

Primary Fair Access - Process

All 'Fair Access Protocol' placements will be processed by the In-Year Admissions team which is within Education Access 0-25.

- 'Fair Access' allocations will be decided and placed within the borough's 4 locality areas with each having a panel representing schools and 'Hard to Place' pupils in their area. Each of the four panels are to take decisions for placing each 'Fair Access' child at a school (preferably) within their locality
- All discussions regarding 'Fair Access Protocol' cases must remain confidential to the panel and panel members will be responsible for keeping all case papers secure. All paperwork is to be handed back to the LA following a panel meeting
- Once a pupil has been identified as 'Hard to place' (in line with Southwark's 'Fair Access' criteria) the LA will contact the school of preference to check with the Headteacher whether the school is able to take the child. If the school is able to admit, arrangements will be made for the child to start (within 10 school days). Where appropriate, any additional support for the child agreed by the local authority will be put in place.
- Should the school of preference be of the view that it is unable to support the child, the LA will notify the relevant panel and inform the family that the case will be discussed at 'Fair Access Panel'.
- Each 'Fair Access Panel' will be represented by 3 Headteachers on a rolling basis (one Headteacher will chair); SEND rep; EH rep; Standards Advisor and an Admissions Officer
- The LA will arrange a meeting and will aim to have the meeting within 15 school days
- The LA will email case papers to the 'Fair Access Panel' five working days in advance of the meeting
- When reaching their decision(s), the 'Fair Access Panel' will take into account the following:

Parental preference (which may include a preference for a faith school when the family meet the faith criteria); the needs of the child and family circumstances; appropriate schools in accordance with distance from the family home to school; the school's current position (the panel would need to be mindful for example – should the school be currently in special measures); current class profile; Health & Safety (particularly if the child were to have a physical disability); the number of 'Fair Access' pupils the school has already admitted and any other relevant issue(s) relating to a particular case

If a pupil returns to Southwark who had previously attended a Southwark school, the aim would be for the pupil to return to that school unless the Headteacher is of the view this can not happen and would be required to provide a written report stating the reason(s)

- The 'Fair Access Panel' will decide which school is to be allocated and if any additional support is to be put in place; all discussions will remain confidential.
- The Panel will take into account any reason(s) that a preferred school has provided to the LA as to why the school was unable to take the child. There may be occasions when the panel decide that the preferred school should be the allocated school and will provide their reasons for this decision
- The LA will inform the allocated school's Headteacher of the 'Fair Access Panel' decision providing their reason(s) and will send out a form for the school to complete. The Headteacher will also be informed if the LA is to provide additional support.
- The LA will followed by a form for the Head to completed and return to the LA
- The LA will then inform the family of the 'Fair Access Panel' decision
- The Headteacher will arrange for the family to attend an induction appointment at the school where a start date will be agreed
- The school will inform the LA of the start date and when the child has physically started
- The LA will follow up with the school a month after the child had started to check if s/he is settling in and if there are any issues
- All 'Fair Access' admissions will be recorded in statistical form and emailed to all Headteachers on a termly basis; individual schools may request to view the statistics at any point in a school year.