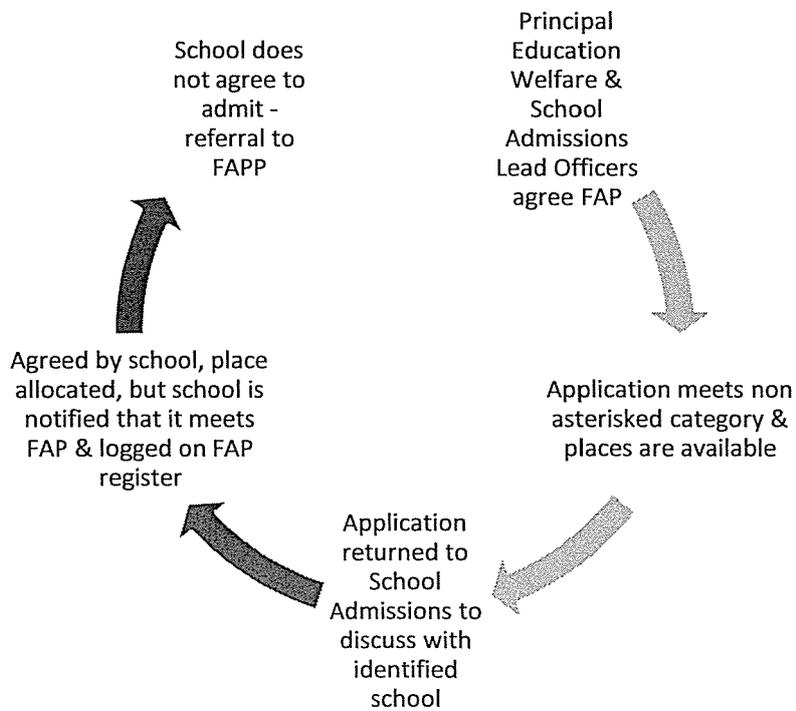
Step 1 – green flagged applications



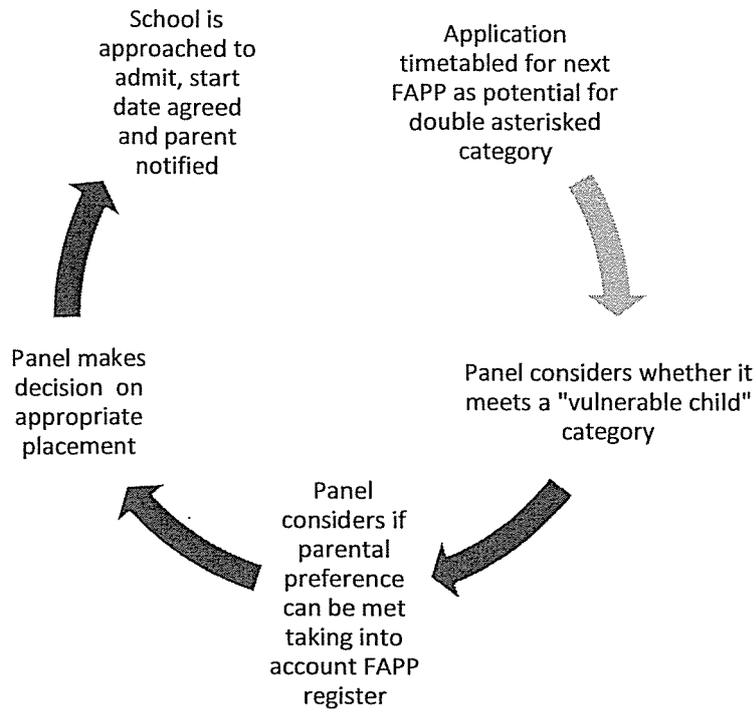
Step 2 – amber flag to green flag application – does not meet requirements of FAP



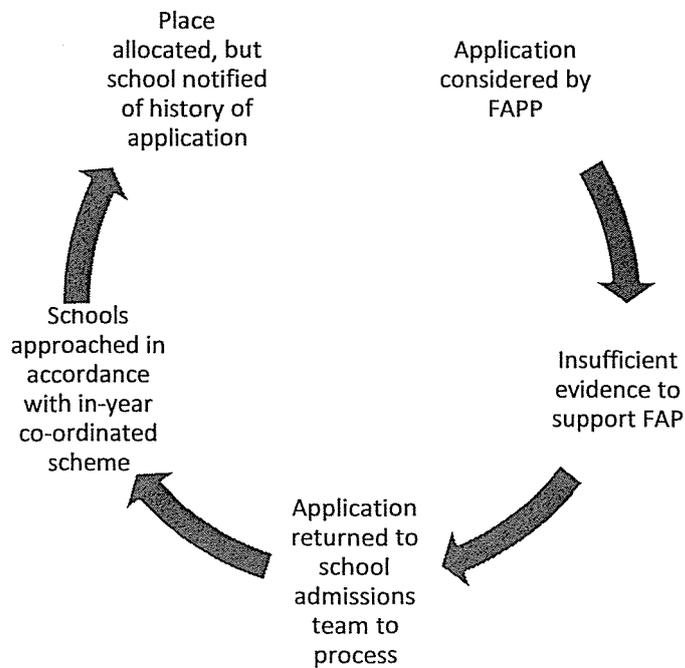
Step 2 – amber flag to green flag application – meets FAP – non asterisked category



Step 3 – amber flag to red flag application – to be considered by FAPP



Step 4 – red flag to green flag application – following consideration by FAPP



WOKINGHAM BOROUGH COUNCIL

REVIEW OF THE FAIR ACCESS PROTOCOL FOR DISCUSSION WITH SCHOOLS

ON THURSDAY 13 JUNE 2013

Feedback from schools is welcome on the discussion documents available on the Wokingham Schools Hub particularly where the school is not represented at the above meeting. The Fair Access Protocol will be the subject of formal consultation with all school in the Wokingham borough, when the views of all interested parties are received.

Please email completed forms to: sue.riddick@wokingham.gov.uk by **25 June 2013**. Thank you.

OVERVIEW:

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the aims? Yes No

Comment: We are considered a high priority school by the LA – is this the same definition as Ofsted high priority? If it is, this would impact the proportion of children with challenging behaviour we could take according to the Alms.

Fair Access Protocol Panel (FAPP)

Do you agree with the membership of the FAPP? Yes No

Comment: No, too subjective by relying on one headteacher, matching the childs personalised needs to the right context is impossible. Panel needs to be a voice for all the schools. Membership must include decision making power.

Do you support the terms of reference of the FAPP? Yes No

Comment: See comment above re: high priority.

Do you agree with the cases to be referred to the FAPP? Yes No

Comment:

Do you agree with the frequency of the FAPP meetings? Yes No

Comment: If there was a mechanism where schools could see information about the students, comment on the current school context and whether the school would be suitable, then every two weeks would be fine. If this exchange of information cannot take place due to short timescales, then it should be once every six weeks. It is more important for students to be placed in a suitable school with planned intervention and support rather than being placed in an inappropriate school more quickly. We recommend you look at the Basingstoke & Andover model.

Do you agree with the membership of the FAPP? Yes No

Comment: No, see comments overleaf.

Do you wish to comment on recording and reporting? Yes No

Comment: Reporting should happen to Federation in order to support strategic planning.

Do you consider there should be agreed behaviours? Yes No

Comment: What does this mean?

Do you wish to comment on whether FAP should be supported by funding from DSG if agreed by Schools Forum?

Yes No

Comment:

If this is agreed, how should monies apportioned? A B or C

Comment:

If you wish to make any further comment on the overview discussion document, please do so below.

General comment:

Do you agree with aims of this protocol?

Yes

No

Comment:

Do you wish to comment on Section 2?

Yes

No

Comment: It is essential to respond to risk of exclusion category is robust.

Do you wish to comment on Section 3?

Yes

No

Comment:

Do you wish to comment on Section 4?

Yes

No

Comment: As long as range of provisions are good value for money for all schools.

Do you wish to comment on Section 5?

Yes

No

Comment:

If you wish to make any further comment on the young people at risked of or at permanent exclusion discussion document, please do so below.

General comment:

MANAGED TRANSFERS BETWEEN SECONDARY SCHOOLS – B

This documentation has been prepared by the Secondary Federation and is currently being trialed. If agreed, following consultation, this will apply to all secondary schools in the Wokingham borough.

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment: Bullet point 2 – relative to the challenges of the year group must be acknowledged.

Do you agree with its membership? Yes No

Comment: The panel membership must be reviewed so that it is a voice for all schools.

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation? Yes No

Comment:

Do you wish to comment on the agreement form? Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

MANAGED TRANSFERS BETWEEN PRIMARY SCHOOLS – C

This documentation has been prepared by the Wokingham Primary Heads Association (WPHA):

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation?

Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION - "VULNERABLE CHILDREN" – D

Do you wish to comment on the categories of children to be included?

Yes No

Comment:

Can you identify any further categories of children for inclusion?

Yes No

Comment:

Are the categories appropriately identified for consideration by FAPP and any potential funding?

Yes No

Comment:

Do you wish to comment on the proposed process for identification of children who may meet the criteria?

Yes No

Comment: Green flagging relies upon application form. This is not a robust process!

If you wish to make any further comment on the "vulnerable children" discussion document, please do so below.

General comment:

WOKINGHAM BOROUGH COUNCIL

REVIEW OF THE FAIR ACCESS PROTOCOL FOR DISCUSSION WITH SCHOOLS

ON THURSDAY 13 JUNE 2013

Feedback from schools is welcome on the discussion documents available on the Wokingham Schools Hub particularly where the school is not represented at the above meeting. The Fair Access Protocol will be the subject of formal consultation with all school in the Wokingham borough, when the views of all interested parties are received.

Please email completed forms to: sue.riddick@wokingham.gov.uk by **25 June 2013**. Thank you.

OVERVIEW:

Do you wish to comment on the introduction? Yes Y No

Comment: Please clarify the situation regarding pupils attending a WBC school, who live out of borough. Also, what if those pupils are within the school's designated area?

Do you wish to comment on the aims? Yes Y No

Comment: bullet 2 – define 'fair share'. Confirm that 'compulsory school age' as the term after the child turns 5. With parents being entitled to a school place the eyar in which their child turns 5, this could casue confusion.

Fair Access Protocol Panel (FAPP)

Do you agree with the membership of the FAPP? Yes Y No

Comment:

Do you support the terms of reference of the FAPP? Yes No

Comment:

Do you agree with the cases to be referred to the FAPP? Yes Y No

Comment:

Do you agree with the frequency of the FAPP meetings? Yes Y No

Comment:

Do you agree with the membership of the FAPP? Yes Y No

Comment:

Do you wish to comment on recording and reporting? Yes No N

Comment:

Do you consider there should be agreed behaviours? Yes No

Comment: I don't know what this means.

Do you wish to comment on whether FAP should be supported by funding from DSG if agreed by Schools Forum?

Yes No N

Comment:

If this is agreed, how should monies apportioned? A B X or C

Comment:

If you wish to make any further comment on the overview discussion document, please do so below.

General comment:

YOUNG PEOPLE AT RISK OF OR AT PERMANENT EXCLUSION – A

Do you agree with aims of this protocol?

Yes

No

Comment: point g – should there be a proviso if the school chosen by the parent has already had to take a number of pupil on managed moves?

Do you wish to comment on Section 2?

Yes

No

Comment: Clarify 'funding will be topped up by schools'

Do you wish to comment on Section 3?

Yes

No

Comment: point I – define 'fair share'

Do you wish to comment on Section 4?

Yes

No

Comment:

Do you wish to comment on Section 5?

Yes

No

Comment:

If you wish to make any further comment on the young people at risk of or at permanent exclusion discussion document, please do so below.

General comment:

MANAGED TRANSFERS BETWEEN SECONDARY SCHOOLS – B

This documentation has been prepared by the Secondary Federation and is currently being trialed. If agreed, following consultation, this will apply to all secondary schools in the Wokingham borough.

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation? Yes No

Comment:

Do you wish to comment on the agreement form? Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

MANAGED TRANSFERS BETWEEN PRIMARY SCHOOLS – C

This documentation has been prepared by the Wokingham Primary Heads Association (WPHA):

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment: bullet 1 – clarification regarding inf class sizes not being exceeded.

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation?

Yes No

Comment: EYFS attainment cannot be recorded in the format given.

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION - "VULNERABLE CHILDREN" – D

Do you wish to comment on the categories of children to be included?

Yes

No

Comment:

Can you identify any further categories of children for inclusion?

Yes

No

Comment:

Are the categories appropriately identified for consideration by FAPP and any potential funding?

Yes

No

Comment:

Do you wish to comment on the proposed process for identification of children who may meet the criteria?

Yes

No

Comment:

If you wish to make any further comment on the "vulnerable children" discussion document, please do so below.

General comment:

WOKINGHAM BOROUGH COUNCIL

REVIEW OF THE FAIR ACCESS PROTOCOL FOR DISCUSSION WITH SCHOOLS

ON THURSDAY 13 JUNE 2013

Feedback from schools is welcome on the discussion documents available on the Wokingham Schools Hub particularly where the school is not represented at the above meeting. The Fair Access Protocol will be the subject of formal consultation with all school in the Wokingham borough, when the views of all interested parties are received.

Please email completed forms to: sue.riddick@wokingham.gov.uk by **25 June 2013**. Thank you.

OVERVIEW:

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the aims? Yes No

Comment:

Fair Access Protocol Panel (FAPP)

Do you agree with the membership of the FAPP? Yes No

Comment:

Do you support the terms of reference of the FAPP? Yes No

Comment:

Do you agree with the cases to be referred to the FAPP? Yes No

Comment:

Do you agree with the frequency of the FAPP meetings? Yes No

Comment:

Do you agree with the membership of the FAPP? Yes No

Comment:

Do you wish to comment on recording and reporting? Yes No

Comment:

Do you consider there should be agreed behaviours? Yes No

Comment:

Do you wish to comment on whether FAP should be supported by funding from DSG if agreed by Schools Forum?

Yes No

Comment:

If this is agreed, how should monies apportioned? A B or C

Comment: I don't feel qualified enough to make this decision but would support the majority choice.

If you wish to make any further comment on the overview discussion document, please do so below.

General comment:

YOUNG PEOPLE AT RISK OF OR AT PERMANENT EXCLUSION – A

Do you agree with aims of this protocol? Yes No

Comment:

Do you wish to comment on Section 2? Yes No

Comment:

Do you wish to comment on Section 3? Yes No

Comment:

Do you wish to comment on Section 4? Yes No

Comment:

Do you wish to comment on Section 5? Yes No

Comment:

If you wish to make any further comment on the young people at risk of or at permanent exclusion discussion document, please do so below.

General comment:

MANAGED TRANSFERS BETWEEN SECONDARY SCHOOLS – B

This documentation has been prepared by the Secondary Federation and is currently being trialled. If agreed, following consultation, this will apply to all secondary schools in the Wokingham borough.

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation? Yes No

Comment:

Do you wish to comment on the agreement form? Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

MANAGED TRANSFERS BETWEEN PRIMARY SCHOOLS – C

This documentation has been prepared by the Wokingham Primary Heads Association (WPHA):

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation?

Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION - "VULNERABLE CHILDREN" – D

Do you wish to comment on the categories of children to be included?

Yes No

Comment:

Can you identify any further categories of children for inclusion?

Yes No

Comment:

Are the categories appropriately identified for consideration by FAPP and any potential funding?

Yes No

Comment:

Do you wish to comment on the proposed process for identification of children who may meet the criteria?

Yes No

Comment:

If you wish to make any further comment on the "vulnerable children" discussion document, please do so below.

General comment:

WOKINGHAM BOROUGH COUNCIL

REVIEW OF THE FAIR ACCESS PROTOCOL FOR DISCUSSION WITH SCHOOLS

ON THURSDAY 13 JUNE 2013

Feedback from schools is welcome on the discussion documents available on the Wokingham Schools Hub particularly where the school is not represented at the above meeting. The Fair Access Protocol will be the subject of formal consultation with all school in the Wokingham borough, when the views of all interested parties are received.

Please email completed forms to: sue.riddick@wokingham.gov.uk by **25 June 2013**. Thank you.

OVERVIEW:

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the aims? Yes No

Comment:

Fair Access Protocol Panel (FAPP)

Do you agree with the membership of the FAPP? Yes No

Comment: Who will manage the rota of HT representatives? How many meetings per headteacher will this work out as in a year? Will SEN colleagues have the capacity to attend? Often these children have behaviour issues linked to SEN.

Do you support the terms of reference of the FAPP? Yes No

Comment:

Do you agree with the cases to be referred to the FAPP? Yes No

Comment:

Do you agree with the frequency of the FAPP meetings? Yes No

Comment: Not sure! Are they needed this regularly? Are you intending to cancel a meeting if there were no cases? Will that fit with the legal timescale you are set to place a child?

Do you agree with the membership of the FAPP? Yes No

Comment: see above!

Do you wish to comment on recording and reporting? Yes No

Comment: Reporting to all schools would make it open and transparent so that individual schools would not feel that it was always them.

Do you consider there should be agreed behaviours? Yes No

Comment: For whom? Is this referring to the expectation that schools will be positive about managed moves? That did make me smile. I don't expect any school will be pleased about a managed move- perhaps it should be worded there will be an expectation that schools will be supportive of in the spirit of inclusion!

Do you wish to comment on whether FAP should be supported by funding from DSG if agreed by Schools Forum?

Yes No

Comment: A tricky one. Schools are struggling as it is. What would the money be for? We have supposedly money within our budget for those on roll. The only difficulty arises when an SEN or LAC child take us over our numbers.

If this is agreed, how should monies apportioned? A B or C

Comment: I'd like more information on what this money would be for before I can answer this question.

If you wish to make any further comment on the overview discussion document, please do so below.

General comment:

It would be interesting to have an example of how a decision is made as to which school would be the best placement for any child so that the process is understood. This might help all schools to see the big picture. At the moment they will only see the impact for their individual school! You need to build a sense of collective responsibility for these children.

YOUNG PEOPLE AT RISK OF FIXED OR PERMANET EXCLUSION – A

YOUNG PEOPLE AT RISK OF OR AT PERMANENT EXCLUSION – A

Do you agree with aims of this protocol? Yes No

Comment:

Do you wish to comment on Section 2? Yes No

Comment:

Do you wish to comment on Section 3? Yes No

Comment:

Do you wish to comment on Section 4? Yes No

Comment:

Do you wish to comment on Section 5? Yes No

Comment:

If you wish to make any further comment on the young people at risked of or at permanent exclusion discussion document, please do so below.

General comment:

MANAGED TRANSFERS BETWEEN SECONDARY SCHOOLS – B

This documentation has been prepared by the Secondary Federation and is currently being trialled. If agreed, following consultation, this will apply to all secondary schools in the Wokingham borough.

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation? Yes No

Comment:

Do you wish to comment on the agreement form? Yes No

Comment:

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

This documentation has been prepared by the Wokingham Primary Heads Association (WPHA):

Do you wish to comment on the introduction? Yes No

Comment:

Do you wish to comment on the principles for managed transfers and reintegration?

Yes No

Comment:

Do you agree with its membership? Yes No

Comment:

Do you wish to comment on the process? Yes No

Comment:

Do you wish to comment on the Pupil Passport documentation?

Yes No

Comment: Very thorough.

Do you wish to comment on the agreement monitoring form?

Yes No

Comment:

Do you wish to comment on the parent information? Yes No

Comment:

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION - "VULNERABLE CHILDREN" – D

Do you wish to comment on the categories of children to be included?

Yes No

Comment: "Children for whom no school place within the borough can be found within a reasonable distance" – isn't this part of normal admissions procedure?

Can you identify any further categories of children for inclusion?

Yes No

Comment:

Are the categories appropriately identified for consideration by FAPP and any potential funding?

Yes No

Comment:

Do you wish to comment on the proposed process for identification of children who may meet the criteria?

Yes No

Comment: What is the process if you are restricted in the amount of information you can ask?

If you wish to make any further comment on the "vulnerable children" discussion document, please do so below.

General comment: