



FAIR ACCESS PROTOCOL

This protocol applies only to children living in Harrow. Confirmation of residence will be required.

Which children are covered?

- A child looked after by the Local Authority and who does not have a school place, including CLA who can be treated as “excepted pupils” for an infant class places.
- Children arriving in Harrow without a school place (eg refugees, asylum seekers, families moving into Harrow from other parts of the UK or abroad).
- Children who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

Which children are not covered?

- Children on roll in school where the parent is seeking a transfer to another school.

Which schools are involved in this protocol?

All Harrow community and voluntary aided schools

When will the protocol apply?

1. Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team.

For permanently excluded pupils – Either when an Independent Appeal Panel has decided not to direct reinstatement or, if there is no appeal, on the day after the last date on which an appeal may be made or on the day (if earlier) the parent/carer notifies the LA that they do not intend to appeal.

For Managed Move pupils – immediately after the decision is made by the RIT.

2. For CLA or children arriving in Harrow without a school place.

Cases will be referred to the next meeting of the Admissions Panel as soon as the Harrow Admissions Service identifies it is not able:

- For secondary pupils – to offer any place because all schools in the relevant year group are full.
- For primary pupils – to offer a place because there is no school with a vacancy within a reasonable distance of the home address. Cases will not be referred to the Admission Panel if this would have a consequent impact on Infant Class Legislation (ie would result in more than 30 children in one teaching group).

When will the Admissions Panel meet?

Meetings of the Admissions Panel are scheduled in advance and are generally held every two weeks during term time. If required a meeting is held during school holidays, usually the week before term starts, so that parents can be notified of the school allocated before the start of term.

Process for determining allocation of places

- Harrow resident pupils who have been permanently excluded or for whom a managed move has been agreed by the Rapid Intervention Team. Pupils will be placed in another mainstream school, even if the year group concerned is full. Secondary pupils will be referred to another high school on a rota basis. Primary pupils will be referred to the next nearest school to their home address. A primary school will not normally be expected to take more than one excluded pupil per year group in each academic year.
 - Applications for CLA or children arriving in Harrow without a school places will be referred to the next meeting of the Admissions Panel.

For both primary and secondary pupils the Admissions Service will provide the Members of the Admissions Panel with the following details to inform their decision:

- The pupil's date of birth and year group.
- The school(s) the parent has named on their application together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Names of the schools closest the child's home address together with the number of places available, the number of children currently on roll and the number on roll if all cases admitted.
- Whether the child is looked after and name of the care authority
- Names and dates of birth of siblings attending any of the schools identified.
- Any known special educational needs.
- Any known religious, philosophical or other reasons for parental preference
- Any information provided by the school.

In light of the information provided, the Members of the Admissions Panel will make their recommendation, which the Director of Schools and Children's Development will then ratify.

Once the decision has been ratified the Admissions Service will inform the school and parents of the decision.

Parents still retain their right of appeal against any decision made by the Local Authority through this protocol.

Monitoring

The Admissions Service will provide regular updates and an annual report on the placement of pupils through the Fair Access Protocol to the Harrow Admissions Forum.

Revised : September 2010