**Secondary Fair Access & Managed Transfer Protocol**

**September 2017**

**1. Fair Access**

**National Guidance**

The School Admissions Code requires each Local Authority to have a Fair Access Protocol, agreed with the majority of schools in the area. This includes maintained schools and academies. The purpose of the protocol is to ensure the most vulnerable children are placed in schools as quickly as possible. Schools and the local authority agree which groups of children can be considered under the protocol and how they will be placed in schools. The normal admissions arrangements do not apply for children admitted under the Fair Access Protocol. Applications for LAC are processed outside this protocol and given priority over all other applicants.

**Objectives of the protocol:**

The objectives are to:

* Identify hard to place pupils.
* Agree arrangements with all schools about how these pupils will be placed.
* Distribute these pupils across Slough schools, so that no schools take a disproportionate number of pupils.
* Reduce the time pupils spend out of school to a maximum of 4 weeks.

**Pupils to be considered Under the Protocol**

The following groups of pupils (group 1) will be considered under this protocol.

* Children from the criminal justice system or Pupil Referral Units
* Children out of education for more than 2 months
* All children moving into the area without a school place
* Children of Gypsies, Roma, Travellers, refugees and asylum seekers
* Children who are homeless
* Children with unsupportive backgrounds, including where parents are disengaged and not taking action to provide education.
* Children who are carers
* Children without a statement or Education Health and Care Plans (EHCP) who have special educational need, disabilities or medical conditions

Schools admitting pupils in the following groups (group 2) will also be considered under the Fair Access Protocol and will receive hard to place funding

* Children who have been permanently excluded
* Year 11 pupils
* Pupils referred by the Pupils Educationally At Risk (PEAR) panel for admission to mainstream schools
* Pupils considered as managed transfers (please see below)

Hard to place funding will also be available for pupils placed outside Slough in years 9 and 10 if there are no places available in Slough schools.

**Fair Access Admissions Process**

The secondary Fair Access Panel will consider applications from all hard to place pupils. It will replace the Admissions Panel, which considered all in-year applications. Routine admissions are dealt with outside the panel, especially for years 7 and 8 and this will now apply across all year groups.

Details of all hard to place pupils are presented to the Fair Access Panel. Schools accepting the pupils in group 2 above may receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted. Each case is considered on its merits. Payment follows confirmation that the pupil is on roll.

The maximum payment is £4000 per pupil or £2000 per pupil if placed outside Slough in years 9 and 10. At the end of the financial year the amount available may have to be reduced or payment deferred subject to the budget position.

In making a decision about placement, the panel considers which schools have admitted hard to place pupils previously, the pupil’s individual circumstances, parental preference, location of suitable schools and any concerns expressed by schools about admission. The panel will then reach a decision about placement and consider whether the student is eligible for hard to place funding. If a school is eligible for hard to place funding and the place breaks down within 3 months, the funding will be recovered so that it can be used to support another placement.

The core panel members are:

Services Lead - Access & Inclusion SBC

Admissions & Transport Manager SBC

School Access Officer SBC

All Secondary Heads

**2. Managed Transfers**

**Purpose**

The purpose of managed transfers is to prevent permanent exclusion where possible, although it is recognised that there are occasions when it is appropriate. Managed transfers can also help reduce pupil absence due to pupil/parental dissatisfaction with the existing school. Managed transfers can only be arranged with the consent of parents and the consent of both schools. There is a commitment across Slough to retain pupils in schools, but there will be circumstances where schools request a transfer and this can be beneficial for both the pupil and the school and often there is a need to arrange this quickly.

**Pupils to be considered**

There are usually 2 main reasons why pupils will be considered for a managed transfer.

1. There may have been a critical event such as an incident at school, a fixed term exclusion or the possibility of a permanent exclusion.

1. There may be a history of low level issues, which have led to general dissatisfaction with the current situation on the part of the parent or the school or both. In all cases schools should have attempted to resolve issues with the pupil/parent before considering managed transfer.

The proposed school should be able to offer the pupil a new start that benefits all parties.

**Mechanism for Placement of Pupils.**

1. Headeachers should initially contact the School Access Officer, using part 1 of the form below. (Appendix 1). The request should include information about the pupil and action already taken. The Headteacher may already have considered alternative placements
2. The School Access Officer will complete part 2 and 3 with the parents and the proposed school.
3. The pupil will be dual registered during the period of the trial.

1. At the final review meeting a decision must be taken about whether the pupil transfers permanently to the new school or returns to the original school.
2. The School Access Officer notifies all concerned about the outcome and updates Education Management System (EMS).
3. Schools update their admissions registers.
4. If the pupil is permanently transferred to the receiving school, the school will negotiate transfer of funding from the original school based on the balance of Age Weighted Pupil Unit (AWPU) remaining.
5. If a managed move is an alternative to a permanent exclusion parents will lose the option of an appeal which would follow a permanent exclusion.

**APPENDIX 1**

**MANAGED MOVE REQUESTS**

**PART 1** –*to be completed by the ‘home’ school*

**PUPIL PERSONAL DETAILS** *(please complete in BLOCK CAPITALS)*

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forename(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Male/Female:** \_\_\_\_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_ **Year Group:** \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Is this a Looked After Child?** | **Yes** |  | **No** |

**SEN Stage:**

**If the pupil has a statement/EHCP any move would be considered by the SEN Team.**

LA Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Statutory Interim Review \_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the child receive Free School Meals?** | **Yes** |  | **No** |

**Permanent Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent(s)/Guardian(s):** Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number(s):** Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Schools Attended:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_

**Current School:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_

**MANAGED MOVE REQUESTS**

**Incidents in school that have given rise to concern:-**

**Please tick**

|  |  |
| --- | --- |
| Physical assault against adult |  |
| Physical assault against pupil |  |
| Bullying |  |
| Sexual Misconduct |  |
| Damage |  |
| Persistent Disruptive Behaviour |  |
| Verbal Abuse/Threatening Behaviour against pupil |  |
| Verbal Abuse/Threatening Behaviour against adult |  |
| Racist Abuse |  |
| Drug/Alcohol Related |  |
| Theft |  |
| Non-attendance |  |
| Other ( Please add detail) |  |

**Please briefly outline what support mechanisms have been put in place prior to referral.**

**School Contact and Responsibility:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MANAGED MOVE REQUESTS**

**ACADEMIC ABILITY**

Please comment upon the student’s progress in the following subjects with reference to National Curriculum Attainment Levels.

**KS3:-**

|  |  |  |
| --- | --- | --- |
| **SUBJECT** | **NC LEVELS** | **KS2 SATS LEVELS** |
|  |  |  |
| **English** |  |  |
|  |  |  |
| **Maths** |  |  |
|  |  |  |
| **Science** |  |  |
|  |  |  |

**KS4:-**

**GCSEs /BTECs/Other qualifications currently being undertaken by the pupil. Please include details of syllabus and options.**

**Exam Boards**

**Current assessment of performance – please indicate most recent assessment results.**

**Other Agency Involvement (please specify)**

**Who?**

**When?**

**Outcome?**

**Has an Early help Assessment been completed? If so when?**

**Please provide copies of latest :-**

* **Individual; Education Plan (IEP)**
* **Personal Support Plan ( (PSP)**
* **Behaviour Support Plan (BSP/**
* **Risk Assessments**
* **Parent contract**
* **Recent Certificate of Attendance**
* **Any other information that might support the managed move**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGED MOVE REQUESTS**

**PART 2** –*to be completed by the parent/carer*

*Please tick the appropriate boxes below*

***I have attended a review meeting of my child’s progress. I have considered the fact that I could apply directly to another school but have decided that a Managed Move to an alternative school or provision is my preferred option.***

***I would like to express a preference for my child to be moved to the following school:-***

**Preference:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may, if you wish, give reasons for your preference below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent(s)/Guardian(s) Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**MANAGED MOVE REQUESTS**

**PART 3** –*to be completed by the new school / provision*

**Name of School / Provision:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Starting Date for the Managed Move:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Agreed Attendance Arrangements:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specific reasonable/appropriate targets for the pupil (***these should be**based on the individual needs of the child)*

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**End Date for the Managed Move Period:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Final Review Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transport Arrangements:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Issues** *(e.g. learning support, outcomes should poor behaviour occur):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Head Teacher**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Parent(s)/Guardian(s)**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Pupil**

**MANAGED MOVE**

**Dual Registration Agreement**



**Subject:**

**Address:**

This agreement specifies the registration, admission, attendance and support arrangements for (*Pupil*).

Its purpose is to enable (*Pupil*) to make a fresh start at a new school and to make specific arrangements to support his/her integration.

1. (*Pupil*)’s name remains on the admission register of (*Name Original* *School*).
2. (*Pupil*) attends (*Name New School*) full/part time from (*Date*) under dual registration arrangements.
3. Both schools, parents, (*Pupil*) and other agencies where appropriate work in partnership to draw up a Pastoral Support Programme.
4. (*Pupil*)’s progress will be reviewed on (*date of review*) by all parties and *his/her* Pastoral Support Programme amended according to therecommendations of the review meeting.
5. (i) Until such a time as (*Pupil*)’s name is placed on the admission

register at *(Name New School*), and (*Pupil*)’s behaviour warrants a fixed period exclusion, the decision to exclude rests with the Headteacher of (*Name New School*).

* 1. If the behaviour is extreme, the receiving school Headteacher

may end the trial transfer and parents, original school and Admissions will be informed in writing of the date the pupil will return to the original school.

1. A decision will be taken at the end of 12 weeks from the start of these arrangements as to the future registration of the (pupil*)* at (*name new school)*

**SIGNED:**

**Parents** …………………………………………..

**Pupil** …………………………………………..

**Headteacher (Original School)** …………………………………………..

**Headteacher (Receiving School)** …………………………………………..

…………………………………………..

**Date of Agreement** …………………………………………..