

School Admissions Fair Access Protocol Secondary Schools

December 2017



CITY OF
YORK
COUNCIL

Introduction

- 1 This protocol complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 2 This protocol complies with the Department for Education School Admissions Code 2014 and all relevant guidance on school admissions.
- 3 The admission of pupils with an education, health and care plan or a statement of **special educational needs** is covered by different admission regulations, and decisions on the entry to school of these pupils should be directed to the relevant Local Authority Special Educational Needs team.
- 4 **Which pupils are covered by the protocol?**
All secondary aged pupils whose parent/carers are requesting a place in a City of York school/academy **outside** the normal “secondary admissions round”. The secondary admissions round is the coordinated process of applications for Year 7 as the normal year of entry when moving from primary to secondary school.
- 5 The protocol is split into two parts. **Part A** covers the admission of ‘hard to place’ pupils and **Part B** covers the admission of pupils who have had no previous attendance or behaviour problems but whose parent/carers are seeking a change of school.
- 6 **What is the purpose of the protocol?**
To ensure that all secondary aged pupils are allocated a secondary school as soon as possible and are not out of education. Because the protocol covers all maintained secondary schools and academies within the City of York area, it should ensure openness and fairness across the secondary school admissions processes.

Part A A protocol for considering the admission of hard to place pupils to a school within the City of York Council area

1 Definition of a hard to place pupil:

- a. permanently excluded pupils;
- b. pupils who are on the roll of Danesgate who need to be reintegrated back into a mainstream school;
- c. pupils who have been out of education for longer than one term;
- d. pupils with serious attendance problems (attendance of less than 85%);
- e. pupils with challenging behaviour, whose parent/carers are seeking a move from their current school. This includes pupils who have had one or more exclusions within the last 12 months or significant intervention in relation to their behaviour from the current school;
- f. pupils with challenging behaviour where the parent/carers in agreement with the pupil's current school are seeking a managed move.

This list is not exhaustive and it is recognised that some pupils not included on this list will be considered hard to place and may be required to have their case considered through this part of the protocol.

2 Key Principles:

- a. to ensure that all secondary schools/academies within the City of York area and the City of York Council work together in partnership to address this shared area of concern;

- b. to have in place an effective way of co-ordinating in-year admissions and the admission of hard to place pupils;
- c. to ensure where possible, an appropriate distribution amongst all schools of hard to place pupils;
- d. that the Behaviour and Attendance Partnership is responsible for allocating places for hard to place pupils;
- e. to maintain a co-ordinated approach for dealing with in-year admission requests and continuing scope to seek managed moves for pupils that both schools and parent/carers believe would thrive better in a new placement;
- f. to reduce the number of pupils being excluded, and managing the number of pupils being placed on the roll of Danesgate especially those from vulnerable groups;
- g. to ensure where appropriate that pupils on the Danesgate roll receive full-time provision whilst out of mainstream school;
- h. that Danesgate is able to offer dual placements with mainstream schools for individual pupils;
- i. to facilitate the engagement of parent/carers and pupils to help address behaviour difficulties;
- j. to keep all young people on the path to success.

3 **The Behaviour and Attendance Partnership (the 'Partnership')**

The Partnership's remit is to consider, outside of the normal admission round, the admission to school of pupils of secondary school age where they are deemed to be hard to place.

The Partnership is likely to be more effective in placing Key Stage 3 pupils into a new school as it is expected that schools/academies work with Key Stage 4 pupils to seek alternative education options rather than necessarily seeking an alternative school or placement at Danesgate.

In coming to a decision it is expected that account will be taken of the number of hard to place/challenging pupils an individual school has admitted or excluded/managed moved over the previous 12 months.

Constitution

- a. The Partnership will consist of:
 - i. a representative from each mainstream secondary school or academy (normally a Head teacher, Deputy Head teacher or Assistant Head teacher);
 - ii. a representative from Danesgate (normally a Head teacher or Assistant Head teacher);
 - iii. an Officer of the City of York Council who will be the Chair of the Partnership;
- b. Each school/academy represented will have one vote. In the event of a tie the Chair of the Partnership will have the casting vote. At least six schools must be present at the meeting for the Partnership to be quorate;
- c. The Partnership meetings will be chaired and clerked by officers of the City of York Council;
- d. The Partnership will meet every month but additional meetings can be called if there are sufficient cases to consider;
- e. The Partnership will receive written evidence and supporting materials prior to the meeting but will not hear any personal appeals from parent/carers or pupils;
- f. The Partnership will be informed of the parental preference(s) for a new school and their reasons for those preferences;
- g. The Partnership will identify a preferred school for the pupil to be allocated a place at, considering trend data from the previous 12 months;
- h. The preferred school will be advised of the Partnership's decision and invited to admit the pupil. The pupil will normally be admitted within 8 school days of the meeting of the Partnership;
- i. The School Services team will normally, following a decision of the Partnership to allocate a school place, communicate these decisions to the pupil's parent/carers within 3 school days of the decision. Partnership may decide in some cases that it is more appropriate for this decision to be communicated by a school/academy itself. The Clerk to Partnership will coordinate this for each pupil where a decision has been made;

- j. Reintegration arrangements will begin immediately.

Parent/carers retain the normal right to appeal against the refusal of a preference. Should such an appeal be lodged for a pupil considered by the Partnership, the City of York Council (on behalf of the Partnership) would provide evidence to an independent appeal panel that a reasonable offer of a place had been made in accordance with local policy.

In accordance with the City of York Council's Home to School Transport Policy, any decision of the Partnership which meets the criteria for free transport will be provided. In exceptional circumstances free home to school transport will be provided to ensure the Partnership's decision can be implemented.

5 **Monitoring and Review**

The monitoring and review of the protocol's effectiveness will be the responsibility of the York Schools and Academies Board who will receive an annual report on those pupils who have been through the Partnership within the previous 12 months.

Part B

A protocol for allocating pupils a place at a City of York school outside of the normal admissions round

1 **Pupils who are covered by this part of the protocol:**

- a. pupils who have moved into the City of York Council area;
- b. pupils who are currently in a maintained York secondary school or academy and whose parent/carers are requesting another

- maintained York secondary school or academy;
- c. pupils who reside outside the City of York Council area who parent/carers are requesting a place in a City of York maintained school or academy;
- d. pupils not covered by Part A of this protocol.

2 **Key Principles:**

- a. to ensure that no pupil is without the offer of a school place within 10 days of submitting an application for a school place;
- b. to co-ordinate all admission requests, ensuring parent/carers have one place where they can access for all information and advice;
- c. to allow the York School and Academies Board to have access to all the relevant information on in-year admissions, allowing them to monitor the fairness and equity of all secondary schools admissions policies and processes in the City of York Council area;
- d. to enable good and timely co-ordination of admission requests and to allow the scope to seek managed moves for pupils that schools/academies believe would thrive in a new placement.

3 **Application Process and Allocation of Places**

- a. The parent/carers should complete an application for a school place either online or by paper form and this should be forwarded to the City of York Council School Services team;
- b. The City of York Council in consultation with the other school admission authorities within York, will where possible try to meet one of the parent/carers preferences. Before making any decision, consideration will be given to the number of pupils in the year group within the parent/carers' preferred schools; which schools are accessible or are within a reasonable distance of the home address, taking into account transport links to the school; and which of the preferred schools have places;
- c. The admissions authority for each secondary school/academy considers each application in line with its own admissions policy

and either allocates a place or arranges to send a letter/email to the parent/carer refusing a place and advising them of the right of appeal;

- d. The City of York Council is responsible for ensuring that all pupils of secondary school age are allocated a school place or alternative education provision so those schools which are their own admission authorities need to advise the School Services team when they allocate a pupil a place or when they refuse a pupil a place;
- e. If a parent/carer wants to change their child's school other than because of a change of address, it would be expected that the parent/carer had discussed the possible move with the child's current school before submitting an application.

Contact details for correspondence

The Clerk to the Behaviour and Attendance Partnership,
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City of York Secondary Schools who have agreed this protocol

All Saints' RC School
Archbishop Holgate's CE School
Fulford School
Huntington School
Joseph Rowntree School
Manor CE Academy
Millthorpe School
Vale of York Academy
York High School

[View school contact details](#)