

Fair Access Referral Form for Unplaced Children

The protocol does not apply to Looked After Children (LAC), Previously Looked after Children (PLAC) or children with an Education Health and Care Plan (EHCP) naming a school as they must be admitted.

*Referrals must be signed along with the scanned date stamped school admission application and emailed within 10 school days of the original school admission application.

Section 1 – School Referral Details & Reasons (school completion only)

Name of referrer		Position of referrer	
School Name			
Date application received by school		Date referral sent to FAP	

Reason/s for referral

	Scope for School Referrals	tick
1	The child has been permanently excluded from two or more schools for a period of two years from the last exclusion	
2	The school has legitimate knowledge of child's *challenging behaviour (as defined in the footnote below), and where the school can evidence a high proportion of children with challenging behaviour within the year group, or previously permanently excluded pupils on roll within the year group.	
Evidence of child's challenging behaviour (see footnote) This box MUST be completed		
Supporting evidence that the school has a high proportion of children on roll with challenging behaviour		

*'Challenging behaviour' for the purposes of this protocol is defined by the description used in the School Admissions Code 2021, 'behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.'

Section 2 – Agency Referral Details & Reasons (agency completion only)

Name of referrer		Position of referrer	
Agency Name			
Date/s parent applied for admission to school		School/s applied for (list all)	

Reason/s for referral

	Scope for Agency/Victory Park Referrals (please identify only one category from the list below)	tick
3	Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol.	
4	Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol	
5	Children returning to school from the criminal justice system who need to be reintegrated into mainstream education.	
6	Permanently excluded children or those reintegrating from Alternative Provision (primarily Victory Park Academy) or who move into the area having previously been permanently excluded from a school in another Local Authority area.	
7	Children in formal kinship care arrangements	
8	Children of Gypsies, Roma, Travellers, refugees, and asylum seekers	
9	Homeless children	
10	Children who are young carers	
11	Children with special educational needs, disabilities, or medical conditions (but without a statement or Education, Health and Care Plan).	
12	Previously looked after children for whom the local authority has been unable to promptly secure a school place	
13	Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home	
14	Children for whom a place has not been sought due to exceptional circumstances. Exceptional circumstances are the child is missing from education and every attempt has been made to encourage the parent to apply for a school; a child identified under a school attendance order; or a year 11 applying post January with complex needs	

NB: Children subject to School Attendance Orders (SAO's), refugees and asylum seekers will be evidenced and usually admitted outside of panel meetings. All FAP placements are updated and reported monthly to schools in attendance at meetings.

Section 3 – Child Details

Forename			
Surname			
Date of Birth		Gender	Year Group
Medical Needs			
Home Address of child			

Current School (if applicable)			
Last known school		Date off roll	

EHCP	Yes		No		SEND category	
SEND Support	Yes		No		Date of last review (ISP/Annual review)	

Child Protection / Child in Need Plan	Yes		No		Name and contact details of social worker	
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Section 4 Parents/Carers/Sibling details

Forename		Surname	
Home address If different from child			
Relationship to the child		Contact Tel Number	

Forename		Surname	
Home address If different from child			
Relationship to the child		Contact Tel Number	

Siblings

Name	Date of Birth	Year Group	School Attending

Section 5 School Preference

	Name school in order of parental preference	Reason (siblings, friends, distance, etc)
1		
2		
3		
4		

Section 6 School Attendance and Exclusion (where information is known)

Attendance (current year)		Attendance (previous year)	
Year:	%	Year:	%

Has the child ever had a fixed term exclusion?	YES / NO
Has the child ever had a permanent exclusion?	YES / NO

Date of exclusion	Length of Exclusion	Category (PEX/FTE)	Main Reason for Exclusion	Any other information

Section 7 Agency Involvement, Interventions & Outcomes

Name / Organisation / Contact details (where known)	Intervention & Outcome	Date Closed

Section 8 Relevant Home / Family Circumstances

Are there any home/family circumstances that the panel should be aware of when considering which school to place at?	YES / NO (if yes please describe below)

Section 9 Additional Information

Information should be sought from the **current/previous education setting, child and parent/carer** to ensure consideration of all views

Pupil Strengths
Detail preventative strategies prior to referral:

Triggers / Risks:

Any Other Information:

Section 10 Signature (referring school / agency)

Please read:

By signing this document you are confirming that the Fair Access Protocol and referral for the child named in section 3 has been explained to the parent in full and that the parent has been able to express their views regarding school preferences, and information regarding their child's strengths and needs.

Name		Signature		Date	
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Southend-on-Sea Borough Council will use this information to carry out its statutory duty under the [School Admissions Code September 2021](#) regarding school admissions to secure a school place, in accordance with the local Fair Access Protocol.

Please return the completed form via secure email to: fairaccesspanel@southend.gov.uk

DATA PROTECTION AND PRIVACY NOTICE - SOUTHEND BOROUGH COUNCIL, PARENT INFORMATION

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), we have to provide you with information about the personal data given to us about you and your child. This information is set out below:

We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes.

What we do

Under the Admissions Code 2014, we are legally obliged to have a fair access protocol. The protocol is needed to:

- place children outside of the normal admissions rounds,
- make sure no school takes a disproportionate number of pupils who have been excluded or have challenging behaviour.

The protocol is designed in partnership with Southend schools for both primary and secondary children of statutory school age and includes referrals to Fair Access Panels and the Managed Moves.

Fair Access Panels

The personal information provided about you and your child will be shared at the respective Southend Fair Access Panel where the admission application and information relating to your child's most recent education (including strengths and needs) will be considered for the sole purpose of allocating a school place. For your child to be heard at the Fair Access Panel, they would have been identified as currently not registered at a local mainstream school and to date has been unsuccessful in gaining admission through the normal procedures. Where an admission authority refuses admission even though it has vacancies it must refer the case to the Fair Access Panel. Southend-on-Sea Borough Council has a statutory duty to offer your child a suitable school place as identified within the [School Admissions Code September 2021](#) and the local Fair Access Protocol. Information regarding the functions and decision making of the Fair Access Panel can be found in the Southend [Fair Access Protocol](#)

Agencies we might share the information with

Fair Access Panels consist of senior representatives from all Southend schools and key local agencies. The agencies who have access to your information and attend the panels include: Southend Borough Council's Access and Inclusion Service, Early Help Family Support, Youth Offending Service, Educational Psychology Service, Behaviour Outreach Service and Social Care. Information may be shared with other teams within the council to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

Prior to the panel, you will be contacted by a support service to ensure you have had the opportunity to share both yours and your child's views regarding a suitable school (this may include the suitability of a faith and/or selective school), strengths and needs in order to allocate a school place.

What Data We Collect

- Name, date of birth and gender, ethnicity and first language of the child
- Address where the child ordinarily lives
- School preferences
- Reasons for referral according to the Southend Borough Council Fair Access Protocol
- Parent/Carer name and contact details
- Details of medical and additional needs

- Details of siblings
- Current or last education provision
- Child looked after status
- Whether the child is subject to child protection or child in need planning
- Whether the child has any special educational needs supported in school or through a. Education Health Care Plan
- Whether the child has been received a fixed term or permanent exclusion
- The child's most recent school attendance
- Additional information as shared by you regarding additional support, strengths and needs as required under our Fair Access Protocol

The Southend-on-Sea Borough Council Privacy Notice, available in full on the [council website](#) explains how we use information about you, our data retention policy and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Dataprotection@southend.gov.uk or by calling 01702 215000.