

**Report to Coventry School Admissions Forum
6th November 2015.**

**Implementation of the In-Year Fair Access Protocol:
Operation of the Social Inclusion Placements Panel 2014/15**

1. Background.

1.1 Under the School Admissions Code all admission authorities and Admission Forums are required to have an In-Year Fair Access Protocol. All schools and Academies are required to participate in their local authority area's protocol in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full and ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. The Code is very clear on timescales and are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within seven calendar days. It should only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

1.2 This report is submitted in order that the School Admissions Forum can monitor the effectiveness of the Local Authority's Fair Access Protocols.

The forum should consider:

- how well the In-Year Fair Access protocol is working
- how quickly children are found places
- and the contribution every school/academy in the area is making.

2. Arrangements for 2014/15

2.1 The East and West partnership arrangements continued to be operated across the City in 2014-15. The West partnership arranged placements for full time education for fixed term exclusions over 5 days via a "partner school" arrangement, 6 week preventative places and managed transfers. The East partnership arranged placements for full time education for fixed term exclusions over 5 days and 6 week preventative placements. The impact of this work is detailed within this report.

2.2 The LA operated a Service Level Agreement outlining the number of pupils to be admitted to each school irrespective of category i.e. permanent exclusion, hard to place or managed transfer based on the formula detailed in paragraphs 3.3 – 3.4 below.

3. Coventry's In-Year Fair Access Protocol

3.1 Coventry's Protocol covers two groups of children:

- Children who have been permanently excluded from school or who are at risk of permanent exclusion (managed transfers)
- Hard-to-place pupils.

3.2 The Fair Access Protocol has to include as a minimum the following children of compulsory school age who have a difficulty securing a school place:

- a) children from the criminal justice system or attending 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 considering whether a pupil is hard-to-place there should be evidence of one or more of the following:

- Previous and recent permanent exclusion or managed move/transfer or a recent high number of fixed term exclusions
- Recent history of significant behaviour problems
- Recent history of offending
- Persistent and poor attendance, at least below 80%
- Lengthy periods of absence from education
- Mental health problems
- Significant social/emotional difficulties resulting from adverse home circumstances
- Parental concerns/ parents who are hard to engage.

3.3 The Local Authority uses a formula to determine the number of pupils in these categories each school will be expected to take. The formula takes account of the

differing contexts and circumstances of schools, in particular the size of school, the degree of transience faced by the school and the relative deprivation of the school's population.

3.4 The table in appendix 1 sets out the numbers of managed transfers/permanent exclusions and hard to place pupils which schools were expected to admit during the academic year 2014/15. The formula is based on an overall total of 76 pupils.

4. Permanent exclusions / Managed transfers

4.1 During the academic year 2014/15 there were 24 permanent exclusions from the secondary schools/academies which was 30% increase on the previous year. There were 68 managed transfer requests. The number of managed transfer requests was significantly higher in the autumn term showing an increase of 26% compared to the same period during the previous two academic years. The majority of managed transfer requests were for Key Stage 3 provision resulting in Wyken being oversubscribed by some 32 pupils. This resulted in an agreement with Head Teachers to cease making managed transfer referrals after March to allow a period of grace for Wyken and The Link to arrange additional personalised programmes to meet the demand.

The agreement for managed transfers for the summer term to prevent an increase in numbers at Wyken and The Link was a 'one in and one out' agreement. This meant that for schools to make a managed transfer referral they had to agree to take a pupil back from alternative provision.

In addition two young people who live in Coventry but who were permanently excluded from schools in another local authority were also placed / supported. Trends over the last seven years are given below:

| | Permanent exclusions | Managed transfers | TOTAL |
|---------|----------------------|-------------------|-------|
| 2014/15 | 24 | 68 | 92 |
| 2013/14 | 17 | 90 | 107 |
| 2012/13 | 16 | 63 | 79 |
| 2011/12 | 20 | 52 | 72 |
| 2010/11 | 17 | 73 | 90 |
| 2009/10 | 19 | 70 | 89 |
| 2008/09 | 22 | 77 | 99 |

Information on the above 92 pupils for 2014/15 is contained in appendix 2.

4.2 Pupils in key stage 3 spend a period of time at Wyken Extended Learning Centre (30 FTE places). 56 KS3 pupils were referred in 2014/15 (53 in 2013/14). The aim of the KS3 ELC is to support pupils to return to another mainstream school. Pupils are reintegrated when appropriate and receive support from an outreach worker. 11 key stage 3 pupils returned to mainstream school from Wyken in 2014/15 (11 in 2012/13), 4

were awaiting admission, 2 were placed on Woodfield assessment places and 3 out of City.

4.3 All KS4 pupils referred through the managed transfer process are considered through the Social Inclusion Placements Panel. In 2014/15 the number of key stage 4 referrals was 32, which was a 43% reduction compared to 2013/14 (53). 14 pupils were placed in KS4 school ELC's which is part of KS4 Alternative Provision managed through The Link.

4.4 Due to the high numbers of KS3 managed transfer referrals during 2014/15 33 pupils transferred to KS4 alternative provision at the end of 2014/15 which means at the beginning of September there will be 81 pupils on roll. Wyken will be starting the 2015/16 academic year with 23 pupils on roll. These high numbers mean that there will only be 19 places remaining in KS4 and 7 in KS3 which will create significant capacity issues as the academic year progresses.

5. Hard to place pupils

5.1 The Social Inclusion Placements Panel meets on a monthly basis during the academic year. The panel has been Chaired by the Lead for SEN Management, Admissions and Benefits and comprises four Headteacher representatives (NE, NW, SE, SW), Head of KS4 AP, Head of Wyken, The East and West Partnership Co-ordinators, The Educational Key Worker Manager and a representative from the School Admissions Service. Heads attend 3 meetings on a rolling programme to support consistency in decision making.

5.2 131 cases were discussed across the 11 meetings which were held in 2014/15. The majority of cases were identified by the admissions team as potentially hard to place due to evidence of one or more of the issues outlined in paragraph 3.2 above. Other cases were referred by headteachers. Information on these pupils is contained in appendix 1. 57 pupils were confirmed as hard to place and were agreed as supported transfers into an alternative mainstream school. Following changes 47 pupils actually transferred, 31 in key stage 3 and 16 in key stage 4.

5.3 Trends over the past six years are given below:

| | Cases | Supported transfers | KS3 | KS4 | Standard admissions |
|---------|-------|---------------------|-----|-----|---------------------|
| 2014/15 | 131 | 47 | 31 | 16 | 33 |
| 2013/14 | 119 | 46 | 34 | 12 | 41 |
| 2012/13 | 118 | 52 | 28 | 24 | 35 |
| 2011/12 | 91 | 42 | 23 | 19 | 21 |
| 2010/11 | 104 | 59 | 34 | 25 | 30 |
| 2009/10 | 90 | 35 | 24 | 11 | 21 |

6. Overview

6.1 The Appendix 2 summary gives an overview of all pupils admitted to Coventry Schools in 2014/15 through both the partnership and city wide arrangements.

7. Arrangements for 2015/16

7.1 The Local Authority discusses the arrangements for operation of a Fair Access Protocol with head teachers annually. The Protocol is discussed and reviewed at full secondary heads meetings.

7.2 The East and West Partnership Co-ordinators came to an end in July 2015. Unless something is agreed to replace this work there will be a gap in preventative 6 week placements and 6 day full time provision fixed term placements. The numbers of managed transfers undertaken through the Partnership also reduced in 2014/15. Until arrangements for the Partnership work are agreed by head teachers, the impact on the Social Inclusion Placements Panel could mean a significant increase of managed transfers or hard to place referrals. This will need to be kept under regular review and reported to the School Admissions Forum as appropriate.

7.3 As outlined in 4.4 above the increased numbers of KS3 managed transfer referrals may create pressures in the system in 2015/16. Work is being undertaken to develop a set of Coventry Behaviour Pathways which should address some of these issues. This work is being undertaken in close liaison with head teachers. The impact of this work will not be known until late the spring term so for the foreseeable future the SIPP will continue to be the forum to consider HTP and managed transfers.

7.4 The details of the formula and arrangements for the 2015/16 academic year has been circulated to secondary Headteachers.

Appendix 1.

**2014/14 ADMISSION OF EXCLUDED PUPILS/PUPILS AT RISK OF EXCLUSION AND
HARD TO PLACE PUPILS– BASED ON 75 PLACES (76 due to rounding)**

| School | No on Roll (11 – 15) January 2014 | In Year Admissions 2013/2014 as a percentage of total school roll | IDACI 2010 (Jan 14) | TOTAL admissions |
|--------------------------------|--|--|---------------------------------|-----------------------------|
| Barr's Hill | 621 | 9 | 0.377 | 2 |
| Caludon Castle | 1224 | 1 | 0.180 | 7 |
| Coundon Court | 1385 | 3 | 0.144 | 6 |
| Ernesford Grange | 470 | 8 | 0.385 | 2 |
| Finham Park | 1199 | 2 | 0.079 | 9 |
| Foxford | 857 | 5 | 0.393 | 3 |
| Lyng Hall | 545 | 19 | 0.389 | 2 |
| Pres. Kennedy | 944 | 11 | 0.302 | 3 |
| Sidney Stringer Academy | 1050 | 3 | 0.453 | 4 |
| Stoke Park | 895 | 4 | 0.307 | 3 |
| Tile Hill Wood | 871 | 5 | 0.227 | 4 |
| The Westwood | 489 | 7 | 0.243 | 3 |
| Whitley Academy | 730 | 4 | 0.400 | 3 |
| Woodlands | 709 | 3 | 0.198 | 5 |
| Grace Academy | 810 | 3 | 0.369 | 4 |
| Bishop Ullathorne | 790 | 4 | 0.268 | 4 |
| Blue Coat CE | 1094 | 2 | 0.264 | 5 |
| Card. Newman RC | 1033 | 5 | 0.246 | 4 |
| Card. Wiseman RC | 1017 | 6 | 0.351 | 3 |
| | 16733 | | | 76 |
| | | | | |

In the event that the majority of schools in an area can no longer support the principles and approach of the local Protocol, all the school heads should initiate a review with the local authority. The existing Protocol however remains binding on all schools up until the point at which a new one is adopted.

Appendix 2

Overview of all pupils admitted to Coventry Schools in 2014/15 through both the East and West partnership and city wide arrangements

| School | Partnership | Jan 15 (yr 7-11) | Total in - partnership and city wide | Total in as % of school roll | Total out - partnership and city wide | |
|-------------------------------|-------------|------------------|---|------------------------------------|--|-------------------------------------|
| | | | | | Total out - partnership and city wide | Total out as % of school roll |
| Blue Coat Academy | East | 1115 | 9 | 0.81% | 6 | 0.54% |
| Caludon Castle | East | 1215 | 8 | 0.66% | 7 | 0.58% |
| Cardinal Wiseman RC | East | 990 | 9 | 0.91% | 9 | 0.91% |
| Ernesford Grange | East | 493 | 7 | 1.42% | 5 | 1.01% |
| Foxford | East | 847 | 6 | 0.71% | 6 | 0.71% |
| Grace Academy | East | 746 | 5 | 0.67% | 5 | 0.67% |
| Lyng Hall | East | 572 | 4 | 0.70% | 7 | 1.22% |
| Stoke Park | East | 899 | 6 | 0.67% | 6 | 0.67% |
| Whitley Academy | East | 743 | 6 | 0.81% | 9 | 1.21% |
| East Partnership total | | 7620 | 60 | 0.79% | 60 | 0.79% |
| Barr's Hill | West | 591 | 15 | 2.54% | 19 | 3.21% |
| Bishop Ullathorne RC | West | 806 | 4 | 0.50% | 6 | 0.74% |
| Cardinal Newman RC | West | 1036 | 10 | 0.97% | 16 | 1.54% |
| Coundon Court | West | 1363 | 11 | 0.81% | 9 | 0.66% |
| Finham Park Academy | West | 1193 | 8 | 0.67% | 8 | 0.67% |
| President Kennedy | West | 1088 | 4 | 0.37% | 10 | 0.92% |
| Sidney Stringer Academy | West | 1045 | 9 | 0.86% | 9 | 0.86% |
| The Westwood Academy | West | 501 | 2 | 0.40% | 11 | 2.20% |
| The Woodlands Academy | West | 690 | 11 | 1.59% | 14 | 2.03% |
| Tile Hill Wood Academy | West | 806 | 4 | 0.50% | 3 | 0.37% |
| West Partnership total | | 9119 | 78 | 0.86% | 105 | 1.15% |
| CITY TOTAL | | 16739 | 138 | 0.82% | 165 | 0.99% |