

Sefton In Year Admissions Policy 2019-20

(including In Year applications, the Sefton Fair Access Protocol and School to School transfer requests)

Introduction

1. Since 2010, Sefton Local Authority has successfully implemented a fully co-ordinated scheme for processing all In Year admissions to Sefton Schools. This policy applies to the admission of pupils who are of school age (up to 16) requesting admission to a Sefton school during the academic year. (The policy does not apply to special schools, specialist units and independent schools).
2. Sefton Local Authority will provide, on request, information to a parent/carer about the number of places available in all schools within its area, and provide a suitable application form for parents to complete when applying for a place for their child at any school within Sefton (except Independent schools).

There are two types of In Year requests for admission to a Sefton school:

- a) One is an **In Year admission application**, where a child has moved in to Sefton from other parts of the country or abroad or has moved a significant distance within Sefton and needs to be admitted to a new local school.
 - b) The second is where a child is already attending a Sefton school or another School outside of Sefton and requests to **transfer** to another school (without any house move).
3. The School Admissions Code also requires all Local Authorities to have a **Fair Access Protocol** which applies to in year admissions and works outside of the statutory admissions allocation processes for children starting primary school and transferring onto secondary school. **The Fair Access Protocol** is triggered where a child has difficulty in accessing a school place through the In Year admissions process. The Protocol applies to **unplaced children** outside of the statutory admissions allocations (those in year applications where the child has no school place and they require a local school place during the academic year).
 4. Sefton Local Authority has developed the In Year admissions process, School to School Transfer process and the Sefton Fair Access Protocols in conjunction with Sefton Headteachers' groups.
 5. The **School to School Transfer** process has been introduced to address many inter-related issues that have been identified where children that would meet a Fair Access threshold, request to move from one school to another school and where no house move has taken place.

APPENDIX ONE

Sets out the **In Year Admission application process** for Parents/Carers and Sefton Schools.

APPENDIX TWO

Sets out the **School to School Transfer process** for Parents/Carers and Sefton Schools

APPENDIX THREE

Sets out the **Sefton Fair Access Protocol** for Parents/ Carers and Sefton Schools (including managed transfers)



General In Year Admission Arrangements

Parents with children of statutory school age who move into, or within Sefton, and require a school place outside of the normal transfer times should apply for a school place using the application form **In Year application Form (A1)**. This form can be requested from the admissions team or printed directly from the Sefton website.

a) PUBLISHED ADMISSION NUMBER

Each school has a published admission number that has been agreed for the cohort of children starting at the school, ie those in reception or those transferring from Primary into Year 7. Ordinarily a school would not admit above that published admission number.

A school can agree to have a different admission limit for In Year admissions for other year groups within the school. The Local Authority **must** be informed if a school is planning to change the limit for any other year groups from the original admission number in time to allow the admissions system to be adjusted and parents to be informed.

To confirm any adjustment to intake limits for specific year groups, the Headteacher should write to Tracy McKeating, Locality Team Manager, South (School Admissions) (Tracy.Mckeating@sefton.gov.uk) and cc schooladmissions@sefton.gov.uk informing the Local Authority of the required adjustment to 'intake' numbers. For Community Schools & VC Schools, where the LA is the admission authority the decision to amend the number will be discussed with relevant Senior Officers before a decision is confirmed.

b) CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (previously a Statement of SEN)

Children with an Education Health & Care Plan (EHCP) will be referred to the Special Educational Needs (SEN) Team. The SEN & Inclusion Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

c) INFANT CLASS SIZE

Infant classes (Reception, Year 1 & Year 2) must not contain more than 30 pupils with a single school teacher unless the additional children admitted are included as "excepted children" who may be placed in the school via appeal or as an "excepted pupil" requested by the Local Authority. This includes admission requests (outside of the normal admissions round) due to a shortage of places in a local area. However, Infant Class Size exemption categories **do not** include Fair Access Panel decisions.

d) ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

There are some exceptional circumstances where parents/carers may request that their child is admitted to a school outside of their chronological age group, for example, if the child is gifted and talented or has already been taught outside of their year group or has experienced problems such as ill health.

Where this is requested, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; they will also take into account the views of the Headteacher of the school concerned.



e) FAIR ACCESS PROTOCOL

In identifiable cases where specific information has been highlighted on the In Year Admission form (A1), or School Transfer form (T1), which may lead to the child encountering difficulty in securing a school place, the application will be automatically processed through the Sefton **Fair Access Protocol**. Applicants will be informed if their application is being processed through the Fair Access Protocol.

f) FUTURE HOUSE MOVES

The Local Authority (LA) cannot by law pend school places for an applicant in advance of a house move during the school year, therefore the LA will not consider **In Year applications for schools without a proposed moving address and proposed move date. The move date should be within 4 weeks of the application being submitted.**

Documentary evidence in the form of a solicitor's letter to confirm the date for exchange of contracts or a tenancy or rental agreement will be required. The LA reserves the right to seek further documentary evidence to support a claim to residence. Applications submitted without the relevant evidence of address may delay an application or impact on a child's place on a waiting list.

Crown/UK service personnel being posted to the area can be processed upon receipt of a MOD letter confirming their future posting and relocation date.

g) SCHOOL ADMISSIONS CONTACTS

Each Sefton school will identify a contact person and email address where admission requests can be administered and processed.

The In Year Admission form (A1) and the School Transfer form (T1) can both be downloaded from the Sefton website <https://www.sefton.gov.uk/schools-learning/school-admissions/in-year-admissions-and-school-transfers.aspx>

Alternatively, paper copies are available on request from the School Admissions Team;

In Year School Admissions Team
Town Hall,
Oriol Road,
Bootle,
Liverpool,
L20 7AE
Email: iyadmissions@sefton.gov.uk



The (A1) In Year Application Process for House Moves

All schools should allow prospective applicants to contact and (or) visit their school. Schools should not agree to admit an applicant or discuss the number of available places with applicants (as the Local Authority may already be holding/processing further applications for a school without the school being aware).

- a) The A1 application form will be sent to all applicants moving into or moving house within Sefton. The application allows parents to apply for up to three preferred schools (excluding independent schools and special schools), and to give reasons for their preferences.

The Local Authority application form will ask the parent for the following information:

- Details of the child for whom the application is being made (address, date of birth etc);
- Details about the person completing the application (name, address, relationship to the child, contact details); This must be the person with parental responsibility for the child;
- Name of the child's current school;
- To express up to three preferences for schools and give their reasons;
- List their preferences in order;
- Indicate if the child has an Education Health and Care Plan (previously a statement of special educational needs);
- Give details of siblings who currently attend the preferred school(s);
- Identify if they are Crown Services Personnel;
- Identify if the child is a Looked After Child (or previously Looked After, as per the School Admissions Code 2014);
- Identify if the child should be considered via a statutory Fair Access category;
- Current address and proof of address, for moving into, or within, Sefton;
- Signature of authorisation to process the application and information contained within it;
- Specific consent to share the information with Sefton Early Help Team, (where appropriate) in order to provide support for the child and/ family when moving in to Sefton and starting a Sefton School.

- b) The Local Authority In Year Admissions Team will ensure that all parents' preferences are recorded within the Sefton school admissions database and the child's current school is sent (if possible) a request for additional information (A2).

- c) The Local Authority will process all applications in strict date order that they are received. If there are more applications than places available at any time, the Local Authority In Year Admissions Team will apply the admissions criteria for Community, Voluntary Controlled and Academy Schools. Multiple applications for Voluntary Aided schools where one place is available will be sent to the school for the Governors to apply the relevant individual faith admissions criteria.

- d) It is the responsibility of each Voluntary Aided School to gather any supplementary faith information relating to each applicant, especially if the school is full and the applicant is to be placed on a waiting list, e.g. confirmation of baptism.



- e) Families moving house out of Sefton into a different local authority should contact the local authority that they are moving into, as their home authority, if they require a place at a school within the new area.
- f) Any application that is identified as a Fair Access application will be removed from the standard admissions process until a recommendation is made by the Fair Access Panel.

IMPORTANT PROCESS INFORMATION

The Admissions Team will **ONLY** forward details of an A1 application received, including any additional information that has been gathered, to the relevant School **WHERE THE SCHOOL HAS PLACES AVAILABLE.**

It is therefore imperative that the data held in the school SIMS database is accurate and up to date. If the LA is unsure as to whether a place is available or not we will contact the school directly before allocating or refusing an application.

OFFERS

The school **MUST** contact the applicant directly to arrange admission and **MUST** return the schools reply slip **within 5 working days** to the In Year Admissions Team, advising the date of admission.

If the schools reply slip is not returned within 5 days, the Local Authority will continue to allocate the place within the admissions system thereby removing the vacancy from the school.

All applicants being offered places will be contacted by the school directly in order to make arrangements and agree the start date.

REFUSALS

If there are **NO** places available at the school named as the first preference, the Local Authority will automatically refuse the application on behalf of the school.

Where a place cannot be offered at the first preferred school for a standard admission, the parent will be advised of the outcome of their application in writing by the Local Authority. Within this letter, parents will be offered the right to appeal and offered a place at their next preferred school.

If the Local Authority is unable to meet any of the preferences requested by the parents, a place will be offered at the school **nearest to the child's home address that has a place available.** If there is no school place within a reasonable distance to the new home address, the application will be referred to the Fair Access Panel once the new home address has been verified.



ACCEPTING PLACES

The applicant will be required to complete and return a slip to the local authority for any preference refused or alternative place offered.

A school must inform the Local Authority if a place has been allocated at their school and the child fails to start at the school within 4 weeks. The LA will then initiate the Sefton Children Missing Education process to establish where the child is being educated.

APPEALS

Where a place at a higher preferred school cannot be offered, applicants who are processed under the standard A1 In Year admissions process will automatically be offered the right of appeal for a place at any schools listed as a higher preference than the school offered. Where none of the preferred schools listed can be offered, the right of appeal will be offered for places at all schools refused.

For Academy, Community and Voluntary Controlled Schools, where the right of appeal is offered, an appeals form (**AP1**) and appeals Information leaflet will be sent to the parent with the refusal letter.

For Voluntary Aided Schools, where the right of appeal is offered, the applicant will be provided with the appeals information leaflet which contains the **relevant contact details** and appeals procedure, for Voluntary Aided schools.

While an appeal is ongoing any other places offered will have to be held for a family until the outcome of the appeal is known.

WAITING LISTS

Sefton Local Authority currently holds In Year waiting lists for all schools.

For Community, Academy and Voluntary Controlled Schools the waiting lists will be held in admissions criteria order.

For Voluntary Aided (VA) Schools, the LA will provide the school with the waiting list so the school can apply the admission criteria and advise the LA which applicant should be top of the waiting list and therefore offered the place.

Any applications for Reception and Year 7 received after the completion of the normal admissions round will be included on the relevant waiting lists which will be held until the end of the first school term.

Each applicant will only remain on the waiting list until the end of the academic year in which they apply (unless their application is received within the last few weeks of the said academic year). If an applicant wishes to remain on the waiting list after that time another request must be made for the next academic year.

The admissions criteria for **individual** Sefton Schools (which will be applied to applicants on a waiting list) can be found in Sefton Primary & Secondary School Admissions Information Guide which is available on Sefton's website by using the following link:

www.sefton.gov.uk/schooladmissions .



WITHDRAWING AN OFFER OF A PLACE

An offer of a place can be withdrawn where it has been based on misleading or inaccurate application information. This may also apply after the pupil has started at the school in the case of giving misleading or fraudulent information to obtain a place.

FAIR ACCESS

If an application is identified as requiring a referral through the Fair Access Protocol the Local Authority will process the application separately, and the standard admissions process will not be implemented.

The appropriate Fair Access Panel will make a recommendation as to whether the school requested will be agreed or an alternative school or provision may be offered.

Where no Fair Access category has been identified and the school named as first preference has places available, the A1 In Year application will be sent to the school requesting admission.

A paper application form and a copy of the Guidance Notes for In Year Admissions can be obtained via the Sefton website:

<https://www.sefton.gov.uk/schools-learning/school-admissions/in-year-admissions-and-school-transfers.aspx>



School to School Transfer Arrangements

Sefton Local Authority has produced a School Transfer application form (**T1**) for use by both Primary and Secondary schools. This will be used for any pupil already attending a school (inside or outside of Sefton) who wants to transfer to a **school within Sefton**, where no house move has taken place. If the school being requested is located **outside of Sefton**, the applicant **must contact the relevant Local Authority where the school is located**. Sefton LA will only process transfer applications for Sefton schools.

The School Transfer Process

Parents/Carers will be provided with the **Sefton Transfer Application form (T1)** and an information leaflet highlighting the process for a school transfer request and what parents/carers should consider before requesting to transfer their child to a new school. This information leaflet will also be available to download from the Sefton website.

The transfer process consists of 3 stages:

Stage 1 – Completion of T1 by Parent

The Parent/Carer completes Section A of the Transfer application form. The Parent/Carer submits the completed application form (Section A) to the **current school**.

Stage 2 – Completion of T1 by School

The current School completes Section B of the application form. This must be completed **within 5 working days**. Once Section B has been completed, the current school must return the **completed form (scanned)** to Sefton Admissions Team via email: iyadmissions@sefton.gov.uk

Stage 3 – Offer/Refuse

The Sefton In Year Admissions Team will review each transfer application received in order to make an assessment of whether the application falls within the Sefton Fair Access criteria or whether a referral for Early Help may also be considered, if parental consent has been given.

Where there is no Fair Access category identified and the highest preferred school **has a vacancy**, the application form will be forwarded to the school requested with the appropriate e-mail from the LA. The school requested **MUST** complete Section C of the application form and return the decision to Sefton In Year Admissions Team **within 5 working days** iyadmissions@sefton.gov.uk .

Where the application should be considered under the Sefton Fair Access Protocol the standard transfer process will not be initiated. Instead the appropriate Fair Access Panel will make a recommendation.

If an application has **not** been identified as falling within the Fair Access Protocol, but the school still has quite specific reasons as to why a particular child should be referred through the Fair Access Protocol – please email iyadmissions@sefton.gov.uk outlining the reasons for the concerns relating to the proposed admission.



Stage 4 – Refusals

Sefton In Year Admissions team will:

School Transfer – Not identified as Fair Access (FAP)

- Inform the applicant in writing that they are being refused a place if the year group is full and offer the right of appeal.
- As the application is a transfer for a child already with a school place, no alternative school place will be offered by the In Year admissions team.

School Transfer - Fair Access identified (FAP)

- Inform the applicant if the child is being considered through the Sefton Fair Access Protocol and that the standard processing for transfers therefore stops until a panel recommendation is made. Offer the right of appeal, where appropriate.
- For Primary schools - email the school requested where there is a vacancy, to inform them that an application has been made for the relevant year group, and that it has been referred through the Fair Access Protocol.
- For Secondary Schools – as the majority of Sefton Secondary Schools are already represented on the Secondary Fair Access Panel, the school will automatically receive details of any applications made for their school, as part of the scheduled distribution of agenda items prior to the next available meeting of the Panel.
- Any enquiries from schools can be sent to the In Year Fair Access Administrator via email: FairAccess.Admin@sefton.gov.uk



Sefton Council: Fair Access Protocols

Including the Protocol for Managed Transfers - September 2019

SEFTON'S PRIMARY AND SECONDARY FAIR ACCESS PROTOCOLS

1. Background and Legislation

The School Admissions Codes of 2012 and 2014 identified that a Local Authority is required **by law**, to have Fair Access Protocols that have been developed and agreed with **the majority** of schools within its area to ensure that:

1. Outside of the admissions round, unplaced children, especially the most vulnerable are found and offered a school place quickly, so that the amount of time any child is out of school is kept to a minimum.
2. To identify how the Local Authority will use its provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.
3. To ensure that no school (including those with places available) is asked to admit a disproportionate number of children that have been excluded or who have challenging behaviour.
4. It is a **mandatory requirement** of the School Admissions Code that all admission authorities including Trust Schools, Free Schools and Academies shall participate in their Local Authority's Fair Access Protocols, even if they were not included in the majority of schools that agreed the Protocols.

The operation of the Fair Access Protocols is triggered when a parent of an eligible child has not secured a school place under Sefton's In-Year Coordinated Admissions Scheme. Under the Protocols, there is no duty for Local Authorities or Admission Authorities to comply with parental preference when offering a school place through the Fair Access Protocol.

2. Overall Aims of the Primary and Secondary Fair Access Protocols

The Sefton Fair Access Protocols are designed to:

- Be fair and transparent and have the confidence of all schools;
- Acknowledge the real need of vulnerable young people to be dealt with quickly and sympathetically thereby reducing the time that they spend out of school;
- Ensure that all schools admit pupils with challenging behaviour on an equitable basis in order to ensure no school (particularly those with places) is asked to admit a disproportionate number of children through the protocols.

3. Operating Principles of Primary and Secondary Fair Access Protocols

The Fair Access Protocols will operate in accordance with the agreed Sefton procedures and where appropriate, the Local Authority Directions Flowchart, and is underpinned by the following principles:

- Parents retain the right to express preferences for schools via the In-year admissions process, and will be offered the right of appeal, should their preferred schools be full, or if an application is refused by the Fair Access Panel.
- Schools must respond **within 5 working days** to requests so that the admission of the pupil is not delayed. For schools which are their own admissions authority, Headteachers and Governors are asked to agree a procedure which enables decisions to be made in the requisite timescale.
- All schools in Sefton (except independent schools) must participate in the Protocols and will admit children when admission has been agreed through the Protocols.
- The Local Authority will take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family, or a strong aversion by the family to the religious ethos of a school.
- Wherever possible, pupils with a religious affiliation should be matched to a suitable school, but this should not override the protocols if the pupil identified for the school does not have that affiliation.
- Schools cannot cite oversubscription as a reason for not admitting a pupil under the protocols.
- Children recommended for admission to a school through the Fair Access Protocols will be given priority over any others on a waiting list or awaiting appeal.
- The needs of the child and the schools considered will be the joint focus of any discussions surrounding an admission to school. These Protocols will be used to ensure no child is disadvantaged and the protocols cannot be “cited” by a school to avoid admission if a decision has been made through the Fair Access Panels. The decision of the Panel is **FINAL**.

4. Decisions will be made by Primary and Secondary Fair Access Panels

There will be two panels (one for Secondary Schools and one for Primary Schools). The panels will meet on a regular basis: Approximately every 3 weeks. The timetable for meetings will be agreed before the start of each academic year. The panels will vote and make a decision/recommendation for each application.

The composition of the two panels is as follows:

- Headteacher (Chair - rotating)
- Named Head teachers/Deputy Heads/Assistant Head teachers representing north, central, and south Sefton schools.
- This will include all Community and Voluntary Aided Schools, Academies/Free Schools/Studio schools. The head/deputy heads will be agreed before the beginning of each academic year. It is recommended that all head teachers, at some point should attend one meeting in order to understand fully how the panel works in practice.

- Head of Pupil Referral Unit
- Senior Officer from the Local Authority
- Locality Representative
- Representative from Special Educational Needs & Disability Service
- Representative from Educational Psychology Service

Those present but who will not vote:

- Fair Access Panel Administration Officer
- Other Officers/Professionals where necessary

Secondary Panel Voting - All secondary head teachers or designated representatives are welcome to attend Fair Access meetings that they are not already scheduled to attend and can contribute to those meetings.

Primary Panel Voting - Where primary head teachers contribute formally at an additional meeting they were not scheduled to attend, to discuss a child from their school on the agenda, they will be asked to withdraw from the meeting for the panel vote.

Any request for admission made to a school via a Fair Access Panel decision will be supported by the appropriate information and statistics that were considered by the panel.

5. Primary Fair Access Protocol

Statutory categories for inclusion in the Primary Fair Access Protocol:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with Special Educational Needs, disabilities or medical conditions (but without an Education, Health and Care Plan).

In addition to the above statutory Fair Access categories, the Sefton Protocol will include:

- Pupils that have moved into Sefton and been permanently excluded from one school;
- Pupils with 15% or more **unauthorised absence** in a rolling year (from date of application);
- Pupils with a history of fixed term exclusions over the last 2 years (3 or more exclusions);
- Pupils in Year 6 who have moved into Sefton or moved a significant distance within Sefton after the end of the Spring Term;
- Pupils who transfer schools 3 times or more within a local area (with no house moves);
- Pupils requesting a return transfer to a school previously attended;

- Any primary age pupils who have moved into Sefton and cannot be offered a school place within a reasonable distance of their home as defined in the Schools Admissions Code (address to be validated before referral to panel);
- Children who have been Electively Home Educated requesting a school place (these will be a FULL admission);
- Pupils in Year 6 requesting a school to school transfer within Sefton without a house move.

Year 6 Sefton to Sefton School Transfers

Year 6 children (or summer term Year 5 who will be in Year 6 when the transfer begins) who request a school transfer will be agreed on a managed transfer basis. As this is a Sefton agreement it will not apply to children who are moving house into the area or significant distances within Sefton.

Period of Managed Transfer for Year 5/6 children

The pupil will be 'main' dual registered with the home school until after the KS2 SATs, unless the receiver school requests otherwise.

Prior to the commencement of a Year 6 managed transfer

A meeting should be arranged at the receiving school with representatives from both home and receiver school present.

Pupil Registration Responsibilities for Both Schools

Home School

Keep the pupil on roll, marking the Admissions Register (pupil enrolment status) as record **M (Main – dual registration)** and Attendance Register with attendance code **D**. This code is used when a pupil is dually registered at two schools and, for the session in question, they are not required to attend your school. This code is not counted as a possible attendance in the School Census.

Receiver School

Record the pupil on the Admissions Register (pupil enrolment status) as **S (Subsidiary – dual registration)** and record pupil's attendance/absence for each session with the appropriate code.

Safeguarding

Schools must not assume that a pupil is present at the "receiver school". They should ensure that arrangements are in place whereby the receiver school can notify the home school of any absences.

They will exchange:

- a. routine information such as attendance and explained absences by email at the end of the week; and
- b. information for unexplained absences immediately by phone so that they are followed up by both schools.

For safeguarding reasons, the *receiver* school must follow up all unexplained and unexpected absence in a timely manner, such as through “First Day Calling” procedures.

Review of Managed Transfer

At the end of the sixth week of the child’s transfer (or sooner if there has been a serious incident concerning the pupil’s behaviour) **the Managed Transfers and Exclusions Manager** will organise a review meeting at the receiving school. The first part of the meeting will be with the relevant professionals (including representatives from both schools and support services). The second part will be with the receiving school, parents and child.

A pupil who may continue to display some challenging behaviour and low level behaviour issues will not be adequate reason for ending **a managed transfer**. Where attendance is an issue, the receiving school would have to demonstrate that they have made every possible effort including meetings with parents and a referral to the EWS.

If the receiving school considers that the transfer is breaking down it must provide the Local Authority with evidence of this. This information will then be presented to the Primary Fair Access Panel who will decide on whether the trial placement should end.

Unsuccessful Year 6 managed Transfers

If the managed transfer is ended, where appropriate, the Local Authority will plan, as priority, future provision with the home school, relevant support services, and family.

6. Secondary Fair Access Protocol

Statutory categories for inclusion in the Secondary Fair Access Protocol:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan).

In addition to the above statutory Fair Access categories, the Sefton Secondary Protocol will include the categories shown below (which were reviewed and agreed in March 2019):

- Pupils that have moved into Sefton and been permanently excluded from one school;
- Pupils with 15% or more **unauthorised absence** in a rolling year (from date of application);
- Pupils with an ongoing and current number of fixed term, internal or external exclusions;
- Pupils at risk of permanent exclusion where the behaviour of the pupil is of ongoing concern to those professionals involved;
- Pupils using a Learning Support/Inclusion Unit or Alternative Provision, commissioned by the school, where the child does not have an Education, Health and Care Plan;
- Pupils with persistent and ongoing recorded instances of poor behaviour;
- Pupils in Year 10 who have moved into Sefton or moved a significant distance within Sefton after the end of the Spring Term;
- Pupils in Year 11 who have moved into the area;
- Any secondary age pupils who have moved within or into the area and there is not an available school place within a reasonable distance of their home as defined in the Schools Admissions Code (address to be validated before referral to panel);
- Children who have been Electively Home Educated requesting a school place (these will be a FULL admission);
- Children being integrated from Complementary Education;
- Pupils who transfer schools 3 times or more within a local area (with no house moves);
- Year 10 and 11 children requesting a school to school transfer.

Year 10 and 11 children requesting a Sefton school to school transfer

- Year 10 Transfers requests. Pupils who will be in Year 10 as a result of the transfer (when the transfer begins). These pupils would undertake a **managed transfer**. They would be dual registered and remain on the roll of the existing school until a final decision has been made.
- For any managed move that commences on or after the 1st April in Year 10, the pupil will remain on the roll of the existing school for their GCSE exam results unless both schools agree to make the move permanent.
- Sefton Schools Year 11 Transfer requests: Pupils who will be in Year 11 as a result of the transfer (when the transfer begins). These pupils would be dual registered and remain on the roll of the existing school for their GCSE exam results.

1. At the start of the managed transfer, the home school should change this status to **M** (current main school – dual registration).
2. The school offering the pupil a place on a managed transfer basis (receiving school) should record the pupil with an enrolment status of **S** (current subsidiary – dual registration). At the end of the specified period of the managed transfer the pupil's enrolment status must be changed to reflect the outcome of the managed transfer.
3. Where the managed transfer is successful, the home school with enrolment status **M** will take the pupil off roll in parallel to the receiving school changing the pupil's enrolment status from **S** to **C** (current single registration at this school).
4. Where the managed transfer is unsuccessful, the home school changes the enrolment status from **M** to **C** (current single registration at this school) in parallel to the receiving school taking the pupil off roll.

7. Out of Borough transfer requests for all Sefton Schools

- Pupils who are requesting a transfer from an Out of Borough school to a Sefton school and are identified as meeting any of the Fair Access categories, may be offered a trial placement, if it can be agreed by both the Sefton school and the Out of Borough school. This will be managed by both schools themselves.
- Fair Access applications received from children and young people who are resident in other Local Authority areas who request a Sefton school will be considered on an individual basis. This will take in to account any existing Sefton schools that are already identified as having a disproportionate number of children who have challenging behaviour (as per agreed Fair Access Categories) in the receiving school. If this is the case, the applicant will be referred back to the original Local Authority for them to find a suitable school through their own Fair Access Protocol and offered the right of appeal for the requested Sefton school.

8. Sefton Schools Managed Transfer Requests

A school can initiate and submit a request for a managed transfer for a pupil within any age group if it is felt that this is appropriate by the school and the parents. The paperwork must be completed in conjunction with the pupils' parents/carers.

The current and requested schools can provisionally agree the proposed transfer. The transfer must still be recorded via the Fair Access Panels.

With any ongoing managed transfer, the receiving school should automatically send an update to the Fair Access Panel Administrator 5 days before each Panel meeting, so that the appropriate minutes can be updated, and all information prepared prior to the next meeting of the Fair Access Panel. Email FairAccess.Admin@sefton.gov.uk

The Fair Access Panels **will not** consider more than 2 managed transfer requests for the same pupil within a local area and will, on a 3rd request, **recommend** that the pupil should remain at the current home institution, although this may be agreed separately by the school.

Once a managed transfer has been made permanent the Fair Access Panel will not agree to a request for a re admission to the previous school, although this may be agreed separately by the school. If this happens, the school must inform the admissions team so the vacant places lists can be accurately maintained.

9. Children excluded from the protocols

Children with EHCPs **are not** included in the Protocols as their needs will be considered separately as part of their EHCP review. A child with an EHCP naming a school must be admitted as per paragraph 3.12 of the School Admissions Code.

Children in public care, or who were previously in public care, or who have been adopted from care (as per the school admissions code definition) **are not** included in the protocols as they must be admitted by a school as required by section 3.12 of the School Admissions Code. Any admission of a LAC must be reported to the School admissions team so that the data on available places can be accurately maintained.

10. Fair Access Statistics and Information

An updated statistical spreadsheet should be tabled at every Fair Access Panel meeting to help support the Panel's decision. Any request for admission via a Fair Access Panel will be supported by the appropriate information and statistics that were considered by the panel.

Sefton Council will distribute and make public the work and decisions of the panels. This includes the pupil numbers and class organisation information related to each school, which will be shared with other schools so there is complete transparency around decisions of the Fair Access Panels.

The overall statistical information relating to Fair Access admissions will be shared with every scheduled SASH and SAPH meeting.

The annual Fair Access statistical information will also be reported in the statutory Local Authority School Admissions Annual report provided to the Office of the Schools Adjudicator.

Record Keeping

The Local Authority will record all pupils placed in accordance with the provisions of the protocols and maintain accurate and up to date statistics, which will be shared with all schools via SASH and SAPH regularly.

11. Referrals process to Sefton Fair Access Panels

Referral 1: Admission Application Form due to a house move (form A1)

(A1) application form received naming a Sefton School.

- The Local Authority Admissions team will automatically forward any in year application forms (**A1 & A2 additional information form, where it can be provided**) to the school named as first preference on the application form where the school has vacancies.
- If a Fair Access category is identified via the **A1 or A2** application form either by the LA or identified by the parent, it will be checked and, if applicable, the application will be referred through to the Fair Access Panel. The preferred school named on the application will be notified by email that a referral to Fair Access requesting a place in their school will take place. The admissions team will also write to the applicant informing them that the application will be referred to the Fair Access Panel.
- Where a pupil is moving in to Sefton from another area in the UK or abroad, the LA Admissions Team will send the A2 additional information to the previous school where possible.
- **Schools can arrange a school visit and show in year applicants/families around the school but SHOULD NOT interview parents or the child as part of the decision making process on whether to offer a place.**
- Once an admission application has been forwarded to an individual school, the school can still make their own further enquiries if they wish. In order to ensure that there is no undue delay to the standard admissions process, (admissions not identified as Fair Access), all schools **MUST** respond to the request to admit the pupil **within 5 school days**. If no response is received refusing the admission or identifying the applicant as falling in to a Fair Access Category, the LA will continue the process to admit the applicant. (This will ensure that schools respond within the required timeline and do not delay requests).
- Once an offer of a school place has been made, the application should not then be referred to Fair Access.
- If an individual school does identify a particular issue in relation to an application not related to Fair Access, e.g. a particular admission may breach a court order with another family etc. the school should contact **Tracy McKeating, Locality Team Manager, South** (tracy.mckeating@sefton.gov.uk) to discuss the issues that have been identified by the school.
- Where an A1 application for admission is received and the applicant does not automatically fall within any of the identified **Fair Access categories**, the pupil(s) **MUST be considered as a standard admission request, in accordance with the School Admissions Code, and by law, admitted without delay. No trial periods can be requested** (as the child has no existing school place).

Referral 2: Application for a School Transfer - no house move (form T1)

- Where a T1 transfer request is submitted requesting a school transfer and a Fair access category is identified by the exiting school or Local Authority, the transfer request will be referred through to the Fair Access Panel. The preferred school named on the transfer will be notified by email that a referral to Fair Access requesting a place in their school will take place.

- The admissions team will also write to the applicant informing them that the transfer request will be referred to the Fair Access Panel.
- If the transfer request falls in to a Fair Access category the Fair Access Panel may recommend a full admission to a school or may recommend a managed transfer between the existing school and the school requested or a school recommended by the panel.
- A managed transfer will normally last for **8 weeks** however, in exceptional circumstances the Fair Access Panel can agree an extension up to a **maximum of 12 weeks**, after which point a decision will be made to either complete the transfer or the pupil will return to the original school. Review dates will be set at the start of the managed transfer.

These pupils will be dual registered and must remain the responsibility of, and remain on roll of the existing school until a final decision has been made.

If a managed transfer is recommended by the Fair Access Panel, the same process as a request for a managed transfer from a school will be undertaken.

Referral 3: School - Managed Transfer Request (form TR)

It has been agreed that the Sefton Fair Access Protocols will include a referral for a managed transfer process to take place between two schools.

In the case where the pupil has an Education, Health and Care Plan a SEN review should be held prior to any transfer. This is a statutory requirement.

- A managed transfer request to the relevant panel will be made by the pupil's current/home school.
- Any managed transfer should be with the full agreement of the parent/carer.
- All managed transfers must be requested through the relevant Fair Access Panel using the appropriate form.
- The Fair Access panel may recommend a managed transfer takes place between two schools and this must therefore be implemented by both schools, using the agreed criteria below.
- A transfer school can be suggested or identified on the transfer request form by the home school, although the panel will make a final recommendation on which school to approach in order to request the managed transfer. Where appropriate, consideration should also be given to factors such as religious affiliation, transport and other issues specific to the pupil.
- The managed transfer should form part of the pupil's PSP, IBP, IEP or pupil profile. There will be agreed criteria for a successful managed transfer which should be agreed with the pupil/parents/carers at the beginning of the managed transfer period. Parents, pupils and the schools will therefore be aware as to what is expected of them, and how a managed transfer can be cancelled if the criteria are not met during the managed transfer period.
 1. The receiving school should support the pupil and family in settling in to the receiving school. This will include regular meetings and reviews with pupils and parents/carers.
 2. Pupils should aspire to have 100% attendance during the managed transfer period.
 3. Pupils must be punctual during the managed transfer.
 4. Pupils must not present persistent disruptive behaviours in school.

The receiving school can terminate the managed transfer if the agreed criteria are not met by meeting with family to inform them that the managed transfer is being terminated and then informing the home school that the managed transfer has been terminated and that the child will be returning to the home school.

- The managed transfer will normally last for **8 weeks** however, in exceptional circumstances the Fair Access Panel can agree an extension up to a maximum of 12 weeks, after which point a decision will be made to either complete the transfer or the pupil will return to the home school. Review dates will be set at the start of the managed transfer.
- There will be a review of progress after **4 weeks** of the managed transfer starting.
- The home school **MUST** retain the pupil on roll for this time, recording the information as educated off site (B). The receiving school registers the pupil as Dual Registration and marks them accordingly. You must notify the home school if the pupil is absent during the trial period in order for their records to be kept up to date.
- The receiving school, the home school and the LA will draw up a clear plan of support for the pupil, both prior to entry and during the managed transfer period, drawing on all available and appropriate resources. Throughout the managed transfer period the home school should have a role in monitoring the plan.
- At the end of the managed transfer period (**8 weeks**) the receiving school should make a final decision as to the permanency of the transfer. Either the pupil will transfer on to the roll of the receiving school or will return to the home school, with the option of a re-referral to the panel.
- If the transfer is not successful after **8 weeks**, the child must return to the home school. Under no circumstances can the home school refuse to take the child back in to school or remove the child from their roll. If any school removes a child from their roll whilst a managed transfer or trial is being undertaken or has finished, the Local Authority will report the school to the Regional Schools Commissioner and the Chair of Governors, as removing a child from roll in these circumstances is a safeguarding issue.
- If the managed transfer is successful and the pupil is formally admitted, funding will be transferred to the receiving school at the end of the managed transfer period. This will be the balance of the remaining AWPU plus any other appropriate amounts that are allocated to the pupil. All relevant funding, such as individual SEND funding, will move with the pupil when the pupil is formally admitted and taken on roll. The funding will be back-dated to the start of the managed transfer period.
- All schools should act in a spirit of partnership and co-operation for the managed transfer arrangements to work.

Referral 4: Reintegration from PRU or other provision in to a Sefton School

The Fair Access Panels will consider and recommend which school to approach in order to admit a pupil. Where appropriate, consideration should also be given to factors such as religious affiliation, transport and other issues specific to the pupil. Re-integrations will be on a trial basis in the first instance to ensure a smooth transition for the pupil.

Any request (or referral) for a place at Alternative Provision is outside of the protocol and must be made by the school, to the Head of the provision directly.

12. Fair Access Outcomes:

The outcomes of the Fair Access Panel meetings would be:

- Offer admission to a preferred school;
- Offer admission to an alternative school;
- Recommend that the pupil remains at their current school with the right to appeal offered for their preferred school(s);
- Agree/recommend a managed transfer (**for existing Sefton pupils**);
- Recommend admission to alternative provision or recommend an alternative curriculum of a practical nature. In these circumstances, the panel will discuss and agree a personalised plan for the child. Where this is the case, the appropriate panel member will contact the child and the family to discuss this further.

13. Timescale for the Admission of a Pupil after a Fair Access Panel Decision

A pupil should be admitted to the allocated school **no later than 10 school days** after the decision letter is sent to parents and the school.

A community or voluntary controlled school cannot refuse to admit a pupil if requested by its own admissions authority i.e. Local Authority.

If a Voluntary Aided school is identified as the appropriate school to admit a child, they must proceed with the admission of the child.

If the school does not comply with the Fair Access decision, the Local Authority will initiate the direction process through the Chair of Governors and the Office of the Schools Adjudicator (see Directions Flow Chart on page 22).

If an Academy School is identified as the appropriate school to admit a child, they must proceed with the admission of the child.

If the school does not comply with the Fair Access decision, the Local Authority will refer the matter to the ESFA requesting direction from the Secretary of State (see Directions Flow Chart on page 22).

Any difficulties or delay in securing the identified placement of any pupil will also be brought to the attention of the Head of Schools and Families, who will make a decision about the most appropriate response.

Application/Referral Forms

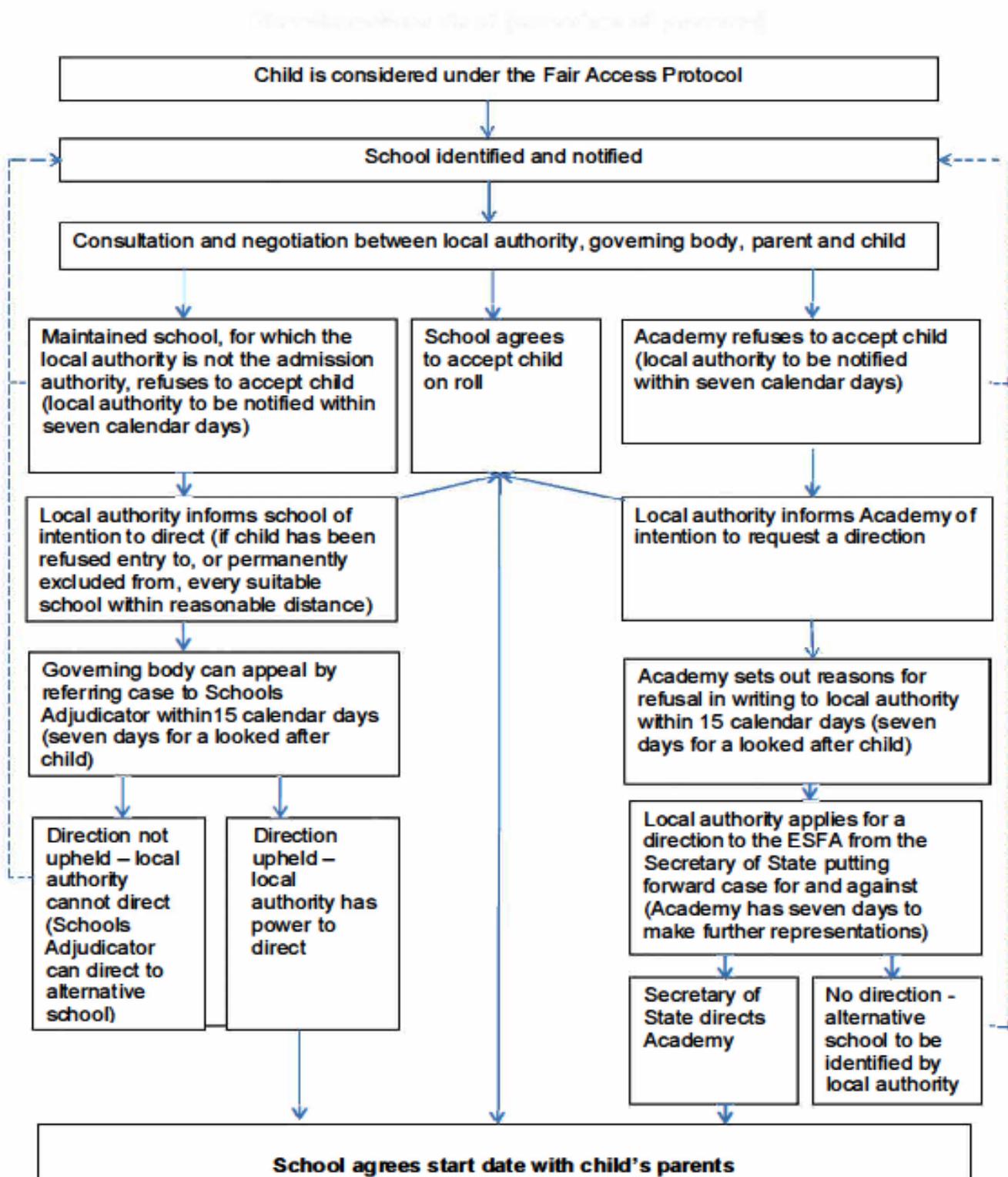
School admission application forms can be downloaded from the Sefton website: <https://www.sefton.gov.uk/schools-learning/school-admissions/in-year-admissions-and-school-transfers.aspx> . Alternatively, paper copies are available on request from the School Admissions Team:

Contact Details

iyadmissions@sefton.gov.uk Telephone: 0151 934 3590

For schools who require Managed Transfer Referral forms, please contact the Fair Access Administrator: email FairAccess.Admin@sefton.gov.uk

14. Directions Flow Chart



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