



St Helens Council

**CHILDREN AND YOUNG
PEOPLE'S SERVICES**

FAIR ACCESS PROTOCOL

**INCLUDING PROTOCOL FOR
MANAGED TRANSFERS**

December 2015

Contents

Page No	Fair Access Protocol
3	Background Aims of the Protocol
4	Operating Principles Children Covered by Protocol
5	Placement Procedure
6	Timescale for the Admission of a Pupil
7	Directions Flow Chart (overview of process if schools refuse to admit)
8	Protocol for Managed Transfers
8	Background
9	Criteria for a Managed Transfer Pupils with EHCPs, Statements of SEN or Enhanced School Action Plus Funding of more than 15hrs
10	How Managed Transfers will be Allocated Procedure for Managed Transfers
12	Timescale Complex Managed Transfers Funding
13	Additional Support
14	Monitoring
Appendix A	Flowchart Summarising Managed Transfer Procedure, Code of Conduct and Managed Transfer Request Form
Appendix B	Criteria for Trial Placement
Appendix C	Terms of Reference: Secondary Fair Access Panel
Appendix D	Terms of Reference: Primary Fair Access Panel

ST HELENS FAIR ACCESS PROTOCOL

1.0 Background

1.1 The Local Authority is required to have a Fair Access Protocol in order to ensure that:

- access to education is secured quickly for children who have no school place, and;
- all schools and academies admit their fair share of children with challenging behaviour.

This includes admitting children above the published admission number to schools that are already full.

1.2 The operation of Fair Access Protocols is triggered when a parent of an eligible child has not secured a school place under St Helens In-Year Co-ordinated Admissions Scheme.

1.3 This protocol has been written in accordance with the School Admissions Code and endorsed by the Admissions Forum. It is regularly reviewed in order to ensure that it underpins the best interests of young people and the partnership of all participants.

It is a mandatory requirement of the School Admissions Code that all schools including Trust schools and Academies shall participate in their Local Authority's Fair Access Protocol.

2.0 Aims of the Protocol

The Protocol is 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 reduce the time that they spend out of school;
- ensure that schools/academies admit pupils with challenging behaviour on an equitable basis; and
- reflect the particular status of voluntary aided schools, while ensuring that they play their part.

3.0 Operating Principles

3.1 The Fair Access Protocol will operate in accordance with the flow chart on page 7 and is underpinned by the following principles:

- The best interests and needs of the child will be the focus of any discussions surrounding his or her admission to school. This Protocol will not be used to disadvantage a child. It will not be used by a school to avoid admission.
- All schools/academies in St Helens will take part.
- Schools cannot cite oversubscription as a reason for not admitting a pupil under this protocol.
- Children covered by the Fair Access Protocol will be given priority over any others on a waiting list or awaiting appeal.
- Schools must respond immediately 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.
- 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.
- Parental preference will be refused only where another school is identified as being better placed to meet the needs of the child or in the interests of the efficient use of resources. Parents retain the right to express preferences for schools and the right of appeal should their preference be refused.
- Wherever possible, pupils with a religious affiliation should be matched to a suitable school, but this should not override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.

4.0 Children Covered by the Protocol

4.1 The following prescribed categories of children are included in the protocol:

- children from the criminal justice system*
- children attending PRUs who need to be reintegrated back into mainstream education*
- children who have been out of education for two months or more

- children whose parents have been unable to find them a place after moving to the area, because of a shortage of places
- children of Gypsies, Roma, Travellers, refugees and asylum seekers
- children who are homeless
- children with unsupportive family backgrounds, where a place has not been sought
- children known to the police or other agencies, where it can be shown that their circumstances place them at risk
- children who are carers
- children with special educational needs, disabilities or medical conditions (but without a statement)
- children of serving UK service personnel posted to a new area.

*These children will be dealt with under the Managed Transfer Protocol. (Appendix A). If any other child in the categories listed above meets the criteria for a managed move they also will be dealt with under the Managed Transfer Protocol.

- 4.2 Children with Statements of SEN or EHCPs are not included in this Protocol as their needs will be considered separately as part of their Statement/EHCP Review. A child with a Statement naming a school must be admitted as per paragraph 3.12 of the School Admissions Code.
- 4.3 Children in public care or who were previously in public care are not included in this Protocol as they must be admitted by a school as required by section 3.12 of the School Admissions Code.

All other in year transfer applications will be processed in accordance with the In Year Co-ordinated Admissions Scheme.

5.0 Placement Procedure

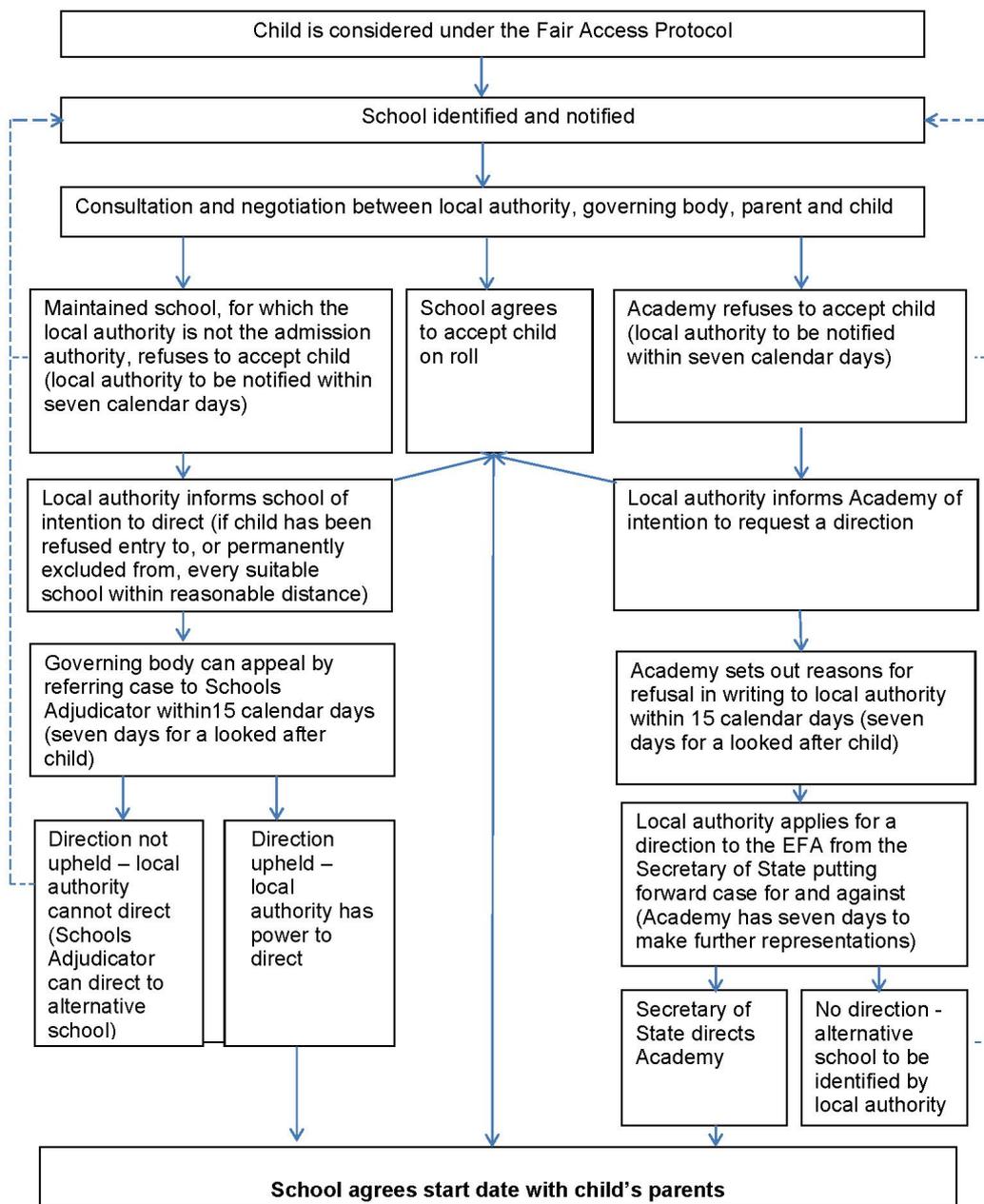
- 5.1 Where no school place is available within a reasonable distance of a child's home, and the Forward Planning, Information and Assessment Manager, School Organisation and Forward Planning, CYPS considers the child falls within the categories described above, a place will be allocated even if the admission number for the relevant year group has been reached. A reasonable distance will be defined as two miles for primary and three miles for secondary using the shortest walking route measured by the Local Authority using a GIS system which is based on Ordnance Survey data.
- 5.2 In making a decision to allocate a place, the Local Authority will consider:
- parental preference;

- infant class size legislation (primary schools only);
- alternative places available;
- existing over-crowding in schools in the appropriate year;
- whether the school has a clear and identifiable reason why it cannot meet the child's needs
- ease of access to the school from the pupil's house.

6.0 Timescale for the Admission of a Pupil

- 6.1 Pupil to be admitted to the allocated school no later than 5 schools days after the decision letter is sent to parents.
- 6.2 If a school is identified as the one to admit a child they must proceed with the admission of the child. If the school does not comply with the allocation, the Local Authority may direct the school or academy to admit the child.
- 6.3 If the direction to admit the child cannot be resolved locally, the Local Authority reserves the right to refer the matter to the Secretary of State (in the case of an academy) or the Schools Adjudicator (in the case of a voluntary aided or trust school) see flow chart overleaf. *A community or voluntary controlled school cannot refuse to admit a pupil if requested by its own admissions authority i.e. Local Authority.*
- 6.4 Any difficulties or delay in securing the identified placement of any pupil will be brought to the attention of the Director of Children and Young People's Services who will make a decision about the most appropriate response.

Directions flow chart (overview of process)



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

PROTOCOL FOR MANAGED TRANSFERS

1.0 Background

- 1.1 This protocol has been designed to ensure that, as far as possible, pupils with a troubled background are supported appropriately into their new school and that school is similarly offered support in acknowledgement of the difficulties that the pupil may present.
- 1.2 All schools must adhere strictly to the requirements of this protocol, particularly with reference to the timescale and in the provision of appropriately detailed pupil information as outlined in this Protocol and in the Managed Transfer Code of Conduct, (Appendix A).
- 1.3 It is the responsibility of head teachers to ensure that their staff are fully conversant with the principles and practice of the Code of Conduct. (Appendix A.)
- 1.4 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.
- 1.5 A managed transfer of a pupil with challenging behaviour can be triggered by the following circumstances:
 - A situation where the current school in St. Helens has exhausted all available procedures, and can demonstrate that this is the case i.e. a managed transfer is the last resort. It is clear that in most cases outcomes are much better if schools retain their own pupils and seek to resolve difficulties in conjunction with the services provided by the Local Authority;
 - A situation where the current school is outside St. Helens and the pupil is a St Helens resident;
 - A serious incident, where the pupil's future at their original school has become untenable;
 - An irretrievable breakdown in the relationship between the original school and the pupil's family;
 - Genuine movement of home into the Borough of St. Helens, for a pupil who has demonstrable needs.

However, all parties recognise that particular measures may be necessary for pupils who might pose a real danger to the safety of any school community.

2.0 Criteria for a Managed Transfer

2.1 The definition of a managed transfer would be a pupil who transfers from one school to another, other than at the normal point of entry, and meets one or more of the following criteria:

- permanently excluded from another school or previously dealt with as a managed transfer. Where a pupil has been permanently excluded twice the requirement to comply with parental preference is removed. In such cases the Local Authority will advise the parents on the options available;
- at SEN Support on the SEN Code of Practice 2014 for behavioural difficulties for at least one term i.e. previously School Action Plus or School Action with outside agency involvement (as detailed on the Confidential Information Sheet that is returned to the Admissions Section);
- in receipt of a current Pastoral Support Plan that has been in place for at least 16 weeks and is judged to be failing;
- fixed term exclusions - including days spent in an inclusion base shared by other schools - totalling a minimum of 20 days within the last 6 months (of a school year(s)) or following a placement in a PRU where the staff in the PRU believe that a return to mainstream is appropriate;
- pupil at risk of permanent exclusion. In certain exceptional circumstances, where it might be appropriate for the headteacher to consider permanently excluding a child for a one off very serious offence and that child does not meet criteria 1 to 4;

OR

where the Fair Access Panel determine the pupil should be designated as having managed transfer status.

3.0 Pupils with EHCPs, Statements of SEN or in receipt of Enhanced School Action Plus Funding of more than 15hrs

3.1 A student on Enhanced Action Plus funding who is being considered for a transfer as a result of a prolonged behavioural issue or an incident which may under normal circumstances have triggered a managed move, must be identified at a review meeting held at the current school. Those invited to the meeting should include all involved agencies, the relevant Inclusion Officer and the parents or carers of the child. All actions taken to address the issues should be presented and may include IBPs, PSP, IEP's or any other plan. If a PSP is in place this document should be finalised as a result of the meeting. All involved agencies should present a report on the advice given and actions taken and the impact of these.

3.2 The Inclusion Officer shall ensure that all possible actions have been explored before accepting that a transfer is necessary. Parents should agree to the transfer and be given a choice of available/appropriate schools. They should then complete an in year transfer form and name up to three schools in order

of preference. Minutes of the meeting must be taken by the school representative and sent to the Inclusion Officer.

- 3.3 When the parents submit the in year transfer application the Admissions Team will ask the Managed Transfer and Exclusions Manager to organise a Professionals' Meeting at the nominated school to which all agencies working with the family will be invited. The relevant Inclusion Officer should will attend the meeting and provide all documentation which will include all related SEN paperwork, any medical reports, Education Psychology reports, plans, pupil log, attendance data, information related to any serious incidents, all external agency involvement, progress measures, school reports and the minutes and reports from the previous review meeting (if one has taken place) . Minutes of the meeting should be taken by a representative of the receiving school.
- 3.4 If, after the Professionals' Meeting, the school feels unable to meet the needs of the child they may appeal to the Fair Access Panel. (This would not, however, be appropriate for pupils with Statements of SEN/EHCPs or a looked after or previously looked after child.)
- 3.5 Failure to act within the timescale detailed in the Protocol will result in school(s) being referred to the Fair Access Panel for action.

4.0 How Managed Transfers will be Allocated

- 4.1 **Secondary** schools and academies will be required to admit 2 managed transfers per year group even if they have reached their published admission number. Once a school has reached its quota, it will only be required to take additional managed transfers if there have been managed transfers out. For example, if a school has not had any managed transfers in the relevant year group but had 1 out it will be required to admit 3 managed transfers in that year group.
- 4.2 **Primary** schools will be required to admit 1 managed transfer per year group even if they have reached their published admission number. Once a school has reached its quota, it will only be required to take additional managed transfers if there have been managed transfers out. For example, if a school has not had any managed transfers in the relevant year group but had 1 out it will be required to admit up to 2 managed transfers in that year group.

5.0 Procedure for Managed Transfers

- 5.1 Schools have a legal responsibility to make suitable full time educational provision available to a pupil from the 6th school day of any period of fixed period exclusion of 6 school days or longer. Therefore, suitable full time educational provision **must** always continue to be provided from at least the 6th school day following the identification of a Managed Transfer. **Pupils must not be removed from roll until an admission date for the receiving school has been agreed.**
- 5.2 Step 1 – Initiation of a Managed Transfer. A managed transfer will commence if:
- parents submit an application to transfer their child to another school and the child is identified as meeting the managed transfer criteria from the

'Confidential Information Sheet' sent by the pupil's current school to the Admissions Section, CYPS.

- a Managed Transfer Request Form has been submitted by a St Helens school to the Admissions Section and it can clearly be established from the information on the form that the pupil meets the requisite criteria. This will only happen after the school has obtained the agreement of the parent to a managed transfer (see below) e.g. to prevent permanent exclusion.

If a school has initiated the managed transfer because the pupil is at risk of permanent exclusion then it is essential that the full agreement of parents be obtained. The ascertainable views of the pupil to voluntarily undertake a transfer to another school or to alternative provision must also be considered. Both pupil and parents shall be alerted to the likely outcomes if permanent exclusion occurs at the new school.

If parents agree that a transfer is appropriate, their written consent shall be obtained on Part B of the Managed Transfer Request Form (Appendix A). The school should complete the rest of the form and return it to the Admissions Section the same day as the parents sign the form.

5.3 Step 2 – Identification of Receiving School

A copy of the managed transfer request form will be sent to the Managed Transfers and Exclusions Manager who will be informed of which schools have available managed transfer places. Throughout the process the Local Authority will only offer factual information to parents e.g. transport arrangements.

If a preference form has not already been submitted, the Managed Transfers and Exclusions Manager will contact the parent and pupil, the managed transfer procedure will be explained and parents will be asked to complete the preference form indicating their preferred school(s).

Upon receipt of the preference form, the Admissions Section will forward the managed transfer paperwork with a covering letter to the parents preferred school. The school will be expected to contact the Managed Transfers and Exclusions Manager within **5 school days** in order to agree a date for a Professionals' Meeting.

5.4 Step 3 – Professionals' Meeting

Once the nominated school contacts the Managed Transfers and Exclusions Manager a Professionals' Meeting will be arranged at the nominated school **within 5 school days**. All agencies supporting the family will be invited to attend (the parent(s) and pupil will not attend this meeting, unless the receiving school indicates otherwise).

If the school decides they wish to appeal against the managed transfer they should submit their case to the Managed Transfers and Exclusions Manager in time for the next meeting of the relevant Fair Access Panel.

5.5 Step 4 – Managed Transfer Meeting

If the school does not wish to appeal, a Managed Transfer Meeting will be arranged at the receiving school by the Managed Transfers and Exclusions Manager within **5 school days** of the Professionals' Meeting. The headteacher or their representative will be present along with the Managed Transfers and Exclusions Manager, the parent(s) and the pupil. In certain instances it may be appropriate for other agencies to be invited to the meeting.

5.6 Step 5 – Admission of Pupil

The pupil must be admitted within **5 schools days** of a successful managed transfer meeting. (A possible exception to this may be Enhanced Funded children for whom 1 to 1 support needs to be arranged.)

6.0 Timescale

6.1 The total timescale for a managed transfer pupil to be admitted to the receiving school is 20 school days (from the date all relevant paperwork has been received) as per the Code of Conduct detailed at the front of the Managed Transfer Request Form. There may be instances when this timescale is not achievable, however, if any party is found to be delaying the process unnecessarily then the matter will be referred to the headteachers concerned as per the Code of Conduct and, if necessary, to the Fair Access Panel.

7.0 Complex Managed Transfers

7.1 In the vast majority of cases, a managed transfer will be dealt with in accordance with this Protocol. However, there may be issues that come to light regarding a particular transfer that require further consideration. These exceptional complex managed transfers, requests for trial placements and ad hoc requests for an in year transfer to be designated as managed, will be referred to the relevant Fair Access Panel for a decision. (The terms of reference for both the Secondary and Primary panels are attached at Appendix C and D).

7.2 In a small amount of cases the Fair Access Panel may decide that a managed transfer should take place on a trial basis. The criteria for a trial Managed Transfer are set out in Appendix B.

7.3 If an admitting/receiving school refuses to implement the decision of the relevant Fair Access Panel the matter will be brought to the attention of the Director of Children and Young People's Services who will make a decision about the most appropriate response.

8.0 Funding

8.1 **Primary Schools:** for each pupil admitted as a managed transfer a school shall receive £1600. This will be credited to their budget within 6 weeks of admission. The school retains this money provided the pupil remains in the

school for a minimum of six months. However, if the pupil leaves the school to transfer to another school in St Helens within six months of admission then £1600 will be taken back, except where the move is due to a change of address and it is not reasonable to expect the pupil to travel to previous school.

- 8.2 **Secondary Schools:** the calculated balance of remaining AWPU (Age Weighted Pupil Unit) to be withdrawn from the pupil's original school at the point of transfer.
- 8.3 The transfer date will be deemed to be from the day when the pupil is registered on the receiving school's roll. The receiving school will then be credited from that date with the balance of the AWPU and will continue, through census returns, to receive annual funding for the pupil.
- 8.4 When a pupil's managed transfer is deemed to be unsuccessful necessitating placement on an alternative package, the following will apply:
- For transfers taking place during 7 or 8 or during the first term of year 9, the receiving school will be responsible for funding any alternative package required for the Key stage 4 phase education.
 - For managed transfers taking place from term 2 of year 9 onwards, the receiving school will continue to receive and contribute the AWPU funding to the cost of the Alternative Package. The shortfall however between the AWPU and the full cost of the alternative placement for as long as that pupil continues to access alternative education, will in these circumstances be claimed by the LA from the originating school.

Agreed Schools' Forum 8/12/2011

- 8.5 If a pupil is permanently excluded, local authorities have a statutory duty to remove, with effect from the "relevant date", the proportion of the AWPU remaining in the financial year from the school's budget share (as determined in the current Exclusions Guidance). The money deducted from the school is then transferred to the school that receives the excluded pupil or it can be used to pay for alternative provision for that pupil.
- 8.6 In St Helens it has been agreed with all secondary and academy headteachers that where a school permanently excludes a pupil a sum equivalent to twice the full year's AWPU shall be reclaimed from the previous school and passed to the receiving school as an additional resource.
- 9.0 Additional Support**
- 9.1 The Behaviour Improvement Team (BIT) will be asked to provide appropriate support as soon as possible after the pupil is admitted.
- 9.2 A short term placement may be offered at the Minerva Centre where a child is unable to attend their previous school and discussions are ongoing about the receiver school.
- 9.3 Managed transfer pupils under 8 years of age who have to travel more than 2 miles or pupils over 8 years of age who have to travel more than 3 miles to

their proposed school will be entitled to a free public service bus pass, issued by the Authority. A Transport Review process is available for pupils who do not fall under the above eligibility criteria.

10.0 Monitoring

- 10.1 In order to ensure that all schools are fully aware of the number of managed transfers and to raise awareness of any issues: the Admission Forum, headteachers and governing bodies will receive an annual report. This way the system will remain transparent and ensure that every school plays its part in addressing the needs of the small minority of pupils who do not settle easily into the education system.
- 10.2 In addition to the above, the Local Authority will collect data from receiving schools to help identify any issues of concern or good practice that can be shared amongst schools.

Flowchart Summarising the Procedure for a Managed Transfer

Admissions Section
 Parents submit an in year transfer application and child meets the criteria for a managed transfer. The Managed Transfers and Exclusions Manager will then request current school to complete a **Managed Transfer Request Form**.

Sending School
 A **Managed Transfer Request Form** is completed by the **School** N.B. form must be signed by the parent and Headteacher or Headteacher's representative. The form is then submitted to the Admissions Section with all relevant papers including:

- Attendance summary for the previous two terms (SIMS print out).
- PSP (where applicable)
- Behaviour Log
- Pupil Performance Data (SIMS print out)

Identification of Proposed Receiving School
 Upon receipt of the Managed Transfer Request Form parent will be advised as to which schools have available managed transfer places. Preference form must then be completed by the parent. Once both forms are received by the Admissions Section all documentation will be sent to the proposed receiving school who must contact the Managed Transfers and Exclusions Manager within **5 school days** to agree a date for a Professionals' Meeting.

Information Sharing before Professionals' Meeting
 The sending school should scan the pupil's file and send it securely via email to the appropriate person at the proposed receiving school.
 N.B. no CTF should be sent before the pupil is admitted to receiving school.

Professionals' Meeting
 The proposed receiving school will confirm a date for the Meeting that is no later than **5 school days** after contacting the Managed Transfers and Exclusions Manager i.e. no longer than **10 school days** after the request was sent from the Admissions Section.
 N.B. All agencies supporting the family will be invited to attend the Meeting. The parent(s) and pupil will not attend this meeting.
 Following the Meeting the proposed receiving school will then confirm whether an appeal is to be lodged with the relevant Fair Access Panel.

Proposed School Agrees to admit Managed Transfer Pupil

Proposed School Appeals to Fair Access Panel
 The proposed receiving school must submit their appeal in writing normally 5 days before the Fair Access Panel meeting.

Appeal Refused by Fair Access Panel

Trial Period Agreed by Fair Access Panel

Appeal Upheld by Fair Access Panel
 The Managed Transfers and Exclusions Manager will contact parents to discuss alternative schools with available places or where appropriate alternative

Managed Transfer Meeting
 A meeting will be held with parents and pupil no later than **5 school days** after the Professionals' Meeting. The pupil will be admitted to the school within **5 school days** of the meeting.

Managed Transfer Code of Conduct

The following Code of Conduct has been drawn up in consultation with Head Teachers as a set of minimum standards to ensure that managed transfers are equitable, effective and undertaken with the children's best interest at heart.

- The Professionals' Meeting shall be attended by the appropriate member(s) of staff from both the 'sending' and 'receiving' schools.
- The Managed Transfers and Exclusions Manager and Admissions and Places Manager shall provide advice and guidance to schools/academies. They shall also raise concerns when the process is stalling or in danger of breaking down. Schools will support the LA's Officers in this role.
- The 'receiving' school shall have the opportunity to raise any questions about the intervention work undertaken to date and/or any gaps in the information provided before or during the Professionals' Meeting.
- Should concerns be raised about the transfer at the Professionals' Meeting the Managed Transfers and Exclusions Manager will offer advice to the receiving school on how an appeal may be submitted to the Fair Access Panel.
- If the receiving school decides to admit the child the Managed Transfers and Exclusions Manager will organise the Managed Transfer Meeting to ensure the smooth transfer of the child.
- All meetings with the family concerned shall be conducted professionally, supportively, free from intimidation and unsolicited persuasion i.e. asking parents to consider other schools.
- **The process of a Managed Transfer shall usually be completed within 20 school days.**

MANAGED TRANSFER REQUEST FORM

PART A - To be completed by the 'current' school. (You must also ensure that **PART B** is completed and signed by the Parent/Carer)

Pupil's Personal Details (please complete in **BLOCK CAPITALS**)

Name of Current School _____

Surname: _____

Forename(s): _____

Male/Female: _____

Date of Birth: _____ / _____ / _____

Year Group: _____

Is this a "Looked After or Previously Looked After Child: Yes/No

SEN Stage: **K:** (formerly School Action /School Action Plus /Enhanced Action Plus)/
S: Statement or **E:** Education Health Care Plan (Please circle)
Number of hours support allocated via SEN funding: _____ hrs

Home Address: _____

Parent(s)/Carers Name(s): _____

Father: _____

Mother: _____

Carer: _____

Telephone Number(s): Home: _____

Mobile: _____

Work: _____

Previous Schools Attended: _____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

Attendance _____ Actual _____ Authorised _____

Please attach SIMS print out of pupil's attendance in the previous two terms.

MANAGED TRANSFER

Pupil Information

Incidents in school that have given rise to concern:

- | | |
|--|---|
| <input type="checkbox"/> Physical assault against pupil | <input type="checkbox"/> Verbal abuse/threatening behaviour |
| <input type="checkbox"/> Physical assault against adult | <input type="checkbox"/> Verbal abuse/threatening behaviour |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Racist abuse |
| <input type="checkbox"/> Sexual misconduct | <input type="checkbox"/> Drug and alcohol related |
| <input type="checkbox"/> Damage | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Persistent disruptive behaviour | <input type="checkbox"/> Other (Please Specify) |

Please attach a copy of the pupil's Behaviour Log.

Additional Information:

Please briefly outline what support mechanisms have been put in place by the school. (If a PSP has been put in place please attach a copy.)

Academic Ability:

Please comment upon the student's progress in the following subjects with reference to national Curriculum attainment levels.

Subject	NC levels	Teacher Assessment
• English		
• Maths		
• Science		

KS4 (if applicable):

GCSEs / GNVQs currently being undertaken by the pupil. **Please include details of syllabus and options chosen.**

--

Please attach a copy of Pupil Performance Data (SIMS print out)

Agency Involvement:

Please indicate if the following agencies are involved with the student.

- Education Psychology Service Contact _____
- Education Welfare Service Contact _____
- Social Care Contact _____
- Behaviour Improvement Team
(ie BIT or PRU) Contact _____
- CAMHS Contact _____
- Y.O.S. Contact _____
- Young People's Drugs
and Alcohol Team Contact _____
- Other (please specify) Contact _____

Alternative Provision (to be completed for Year 9 transfers submitted in the second half of the summer term, Year 10 and Year 11 transfers only):

Has Alternative Provision been offered to the pupil? Yes No

If no, please confirm whether it was for one of the following reasons:

Parents were not in agreement

Not considered appropriate for pupil's needs
(please explain in more detail)

Completed by: _____ Print Name: _____

Head Teacher's Signature: _____ Print Name: _____

Date ____ / ____ / ____

PART B – To be completed by the parent(s).

Please tick the appropriate boxes below:-

Does your child receive Free School Meals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Ethnic Information (please tick)</i>			
White	Mixed	Asian or Asian British	
British <input type="checkbox"/>	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/>
Irish <input type="checkbox"/>	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
Traveller of Irish Heritage <input type="checkbox"/>	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
Gypsy/Roma <input type="checkbox"/>	<input type="checkbox"/>		
Any other White background <input type="checkbox"/>	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other Asian background	<input type="checkbox"/>
Black or Black British		Chinese or other ethnic group	
Caribbean <input type="checkbox"/>	<input type="checkbox"/> Chinese		<input type="checkbox"/>
African <input type="checkbox"/>	<input type="checkbox"/> Any other		<input type="checkbox"/>
Any other Black background <input type="checkbox"/>			

Parents’/Carers’ Signature:

I agree that a managed transfer to an alternative school is my preferred option for my child. I understand that I will be contacted by the Managed Transfers and Exclusions Manager from the Admissions Section who will confirm which schools have available places under the Managed Transfer Protocol.

Parent’s Signature: _____	Date: ____/____/20
Parent’s Signature: _____	Date: ____/____/20
Carer’s Signature: _____	Date: ____/____/20

School Only

Please return the completed form to:

Anne Houghton (Managed Transfers and Exclusions Manager), Children and Young People’s Services, Admissions Section, Atlas House, Corporation Street, St. Helens, Merseyside, WA9 1LD Telephone 01744 673377.

CHECKLIST

Please check the following before submitting the Managed Transfer Request Form:

PART A

- Fully completed by relevant member of staff and signed by the Headteacher
- Attendance Summary for the previous two terms (SIMS printout) attached
- Behaviour Log attached
- Pupil Performance Data (SIMS printout) attached

PART B

- Fully completed and signed by parent

The following should be included if applicable:

- PSP
- Educational Psychologist Report

APPENDIX B

CRITERIA FOR TRIAL PLACEMENTS

A managed transfer pupil would usually be accepted onto the mainstream school roll to which he/she is transferring at the point of entry into school.

In a small number of cases however, it may be appropriate to consider a managed transfer on a trial basis such as:

- A young person had already experienced an unsuccessful managed move but it was felt that there was a reasonable possibility of success through a fresh start at a third school. (This would normally follow Pupil Referral Unit (PRU) intervention.)
- A young person had entered St Helens Local Authority (LA) having experienced at least one managed transfer in a school in a previous LA within which they had been resident.
- Where a previous appeal against entry to a school had been upheld by the Fair Access Panel, the school approached to make provision may be requested to undertake the placement on a trial basis. (This may again follow PRU intervention.)
- In addition, there may be circumstances where the panel may consider a trial placement as being most appropriate for a young person. This decision would be made taking into account all available information and would only be considered in exceptional circumstances.

The above list is not exhaustive and the Fair Access Panel may consider other types of managed transfers for trial periods.

In most cases trials should last for no longer than 30 school days. In exceptional cases an extension of the trial may be considered but for no longer than a further 30 school days.

The decision on a trial period will be made by the Fair Access Panel, and any trial deemed to have failed by the receiving school, shall be referred back to the Panel for approval.

**SECONDARY FAIR ACCESS PANEL
TERMS OF REFERENCE**

The Fair Access Panel has been established to consider:

- appeals from schools who have been identified as the receiving school for a child who falls under one of the categories of the Fair Access Protocol;
- exceptional complex Secondary Managed Transfers that have been referred by the receiving school after discussion with the Managed Transfers and Exclusions Manager;
- In-year transfer applications where the receiving school requests that it be processed as a Managed Transfer (including retrospective designation, the time limit for which is 30 school days);
- Requests for a managed transfer to be offered on a trial basis.

1. Terms of reference

To consider and identify for each case:

- placement in an identified maintained mainstream school;
- whether a referral to Alternative Education Panel should be made;
- whether a referral to a PRU should be made before the admission of a pupil to the new school as per the DfE document: *Fair Access Protocols: Principles and Process (November 2012)*;
- referral to Provision Agreement Panel when concerns are raised about the additional needs of a pupil being met in another mainstream school;
- whether a trial placement is appropriate in accordance with Appendix B

2. Membership

There are two types of members: Local Authority Members and School Members. The membership is made up as follows:

Local Authority Members	Appointed by	Voting Rights
Head of Alternative Provision	Local Authority	Vote on any case
Additional Educational Needs Manager (or Inclusion Officer)	Local Authority	Vote on any case
Managed Transfers and Exclusions Manager	Local Authority	No voting rights
Admissions and Places Manager	Local Authority	No voting rights
School Members		
Headteacher or representative from each Secondary/ Academy in St Helens	ASH	Vote on any case

3. Terms of Office

The term of office for members shall be subject to their remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which he or she has been nominated.

4. Alternate Members

Any member of the Panel may nominate an alternate member to attend and vote at meetings of the Panel in his/her absence provided they fall into the same category as the member.

5. Appointment of Chair

The Chair of the Panel shall be a school member and appointed by ASH.

6. Secretary to the Panel

The Secretary to the Panel shall be the Managed Transfers and Exclusions Manager.

7. Ad hoc Representatives

The Panel may request the Secretary to invite anyone representing significant interests in a case to the meeting, as and when considered appropriate, to be available to report on and be questioned about the case.

8. Quorum

The quorum for the Panel shall be at least 1 Local Authority member (with voting rights) and the 2 secondary headteacher representatives.

9. Voting

A decision shall be reached by consensus. In cases where there is no overall majority the Chair shall have the casting vote. (The donor and receiver school will have no voting rights.)

10. Decisions of the Panel

The Secretary will notify the school(s) concerned of the Panel's decision. If the receiving school refuses to admit the child the matter will then be referred to the Director of Children and Young People's Services who will make a decision about the most appropriate response.

If the decision of the Panel differs from the preferences named by the parents/carers officers will meet with the parents/carers to discuss other options. However, this does not override the parent's right to a place in their preferred school if it has not reached its published admission number or their right to an independent appeal if the year group is full.

11. Notice of meetings

The Secretary will ensure that meetings of the Panel are convened by giving a minimum of 7 days' notice in advance of the meetings, with a full schedule outlining cases which have been referred to the Panel.

12. Frequency of meetings

The Panel will normally meet twice every half term. However, there may be occasions when an urgent meeting needs to be convened.

13. Records of meetings

- a) a written record of each meeting will be kept;
- b) the names of the members present at a meeting must be recorded with the minutes of the meeting;
- c) the Chair must sign written minutes of a meeting at the next meeting to confirm that they are accurate.

APPENDIX D

PRIMARY FAIR ACCESS PANEL TERMS OF REFERENCE

The Fair Access Panel has been established to consider:

- appeals from schools who have been identified as the receiving school for a child who falls under one of the categories of the Fair Access Protocol;
- exceptional complex Primary Managed Transfers that have been referred by the receiving school after discussion with the Managed Transfers and Exclusions Manager;
- In-year transfer applications where the receiving school requests that it be processed as a Managed Transfer (including retrospective designation, the time limit for which is 30 school days);
- Requests for a managed transfer to be offered on a trial basis.

1. Terms of reference

To consider and identify for each case:

- Placement in an identified maintained mainstream school;
- Whether a referral to Multi Agency Provision Panel for alternative provision should be made;
- Whether a referral to a PRU should be made before the admission of a pupil
- to the new school as per the DfE document: *Fair Access Protocols: Principles and Process (November 2012)*;
- Referral to Provision Agreement Panel when concerns are raised about the additional needs of a pupil being met in another mainstream school;
- whether a trial placement is appropriate in accordance with Appendix B

2. Membership

There are two types of members: Local Authority Members and School Members.
The membership is made up as follows:

Local Authority Members	Appointed by	Voting Rights
Head of Alternative Provision	Local Authority	Vote on any case
Additional Educational Needs Manager (or Inclusion Officer)	Local Authority	Vote on any case
Managed Transfers and Exclusions Manager	Local Authority	No voting rights
Admissions and Places Manager	Local Authority	No voting rights
School Members		
Voluntary Aided Primary Headteacher or representative	PASH	Vote on any case
Community Primary Headteacher or representative	PASH	Vote on any case
Voluntary Controlled Primary Headteacher or representative	PASH	Vote on any case

3. Terms of Office

The term of office for members shall be subject to their remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which he or she has been nominated.

4. Alternate Members

Any member of the Panel may nominate an alternate member to attend and vote at meetings of the Panel in his/her absence provided they fall into the same category as the member.

5. Appointment of Chair

The Chair of the Panel shall be a school member and appointed by PASH.

6. Secretary to the Panel

The Secretary to the Panel shall be the Managed Transfers and Exclusions Manager.

7. Ad hoc Representatives

The Panel may request the Secretary to invite anyone representing significant interests in a case to the meeting, as and when considered appropriate, to be available to report on and be questioned about the case.

8. Quorum

The quorum for the Panel shall be at least 1 Local Authority member (with voting rights) and the 2 primary headteacher representatives.

9. Voting

A decision shall be reached by consensus. In cases where there is no overall majority the Chair shall have the casting vote. (The donor and receiver school will have no voting rights.)

10. Decisions of the Panel

The Secretary will notify the school(s) concerned of the Panel's decision. If the receiving school refuses to admit the child the matter will then be referred to the Director of Children and Young People's Services who will make a decision about the most appropriate response.

If the decision of the Panel differs from the preferences named by the parents/carers officers will meet with the parents/carers to discuss other options. However, this does not override the parent's right to a place in their preferred school if it has not reached its published admission number or their right to an independent appeal if the year group is full.

11. Notice of meetings

The Secretary will ensure that meetings of the Panel are convened by giving a minimum of 7 days' notice in advance of the meetings, with a full schedule outlining cases which have been referred to the Panel.

12. Frequency of meetings

The Panel will meet as required.

13. Records of meetings

- a) a written record of each meeting will be kept;
- b) the names of the members present at a meeting must be recorded with the minutes of the meeting;
- c) the Chair must sign written minutes of a meeting at the next meeting to confirm that they are accurate.