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| **Southend Council_Logo BLACK** |

Fair Access Referral Form For Unplaced Children

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| Pupil is in: | Secondary |  | Primary |  |

The protocol does not apply **to Looked After Children or children with Statements of Special Educational Needs or Education Health and Care Plans naming a school as they must be admitted**.

**\* Referrals must be scanned along with the date stamped school admission application and emailed within 20 school days of the original school admission application**

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| Section 1 | REASON FOR REFERRAL |

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|  | Scope of children covered under the Fair Access Protocol, please indicate | tick |
|  | **Children of compulsory school age, who have had difficulty in securing a school place through normal admissions and are:** |  |
| 1 | Returning from criminal justice system >8 months |  |
| 2 | Permanently excluded or reintegrating from the PRU |  |
| 3 | At the point of permanent exclusion, agreed Managed Move  *(please refer to separate form, cases not heard at Fair Access Panel)* |  |
| 4 | Children new to the area who have not secured a school place through normal admissions |  |
| 5 | Children who are out of education > 2 months e.g. Elective Home Education and those refused under section 86 of the SSFA 1998 |  |
| 6 | Children who are carers |  |
| 7 | Children of Gypsies, Roma, Travellers, refugees and asylum seekers |  |
| 8 | Children who are homeless |  |
| 9 | Children from unsupportive family background and place not sought |  |
| 10 | Children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care Plan) |  |
| 11 | Children subject to multiple moves of schools without a school place |  |
| 12 | Children who have recently been removed from roll to be electively home educated (2 months or under) requesting a school place |  |

(School Admissions Code 3.15)

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| Section 2 | Child Details |

|  |  |
| --- | --- |
| Surname |  |
| Forename (s) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Birth |  | Gender |  | Year Group |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnicity |  | SEN |  | First Language |  |

|  |  |
| --- | --- |
| If new to UK, please state country of origin |  |

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| --- | --- |
| Medical Needs |  |

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| --- | --- | --- | --- |
| Address of child |  | | |
|  |  | | |
|  |  | Postcode |  |

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| --- | --- | --- |
| EHCP/ Statement / SEN School Support: | Yes / No | SEN Needs:  Date of next Annual Review / ISP: |

|  |  |  |
| --- | --- | --- |
| Previously LAC: | Yes / No | If yes, name of Local Authority: |

|  |  |  |
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| CP/CIN/ | Yes / No | If yes, name and contact details of Social Worker: |

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| Section 3 | PARENT/CARER DETAILS |

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| --- | --- | --- | --- | --- | --- |
| Surname |  | | | | |
| Forename (s) |  | | | | |
| Relationship to child |  | Contact Tel Number | |  | |
| Address | If different from child | | | | |
|  |  | | Postcode | |  |
| Surname |  | | | | |
| Forename (s) |  | | | | |
| Relationship to child |  | Contact Tel Number | |  | |
| Address | If different from child | | | | |
|  |  | | Postcode | |  |

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| Who does the child live with? |  |

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| --- | --- |
| Section 4 | SCHOOL DETAILS |

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| **Is child in school** | YES |  | NO |  |

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| --- | --- | --- | --- |
| If not, last date on roll |  |  |  |

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| --- | --- |
| Name of last School |  |

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| --- | --- |
| If yes, Current School |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date on roll |  |  |  |

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| --- | --- |
| Previous Alternative Provision |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any siblings? | **YES / No** (If Yes, please provide siblings details) | | | |
| **Name** | | **DoB** | **Year Group** | **School Attending** |
|  | |  |  |  |
|  | |  |  |  |
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| What is the relationship between school and parent/carer? |  |

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| Section 5 | SCHOOL PREFERENCE |

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| --- | --- |
|  | **School Name in order of parental preference** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 6 | | ATTENDANCE AND EXCLUSION | | | | | | |
| Attendance (previous year group) | | | | | Attendance (current year group) | | | |
| Year: | | | % | | Year: | | | % |
| Has the child ever had a fixed term exclusion? | | | | | | **NO / YES** | | |
| Has the child ever had a permanent exclusion? | | | | | | **NO / YES** | | |
| **Date of exclusion** | **Length of Exclusion** | | | **Main Reason for Exclusion** | | | **Any other information** | |
|  |  | | |  | | |  | |
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| Section 7 | Agencies involved / Interventions taken & Outcomes  E.g.: Youth Offending Service / Educational Psychology / Early Help family Support / Behaviour Outreach Service / Emotional Wellbeing & Mental Health Service (EWMHS) / PRU Prevention Programme etc. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name / Organisation / Contact details (where known)** | **Intervention & Outcome** | **Date** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
|  |  |  |  |

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| Section 8 | RELEVANT HOME / FAMILY CIRCUMSTANCES |

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| Are there any home/family circumstances that the panel should be aware of? | **NO / YES** (if yes please describe below) |
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| Section 9 | ACADEMIC INFORMATION |

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| --- | --- | --- | --- | --- |
|  | **Subject** | **Attainment Level** | | |
| **Previous Year Group** | **Current Level** | **Below / Average / Above** |
| **1** | English Reading |  |  |  |
| **2** | English Writing |  |  |  |
| **3** | Maths |  |  |  |
| **4** | Science |  |  |  |

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| Section 10 a (for cases heard at Fair Access Panels, for managed moves please refer to section 10b & 10c) | 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: | |

**Signature (referring school):**

|  |  |  |  |
| --- | --- | --- | --- |
| Form completed by |  | Designation |  |
| School / Agency |  | Date |  |

**Please read:**

By signing this document you are confirming that the Fair Access Protocol and referral for the child named in section 2 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** |  |

**Southend-on-Sea Borough Council will use this information to carry out its statutory duty under the School Admissions Code 2014 with regard to school admissions to secure a school place, in accordance with the local Fair Access Protocol.**

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| Please return the completed from via secure email to:  [fairaccesspanel@southend.gov.uk](mailto: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 2014 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: <https://www.southend.gov.uk/info/200176/school_admissions/604/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 in order 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

**Managed Moves:**

Southend Borough Council has provided a template referral form which schools can use when exploring a managed move between two schools. Use of this form is at the discretion of the schools and the referral information is not passed onto the Council. Managed moves are only permitted with the full consent of the parent/s. Parents should refer to schools own data protection and privacy notices regarding what information they hold and share about the children under their care.

**What data does Southend on Sea Borough Council collet for the purposes of a Managed Move:**

Managed move at the point of permanent exclusion (admission counted under the Fair Access Protocol)

* Name and date of birth of the child
* Referring (existing) school and receiving (new) school
* Date on roll at new school

Fresh Start Managed move

* Gender and year group of the school
* Referring (existing) school and receiving (new) school
* Transition meetings and final outcome

No personal identifying data is received for the purposes of monitoring fresh start managed moves between schools.

The Southend-on-Sea Borough Council Privacy Notice, available in full on the council website: <http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018> 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](mailto:Dataprotection@southend.gov.uk) or by calling 01702 215000.