

FAIR ACCESS PROTOCOL FOR PRIMARY SCHOOLS

Copthorne Primary School

1. Background and legal framework

- 1.1 Local Authorities are required to have a Fair Access Protocol (FAP), agreed by the majority of schools in the area, to ensure that access to education is secured quickly for vulnerable children who have no school place and to ensure that all schools in an area admit their fair share of children who may present challenges to the school. This applies to applications made outside the normal admissions round only and to all maintained schools within the Bradford LA (Community, VA, Foundation, Trust, Free Schools and Academies).
- 1.2 In many cases children not on a local school roll, requiring a school place, will continue to be admitted in accordance with the usual admission procedures. The Fair Access Protocol (FAP) is to be used in certain circumstances to ensure vulnerable children have access to education quickly and where the circumstances of the pupil, the preferred school, or both, mean that the pupil would not be admitted to the school through the normal admissions process.
- 1.3 In the context of the Bradford District, some of the issues relating to fair access arise from the high level of pupil mobility, an increase in EU migrant workers and refugees and pressure on school places generally.
- 1.4 All schools have a published admission number (PAN) for the normal year of entry. It is expected that the PAN continues as a limit for all year groups when determining whether a year group is full.
- 1.5 All schools share a collective responsibility to ensure that children, identified as being in a FAP category, are admitted on an equitable basis to a suitable school as quickly as possible. All Bradford LA schools are committed to ensuring that individual schools are not put under undue pressure to admit pupils who have a high level of need. In many cases this will entail admitting pupils through the FAP over and above the school's published admission number.

2. Principles

- 2.1 Pupils placed through the FAP will be given priority for admission over any others on a waiting list or awaiting an appeal.
- 2.2 Wherever possible, if a child's application is dealt with through the FAP, siblings living at the same address, who do not already have a school place, will be offered the same

school.

- 2.3 When determining an admission through the FAP, consideration will be given to:
- continuity of education and any previous school attended within the Bradford district*
 - if the school is in an Ofsted category / a Priority 1 school / vulnerable around floor targets.
** where a child has been taken off roll due to extended leave, offering a place at the previous school through the FAP may not be appropriate.*
- 2.4 The decision as to which school will be offered to a child through the FAP will be made by a senior admissions officer. Where this decision is challenged or refused by a school, the matter will be referred to the Fair Access Panel(s) to make the final decision.
- 2.5 Wherever possible, Priority 1 schools will not be requested to:
- exceed 31 in any class;
 - admit into the summer term in Year 4, or
 - admit into the Autumn or Spring Term of Year 6.
- however, this may not always be possible, particularly with applications for larger families.
- 2.6 Once a school place has been agreed and allocation made, the relevant school will be responsible for admitting the pupil within 10 school days and inform the Admissions Team should they not take up the place.
- 2.7 The pupil will be placed on the school roll on the day they arrive in school to be admitted.
- 2.8 Although parents have the right to appeal for their preferred school, no appeal should be heard without an offer of a school place being made first.
- 2.9 The FAP does not apply to Looked After Children, previously looked after children or a child with a statement of SEN (even if such children come under any of the following categories) as these children **must** be admitted to the preferred or named school.

3 Fair Access Categories

Applications for the following will be covered by the Fair Access Protocol:

1. children from the criminal justice system or Pupil Referral Units who need to be reintegrated
2. children who have been out of education for two months or more;
3. children whose parents have been unable to find them a place after moving to the area, because of a shortage of school places;
4. children of Gypsies, Roma, Travellers, refugees and asylum seekers (if they also come under one of the other FAP categories);
5. children who are homeless;
6. children with unsupportive family backgrounds, for whom a place has not been sought;
7. children who are carers,
8. children with special educational needs, disabilities or medical conditions (but without statements)

9. children known to the police or other agencies, ie CAMHS Youth Offending Team, etc ;
10. children with a history of significant behaviour and attendance issues;
11. Year 6 children who have moved into the district;
12. Year 5 children who have moved into the district during the summer term (??)

4 Process for allocating pupils through the FAP

- 4.1 Primary schools would not normally be expected to admit more than 2% of the total school population under the FAP. The table below shows the maximum number of pupils that a school may be required to admit during an academic year through the protocol:

Admission Number	Total number pupils
30	4
45	6
60	8
75	11
90	14

- 4.2 In KS1, children will only be placed through the FAP if they come under category 3 in the list in section 3 and will be classified as an 'excepted pupil' under the infant class size legislation. In such circumstances, the law allows for classes to be above 30 for the remainder of Key Stage One.

5 Monitoring and Review

The processes and categories of pupils covered by the FAP will be reviewed annually and a register maintained by the Admissions Team which can be viewed on request. The effectiveness of the protocol is reported annually to the School Adjudicator.