



Northamptonshire
County Council

NORTHAMPTONSHIRE FAIR ACCESS PROTOCOL POLICY 2014

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INTRODUCTION

The Education & Inspections Act (2006) introduced a requirement for each local authority to have in place an In-Year Fair Access Protocol (FAP) by September 2007, 'agreed with the majority of schools in its area.' Legislation in regards to this requirement was provided in the School Admissions Code published in February 2007, and was revised again in the School Admissions Codes 2010 and 2012.

Further departmental advice from the Department for Education (DFE) named 'Fair Access Protocols: Principles and Process' was published in November 2012 and is aimed at all admission authorities and schools, setting out some principals to clarify the expectations on all parties to ensure that FAP's operate effectively at a local level.

PRINCIPALS / KEY POINTS

- The Fair Access Protocol (FAP) for Northamptonshire has been written in relation to paragraphs 3.9 – 3.23 of the School Admissions Code February 2012, (SA Code 2012) and the DFE's departmental advice November 2012 in partnership with a representative from a local school in each area of the County which makes up the Protocol Steering Group (PSG);
- 'All admission authorities **must** participate in the Fair Access Protocol (including Academies, all types of Free Schools, University Technical Colleges and Studio Schools) in order to ensure that unplaced children are allocated a school place quickly';
(SA Code 3.11 & DFE Guidance Nov 12)
- 'The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when an eligible child has not secured a school place under normal in-year admission procedures'.

'Fair Access Protocols should not 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 for their child at any time, to any school outside the normal admissions round and is entitled to an appeal when a place is not offered;

(SA Code 3.10, 2.21 and DFE Guidance Nov 12)

- 'There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, however it is expected the wishes of parents are taken into account.';
(SA Code 3.11 & DFE Guidance Nov 2012)
- Children allocated a place under the Fair Access Protocol will take precedence over those children already on the school's waiting list;
(SA code 2.14)
- Schools cannot cite oversubscription as a reason for not admitting a pupil under the Fair Access Protocol.

AIMS

- 'To ensure that outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school quickly, to ensure the amount of time any child is out of school is kept to a minimum. **All schools are expected to respond to requests by local authorities to admit a child under the Fair Access Protocol within 7 calendar days; (DFE Guidance Nov 12)**
- The local authority **must** ensure that no school – including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.'
(SA Code 3.9)
- 'When seeking to place a child under the Fair Access Protocol, all schools should be treated in a fair, equitable and consistent manner.'
(DFE Guidance Nov 12)
- 'All schools should work together collaboratively, taking into account the needs of the child and those of the school.'
(DFE Guidance Nov 12)

WHO WILL THE PROTOCOL COVER?

SA Code 2012, 3.15 – The list of children to be included in a FAP is to be agreed with the majority of schools in the area but **must** as a minimum, include the following children of compulsory school age who have difficulty 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;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- 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).

In addition to the minimum requirements listed in the SA Code 2012, Northamptonshire's protocol includes the following:

- h) children whose parents have been unable to find a place after moving to the area, due to a shortage of places or refusal by local schools to admit;
- i) children known to other professional agencies who may present as 'vulnerable' but with no obvious behavioural problems
- j) children who, following an overturn of an exclusion appeal, have no school place;
- k) KS4 pupils arriving during the academic year with no previous appropriate provision for controlled assessed courses;
- l) children presenting with significant behavioural problems, who have not previously been permanently excluded, or necessarily known to other agencies

FURTHER CONSIDERATIONS

In order to take into account the needs of the child and those of the school, the following considerations will also be made by Northamptonshire Local Authority when placing pupils via the FAP:

- Parental preference – though we no longer have to comply with this, the wishes of parents should be taken into account to avoid possible non-attendance;
- The ranked order of schools in an area in accordance with the protocol points based system operated by Northamptonshire LA;
- The number of children allocated previously to a particular school in an area under the FAP during the current term/academic year;
- Reasonable distance to the identified school from the home address and availability of transport;
- Previously attended schools – consideration will be given to any previous serious breakdown in relationships between a school and the family to include failed managed moves, or strong views regarding the religious ethos of a school;
- The recent admission into the same year group at the preferred school of a child with a statement of special educational needs who has previously been permanently excluded or has significant additional needs and/or challenging behaviour issues;
- The recent admission into the same year group at the preferred school of a looked after child with significant additional needs and/or challenging behaviour;
- The recent admission into the same year group of the preferred school of a child with significant additional needs and/or challenging behaviour following an agreed and successful managed move with another school. **Please note:** *it is the responsibility of all schools to inform the School Admissions team when a managed move is taking place to ensure we can collate this information.*

Schools are responsible for presenting any cases listed above to the School Admissions Manager. The School Admissions Manager may utilise the local representative from the Protocol Steering Group for guidance and reference; however, the local authority reserves the right start the formal process of direction to a school, if a school refuses admission and no local agreement can be reached.

REFUSAL TO ADMIT CHILDREN

'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.'

(SA Code 3.13)

'Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and will not apply to a looked after child, a previously looked after child, or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.'

(SA Code 3.12)

If the situation above applies, the case must be referred to the School Admissions Manager for consideration. The School Admissions Manager will only consider requests not to admit (even though places are available) when the school also provides clear evidence that the admission would have serious implications for the school e.g. the school already has:

- A particularly high proportion of children with challenging behaviour, and/or,
- A particularly high proportion of previously excluded children.

The School Admissions Manager will then consider the case made by the school and, if in agreement, refer the matter to the next pupil placement panel meeting to identify an alternative school. The School Admissions Manager may consult a member of the Protocol Steering Group for the relevant area in reaching this decision.

ADMINISTRATION OF THE FAP

The FAP will be administered by the School Admissions Manager and the Senior Admissions Officer responsible for the relevant area.

- On receipt of the completed common application form, the Admissions team will consider the information provided by the parent/carer. If there are indications that the child has any special educational needs, social or medical issues, behavioural difficulties, previous exclusions, involvement with other professional organisations such as Social Services, Police or any attendance issues, further enquiries will be made with the previous school in order to establish if the child meets the criteria for the FAP;
- Fair Access cases, including children who fit the criteria for the FAP, will be presented at an area Pupil Placement Panel (PPP) meeting. In an area where PPP meetings do not operate, the identified school will be contacted directly, or, where there are multiple FAP cases in such areas, they will be presented at the area Behaviour & Attendance Partnership (BAP) meetings;
- Information regarding the child, including previous history, will be presented at PPP/BAP meetings to enable schools in the area to make informed decisions in relation to the most appropriate school for the child. The information will include; application from parents stating preferred schools, distances to each school in an area, ranked order of schools in an area to include number of pupils already allocated under the FAP during the term/academic year;
- If, following discussion at the meetings, all schools in an area refuse to admit a child under the FAP, or are unable to reach a decision regarding the most appropriate school, a decision will be made by the Local Authority. The LA will take into consideration the factors mentioned previously, including in particular the ranked order of schools in regards to the points based system operated by Northamptonshire LA and parental preference. (Further information in relation to the operation of the points based system is included in appendices 1);
- A protocol letter will be issued to the identified school addressed to the Senior Manager at the school responsible for Admissions and copied to the head teacher, Education Entitlement Team (EET), the area representative on the Protocol Steering Group and any other agencies involved with the child, via email and post. This will start the formal consultation process with the school and Governing Body. The letter will outline why the school has been identified and ask the school to look at all considerations in relation to the placement of the child;
- Where PPP meetings do not take place e.g. for primary allocations and the Daventry/South area, a decision will be made by the Local Authority. The identified school will be issued with a protocol letter as stated above. If the allocated school then wishes to convene a meeting with all local Headteachers/Principals to discuss the matter, the local authority will send a representative along to present the case for the child. This meeting must be within one week of the school receiving the protocol letter in order to avoid the child being out of school for any longer than necessary;

- All admissions made/ agreed under the FAP will be recorded and monitored by the area Senior Admissions Officer;
- An up-to-date list of allocations made under the FAP will be forwarded to all secondary schools at the end of each term by the Senior Admissions Officer for Fair Access;
- A record will be made of children known to the local authority who have been admitted to schools following a successful managed move or children admitted with a statement of special educational needs and will be taken into consideration as stated previously. The recording of managed moves and the allocation of statemented children is carried out at Pupil Placement Panel meetings. In areas where these do not operate, the schools must inform the local authority of any similar arrangements made;
- The School Admissions Manager is responsible for resolving any disputes arising from the FAP and further advice and guidance may be sought from a member of the Protocol Steering Group;

NUMBER OF CHILDREN TO BE ADMITTED UNDER THE FA PROTOCOL

An individual school may not be asked to admit more than 12 pupils through the FAP in any academic year (e.g. two per term in a six-term year). A common sense approach will operate when schools are asked to admit additional children into the same year group, within a short period of time etc. As an indication, over previous years there have been a maximum of three protocol students allocated to an individual school during an academic year.

TIMELINES – see also appendix 1

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 FAP.

Where the FAP has been applied:

- All schools, including Academies, are expected to respond to requests by local authorities to admit a child under the Fair Access Protocol **within seven calendar days**.
(DFE advice Nov 12)
- It is expected that an Academy will agree a starting date for the child or set out its refusal in writing to the local authority **within 15 calendar days** (providing contact details to cover any approaching bank holiday or holiday periods).
(DFE advice Nov 12)
- Any concerns or decisions to refuse admission need to be addressed in **writing** (as stated above) to the Admissions Manager. This must be done only if the school considers there are **substantial and relevant** reasons for not admitting a particular child referred to them under the FAP.
- The School Admissions Manager will consider the school's case and if the decision is to direct the school to admit the pupil the following will apply:

POWERS OF DIRECTION

- **Local authority powers of direction (general)** – ‘A local authority has the power under sections 96 & 97 of the SSFA 1998 to direct the admission authority for any maintained school in its area to admit a child even when the school is full. The local authority can only make such a direction in respect of a child in the local authority’s area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority **must** choose a school that is a reasonable distance from the child’s home and from which the child is not permanently excluded. It **must not** choose a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources’;
(SA Code 3.16)
- ‘Before deciding to issue a direction to a voluntary aided or foundation school, the local authority **must** consult the governing body of the school and the parent of the child. 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 to an Academy through the FAP. The governing body of a maintained school can appeal by referring the case to the Schools Adjudicator within 15 calendar days. If it does this, the governing body **must** tell the local authority. The local authority **must not** make a direction until the 15 days have passed and the case has not been referred’;
(SA Code 3.17)
- If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school **must** admit the child. The Adjudicator’s decision is binding. The Adjudicator **must not** direct a school to admit a child if this would require the school to take measures to avoid breaking the rules on infant class sizes and those measures would prejudice the provision of efficient education or the efficient use of resources;
(SA Code 3.18)
- **Secretary of State Power of direction (Academies)** - Where a local authority considers that an Academy¹ will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy’s Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision;
- Before deciding to issue a direction to an Academy, the local authority should consult the governing body of the school and the parent of the child. If following consultation the local authority decides to issue a direction through the Secretary of State via the Education Funding Agency (EFA), it must inform the governing body and headteacher of the school.
- 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 EFA.
(SA Code 3.22 & DFE Advice Nov 2012)**

PARENTAL PREFERENCE

There is no longer a duty to comply with parental preference when allocating places through the Fair Access Protocol, however it is expected that the wishes of parents will be considered.

Where the Fair Access Protocol has been applied and the parent is not prepared to accept the school place offered, the school should refer the case to Education Entitlement Team for non attendance. However, the pupil **must** be placed on roll. The parent retains a right to appeal for a school place at any school for which they have expressed a preference.

YEAR 10 / 11 CHILDREN

We recognise that children applying for places in Years 10 and 11 are a concern for schools. The School Admissions team will present all applications for Year 10/11 pupils at area PPP meetings as in-year admissions in the normal way. Information will be requested from the previous school not only in regard to attendance and behaviour but also the subjects the child is currently studying and exam boards, in order to consider the needs of the child.

Year 10/11 children will only be allocated under the Fair Access Protocol if the previous history of the child falls under criteria a) to l) of the FAP.

CHALLENGING BEHAVIOUR

It was agreed that 'challenging behaviour would be defined as: behaviour that is persistent and ongoing which consistently contravenes the school's behaviour and discipline policy. This behaviour is ongoing despite the use of strategies for prevention that have been in operation.

In defining what is understood by "challenging behaviour", the School Admissions Manager and Senior Admissions Officer will typically consider/expect that a minimum of two of the following should be characteristics:

- An ongoing and current number of fixed term, internal or external exclusions;
- Children at risk of permanent exclusion where the behaviour of the pupil in question is of ongoing concern to those professionals involved;
- Use of a learning support unit, alternative provision commissioned by the school, or inclusion unit / centre where the child does not have a Statement of Educational Needs in place;
- Children with PSPs (pastoral support plans) in place, where the everyday resources of a particular school are unable to meet the needs of the pupil;
- Children with persistent and ongoing recorded instances of poor behaviour in reference to above;

Children whose main difficulty in isolation is poor attendance will not be deemed to fit the criteria of challenging behaviour.

HOW THE LOCAL AUTHORITY WILL ENSURE THE NEEDS OF CHILDREN NOT READY FOR MAINSTREAM SCHOOLING ARE MET – SA Code 2012, 3.9

It is not the duty of the local authority to make an assessment of the child's suitability for a mainstream school or alternative provision on their arrival into the county, as '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' - (SA Code 3.13). However:

- If the child has previously attended a mainstream school in another authority prior to their move into Northamptonshire, a mainstream school place will be allocated under the Fair Access Protocol;
- If the child was previously in another authority, attending a Pupil Referral Unit as a result of behaviour, learning difficulties or a permanent exclusion, the local authority will contact the Pupil Referral Unit the child was attending and a report will be sought to establish the child's suitability for a mainstream school. This information will be passed to the Education Entitlement Team to determine provision

SECONDARY CHILDREN who have been PERMANENTLY EXCLUDED WITHIN THE COUNTY

- Children who have been permanently excluded from a school within Northamptonshire will be referred to the Education Entitlement Team in the first instance who will determine provision.
- Currently, children who are permanently excluded from a secondary school within County attend Complimentary Education Academy (CEA), a pupil referral unit (PRU);
- When CEA have determined it is appropriate to reintegrate the child back into a mainstream school, they will submit an application to the School Admissions team using the common assessment form in the normal way, stating three preferred schools following parental preference;
- A report will be submitted with the application detailing the child's progress while attending CEA to include: academic ability, results of any assessments made and advice regarding any support which has or may need to be put in place;
- A mainstream school place will be identified using the FAP as stated above;
- Support may be available from CEA in the form of dual registration for an agreed period of time to be agreed with CEA and the identified school;
- If the placement is successful the child will be transferred to the full roll of the school;
- Good communications throughout is essential for the process to work in the child's best interests. It must not be left until the end of the dual registration period for the school to identify/conclude they cannot meet the child's needs. It is advisable for the school and CEA to be in contact regularly and frequently throughout the dual registration period.

PRIMARY PERMANENTLY EXCLUDED CHILDREN

- In exceptional circumstances when a child has been permanently excluded from a primary school within Northamptonshire, the child will be referred to the Education Entitlement Team in order to determine provision;
- When the provision the child is attending, determines that it would be appropriate for the child to be reintegrated into to a mainstream school, the School Admissions team will be approached to allocate a mainstream school place under the FAP as stated on page 11 under the heading 'Primary Fair Access Children';
- A report will be submitted with the application detailing the child's progress while in attendance at the provision to include: academic ability, results of any assessments made and advice regarding any support which has or may need to be put in place;
- The identified school will work with the Provision, in order to provide a successful reintegration package back into a mainstream school classroom;

PRIMARY FAIR ACCESS CHILDREN

The FAP will apply for primary age children who meet the criteria of the FAP, where schools have some concerns regarding straightforward placement under in-year admissions. However:

- The points scoring system will not be used, as data obtained for the points system relates to secondary schools only;
- More emphasis will be placed on parental preference, distance/travel access from the home address to the school and access to additional resources to meet the child's needs, e.g. speech & language requirements;
- Consideration will be given to the Infant Class Size limit - A local authority must not make a direction under the Fair Access protocol where the school 'would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.';
(SA Code 3.16)
- A record of primary Fair Access Protocol admissions will be kept and maintained by the relevant Senior Admissions Officer.

TRANSPORT

Where a pupil has been placed at a school through the FAP the entitlement to free transport will be assessed using Northamptonshire County Council's (NCC) transport policy.

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>

In some cases, where there are exceptional circumstances, the most suitable school identified for the child may be over 3 miles from the immediate area and the Admission team may forward a request for transport on the parent's behalf. Consideration will be given to the circumstances of the individual case.

PROTOCOL STEERING GROUP (PSG)

A steering group has been established to monitor the operation and effectiveness of the Northamptonshire LA Protocol. The Steering Group consists of:

- The School Admissions Manager
- The Senior Admissions Officer for Fair Access
- The School Admissions Technical Officer
- A representative from each area pupil placement panel across Northamptonshire
- The Service Manager – Education Entitlement
- 2 Primary School representatives (x 2, North/South of the county) – yet to be established

The PSG meets three times per academic year (once in each term). If a school has any fundamental issues in relation to the operation of the Protocol, they should refer their concerns to their area representative on the Steering Group, or the Senior Admissions Officer responsible for Fair Access, for the issues to be reviewed at the next PSG meeting.

However, the existing FAP remains binding on all schools up until the point at which a new one is adopted.

The School Admissions Technical Officer responsible for the collation of data for the Fair Access points system will produce an annual report giving statistical information on the effectiveness of the FAP to the PSG at the beginning of each academic year.

LOCAL AUTHORITY REPORTS

Local Authorities **must** produce an annual report on admissions for all schools in their area for which they coordinate admissions, to be published locally and sent to the Adjudicator by the 30th June following the admissions round. Part of the report includes an assessment of the effectiveness of FAPs in their area to include the number of children allocated under the FA Protocol and timescales. The School Admissions Manager is responsible for the collation of this report.

Our aim as a local authority is to establish excellent working relationships with all types of schools in the County (including academies, Free Schools, UTCs) in order to ensure that we fulfil our legal obligations as defined in the School Admissions Code - including the FAP. NCC will work with all schools to develop effective working relationships and processes, which achieve the best outcomes for all our children as quickly as possible.

Appendix 1 – Timeline for Procedures

Application for a school place received by School Admissions
Details entered onto ONE database
Application passed to area team for processing – **within 48 hours**

If key indicators on the form suggest there have been any issues with behaviour, fixed term exclusions, other agency involvement etc, information regarding the child's previous history will be requested from the previous school and any other professional agencies who may be involved with family.
Contact will be made with the parent/carer as confirmation of receipt of the application explaining procedures, reasons for possible delays and to request any further information from parent to assist with placement.
. 5 – 10 school days to request, receive and collate information and include on PPP agenda

Cases will be presented at PPP / BAP meetings where applicable.
Decisions to be made at the meeting by representatives from schools in the area with the local authority as to the most appropriate school, with consideration made to the factors stated in the FAP policy.
PPP meetings held 3 – 4 weekly
Where a decision is not reached at PPP / BAP meetings or where these meetings are not in operation in certain areas or for primary children, the decision as to the most appropriate school will be made by the local authority

Once a school has been identified, a FAP letter to be drafted and forwarded to the identified school. Parents will be notified in writing that a school has been identified – **within 2 -3 school days following the PPP meeting.**

All schools, including Academies, are expected to respond to **all** requests by local authorities to admit a child by completing the reply slip on the bottom of the protocol letter (or set out their refusal to admit a child) and sending it the School Admissions Manager / Senior Admissions Officer - **within 7 calendar days**

All schools including Academies are expected to have **agreed a start date** for the child following confirmation of the allocation (protocol letter) and are expected to provide contact details to cover any approaching bank holiday or holiday periods **within 15 calendar days**

If a school has refused to admit a child the School Admissions Manager will consider the reasons for refusal – **within 5 calendar days**
If the decision is that the identified school should admit the child the following will apply:

Academies:
LA to consult governing body of the identified school and the parent of the child – **within 5 calendar days**
If LA to direct: inform governing body and Headteacher/Principal of identified school - **within further 5 calendar days**
Local agreement should be reached, Academy to agree a start date for child within 15 calendar days. If a start date not agreed within 15 calendar days the LA can apply for a direction to the Secretary of State via the EFA – **with immediate effect**

Voluntary Aided / Foundation school:
LA to consult, governing body of the identified school and the parent of the child – **within 5 calendar days**
If LA to direct: inform governing body and Headteacher/Principal of identified school - **within further 5 calendar days**
The governing body can appeal by referring the case to the Schools Adjudicator **within 15 calendar days**. The governing body **must** notify the local authority. The local authority **must not** make a direction until the 15 days have passed and the case has not been referred.

Please note the timescales are approximate guidelines. The School Admissions Team will always try to ensure every child is found the most appropriate education provision as quickly as possible.

Appendix 2 – Points Score/Ranking system explained:

The system re-introduced in September 2012 aims to ensure that no schools, including those with available places, are asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. While it is recognised that all schools in Northamptonshire local authority are inclusive and already admit children from a wide and diverse population, the points based system is intended to identify those schools in an area that may already have more challenges than others.

- The following data is used to determine the initial scores for each school at the start of each academic year in September and is gathered from the January Census of the same calendar year i.e. the preceding academic year. For example, data to establish the starting point scores for each school for September 2013 were obtained from the January census 2013:

Geo-demographic Factor – based on FSM	% Number of pupils eligible for Free School Meals. Converts FSM eligibility (percentage) from January 2013 data into a rounded number.
Pupils whose Home Language is not English (ESOL)	The formula determining this score is (number of learners with English as secondary or other language / number on roll) x 100.
SEN Stages P+S	The formula determining this score is (number of learners on School Action Plus + Statemented / Number on Roll) x 1000.
Mobility	In the protocol, this is calculated in a similar way to a school's mobility formula. The formula is: (number of students in + number of students out / number on roll) x 1000
Prior Attainment	The formula for conversion of KS2 Average Point Scores is: (33-KS2 APS) x 10

(Please note this data is obtained from our Business Intelligence & Performance Improvement (BIPI) department, which was submitted to them by each school. The accuracy of this data is thus the responsibility of each school)

- Based on the above data each school will be allocated a set of points at the start of the academic year (September) and all schools will be ranked. Schools with the least number of points based on the above data will be at the top of the ranked list of schools.
- In order for consideration to be made to the ranked order of schools to identify a school for a child under the FAP, the full ranked order of schools will be filtered into the relevant area of the county to show only the ranked order of schools in that area.
- Additional points will be allocated to each identified school for each child admitted, based on which criteria of the FAP the child falls into. Therefore each criterion of the protocol has a points weighting. The weightings have been discussed and were provided by members of the Protocol Steering Group - see table below. The order of schools is re-ranked after points have been allocated to the identified school.
- The FAP report will also show the number of children allocated to each school during the term/academic year, their names, date of birth, NCY, previous school, the date they were protocolled and the date they were admitted on roll and the reason for the protocol. This report is updated and monitored by the Senior Admissions Officers for the relevant areas.

- In order to ensure transparency, a copy of the FAP report, filtered by area, will be forwarded to senior representatives responsible for Admissions of each school (PPP members from each school) and copied to the Head-teacher/Principal at the end/beginning of each term to show allocations for the previous term as an update.
- A report to show statistical information relating to the operation of the FAP will be presented at the end of each academic year to members of the Protocol Steering Group that can be shared and discussed with other schools in the area at local PPP/BAP meetings.

Point scores for each criterion – the total points for each child will be added to the identified school’s existing points each time a child is admitted:

	The SA Code requires that Protocols <u>must</u> include, as a minimum, the following categories:	Points allocated	Tick if applicable
a	Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education	50	
b	Children who have been out of education for two months or more	10	
c	Children of Gypsies, Roma, Travellers, refugees and asylum seekers	10	
d	Children who are homeless	10	
e	Children with unsupportive family backgrounds for whom a place has not been sought	20	
f	Children who are carers	10	
g	Children with special educational needs, disabilities or medical conditions (but without a statement)	20	
	Further criteria agreed by NCC/PSG:		
h	Children whose parents have been unable to find a place after moving to the area, due to a shortage of places or refusal by local schools to admit	10	
i	Children known to other professional agencies who may present as 'vulnerable' but with no obvious presenting behavioural problems	20	
j	Children who, following an overturn of an exclusion appeal, have no school place	40	
k	KS4 pupils arriving during the academic year with no previous appropriate provision for controlled assessed courses	40	
l	Children presenting with significant behavioural problems, who have not previously been permanently excluded, or necessarily known to other agencies.	40	
	TOTAL POINTS ALLOCATED for child		