

ROTHERHAM LOCAL AUTHORITY

FAIR ACCESS ADMISSION PANEL FOR VULNERABLE GROUPS

TERMS OF REFERENCE

Role of the Panel

1. Following a consultation with Rotherham mainstream schools and the Local Admissions Forum, it has been agreed that two Fair Access Admission Panels will be constituted: one each for the primary and secondary phase.
2. The role of the Panels is to secure mainstream school places or where appropriate, short term placements at Alternative Provision, for children and young people of statutory school age (referred to hereafter as children). The children will be resident in Rotherham and have proved to be 'hard to place' through normal in-year admissions arrangements. The Panel has a mandate to administer the requirements of the published and agreed Fair Access Protocol.
3. To consider and identify for each case referred:-
 - The objections raised by one or more schools against the best interests of the child
 - Appropriate and suitable maintained school or alternative provision
 - Anticipated timescale for the admission and duration if not in mainstream
 - Any resource issues
 - Advice on multi-agency support required
4. All placements agreed at Panel meetings under the Fair Access Protocol will be implemented by Rotherham and schools within 5 school days wherever possible, and no later than four working weeks, with an additional five working days if parental consent needs to be secured for a placement.
5. The Panel will monitor the placement and/or reintegration into mainstream, of all children placed in the variety of alternative provision available in the Borough. The Panel will also monitor the placement and reintegration of all children into mainstream schools through the use of managed moves between schools (secondary) and supported managed moves (primary) between schools.
6. The Panel will consider and share data with all schools and appropriate LA officers on:
 - Requests for in year admissions
 - Managed moves
 - Permanent exclusions
 - Placements following decisions made by an Independent Appeal Panel
 - School placements made under the Fair Access Protocol

Membership of the Panel

The Panels consists of:

1. Permanent LA Officers for both Panels:

Helen Barre – Service Lead, School Admissions, Organisation and SEN Service
Marina Jordan – Principal Officer, Admissions and Appeals
Samantha Keeney – Children Missing Education Officer

2. Invited LA Officers depending on the agenda:

Lesley Logan – Exclusions Officer
Julie Dawson – Reintegration Officer

3. Primary Head Teacher representatives (see attached)
Secondary Head Teacher representatives (see attached)

The Chair will be nominated at each Panel meeting.

**The Quorum for the Primary Panel will be 5 head teachers and 2 LA officers.
The Quorum for the Secondary Panel will be 4 head teachers and 3 LA officers.**

The Panel will meet on average twelve times per calendar year during the term time, approximately every three weeks during term time. Dates will be set one year in advance.

The agenda and supporting papers will be sent out to all members electronically at least three full working days ahead of the Panel date.

The Panel aims to achieve a consensus when making recommendations with the Chair reserving the right to make a final decision where a consensus is not reached.

The Panel may provide the receiving school or other institution with information and advice which may be of use in securing a successful integration to appropriate provision.

Evaluation

The Panel will agree and implement a number of evaluation measures and provide a termly report for all schools. The Panel and the In year admission arrangements / Fair Access Protocol will be reviewed as part of the annual Admissions Consultation. Evaluation will include:

- The success of managed moves and supported managed moves
- Exclusion rates – in particular the exclusion of vulnerable groups
- Numbers of pupils reintegrating successfully back into mainstream
- Educational attainment and other outcomes, including attendance