



London Borough  
of Hounslow

# FAIR ACCESS PROTOCOL

September 2025

## **1. Introduction and the law**

All Local Authorities in England must comply with the legislative Code on Admissions in the exercise and discharge of local authority functions in relation to admissions under the School Standards and Framework Act (SSFA) 1998. The SSFA and relevant regulations confers a number of duties which require the Local Authority (LA) to carry out different functions at different times of the admissions cycle.

The current Code for School Admissions came into force in September 2021. This Code imposes mandatory requirements and includes guidelines, setting out aims, objectives, and other matters in relation to the discharge of functions relating to school admissions by the bodies listed below:

- Local authorities
- Admission authorities of maintained schools
- Academies and Academy Trusts (this includes maintained schools converted to academies and free schools)
- Governing bodies
- Schools Adjudicators
- Admission Appeal Panels

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code. The Local Authority has the duty to provide suitable education or otherwise for all children of compulsory school age resident in the borough. Academies are required by their funding agreement to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

The School Admissions Code (3.14) states each local authority must have a Fair Access Protocol, the protocol must be consulted upon and developed in partnership with all schools in its area. Once the protocol has been agreed by the majority of schools in its area, all admissions authorities must participate in it. To ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place via the in-year process, are allocated a school place as quickly as possible.

In agreeing a protocol, the Local Authority must ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are placed via the protocol. The protocol must set out how the needs of children who have been permanently excluded, and children for whom mainstream education is not yet possible, will be met.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' wishes should be taken into account. In order to support schools and officers in complying with these mandatory requirements the LB Hounslow develops and manages the required local protocols and procedures.

The operation of Fair Access Protocols is outside the arrangements of coordinated normal admission rounds and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. The protocol must describe the circumstances in which it will be applied and set out how decisions about the admissions of vulnerable, hard to place, and pupils with challenging behaviour will be made.

The Department for Education states Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place is not offered.

It will also be used to ensure that schools do not admit a disproportionate number of hard to place vulnerable pupils or pupils with challenging behaviour.

This protocol has been formulated to ensure its compliance with the School Admissions Code and Equality Act 2010. It seeks to ensure that there is no discrimination against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation or pupils who are pregnant or undergoing gender reassignment. The exception to the discrimination provisions for schools that existed under previous legislation is admissions to single-sex schools.

All LA officers and school staff must adhere to this protocol. Internal and external auditors may complete monitoring exercises on an ad hoc basis to ensure full compliance, fairness, and transparency.

## **2. Consultation and review**

This protocol is developed in consultation with the LB Hounslow School Admission Forum and reviewed annually in the summer term to ensure compliance with statutory and local requirements. Where statutory changes are required, these will be applied in accordance with legislation which may be outside our normal timeframe for change.

The protocols will be reviewed annually in the summer term and any changes will come into force in September for the start of the new school year unless statutory changes are required before this date.

## **3. Publication**

This protocol will be published:

- On London Borough of Hounslow website (school admissions)
- Via links from the websites of all academies and schools located within Hounslow

Copies are available on request:

- By email from [exclusions@hounslow.gov.uk](mailto:exclusions@hounslow.gov.uk)

#### **4. Scope**

The law does not allow the Fair Access Protocol to be applied to the coordinated arrangements for the normal points of entry/transition, which are:

- Reception
- Infant to junior transition
- Primary to secondary transition
- Transition to an Atypical school (schools who admit outside the normal points of standard school transition points (Studio Schools and University Technical Colleges).

Pupils can be placed in either a mainstream school or Alternative Provisions, depending on the circumstances of each pupil.

This protocol seeks to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a school place as quickly as possible. The protocol, therefore, provides for the efficient processing of applications and identification of children who may be particularly vulnerable.

Looked After Children and previously looked after are not included under Fair Access. They are placed in accordance with Hounslow's Protocol for the processing of in year admissions.

Children with an Education Health and Care Plan (EHCP) are not included under Fair Access, as their admissions are dealt with under separate arrangements in accordance with the SEN Code of Practice.

#### **5. Pupils for consideration under this protocol**

Where a child or young person of statutory school age living in the London Borough of Hounslow is unplaced and has not secured a place through the normal in-year admissions process and meets the criteria below they will be allocated a place by the Fair Access Panel ('the Panel') under the Fair Access Protocol. The panel will be administered by the Local Authority.

These are mandatory and set by the Department of Education's School Admissions Code – September 2021:

- a) 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 Fair Access Panel
- b) Children living in a refuge or in other relevant accommodation at the point of being referred to the Fair Access Panel
- c) Children from the criminal justice system
- d) Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.

- e) Children with special educational needs (but without an education, health and care plan), disabilities or medical conditions
- f) Children who are carers
- g) Children who are homeless
- h) Children in formal kinship care arrangements
- i) Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers.
- j) Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Fair Access Panel in accordance with paragraph 3.10 of the Admissions Code
- k) Children for whom a place has not been sought due to exceptional circumstances.
- l) Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) Previously looked after children for whom the local authority has been unable to promptly secure a school place.

## **6. Identification of pupils for consideration under Fair Access**

The majority of children will be placed by the School Admissions team as part of the in-year admission application process. The Fair Access Protocol may only be used to place the groups listed in Section 5 where they are having difficulty in securing a school place via the in-year process.

- Where an admission authority receives an in-year application for a year group that is not the normal point of entry and does not wish to admit the child because it has good reason to believe they may display challenging behaviour, it may refuse admission and refer the child through this Protocol, only if:
  - The school has a particularly high proportion of children either with challenging behaviour or previously excluded pupils on roll in comparison to other local schools; and
  - It believes that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.
- Children who are resident in the London Borough of Hounslow and have been permanently excluded and those who are ready for reintegration to a mainstream school from Woodbridge Park Education Service (WPES) or other alternative provision.

- Children who have been withdrawn to Elective Home Education (EHE), there is no evidence of a suitable education being received and have been referred to the Children Missing Education (CME) Officer by the EHE Team. If following the referral to CME there is still no evidence of a suitable education and the family have not submitted an in-year application.
- Children moving into the London Borough of Hounslow and have been attending Alternative Provision in their previous local authority (known as a PRU-PRU transfer)
- If, during the admission process, information is received by the named school that may warrant the pupil being considered under Fair Access, admission may be deferred under 3.10 of the Admissions Code pending discussion at the next Fair Access Panel.
- In some instances, a school may wish to admit a pupil but refer the case to the Fair Access Panel for possible recognition of the admission in Fair Access figures.
- The Principal of the Virtual College requests Alternative Provision for a Looked After Child as it is not in their best interest to be placed in a mainstream provision.

## **7. Fair Access Panel (FAP)**

The Fair Access Panel is the Local Authority's recognised body for considering the placement of 'hard to place', vulnerable children, and those with challenging behaviour which includes those identified as Fair Access under this protocol, as set out above.

The Fair Access Panel membership includes:

- Service Manager – Education Inclusion & Participation (Chair)
- Hounslow Education Partnership Director
- Senior Inclusion Advisor – Access to Education
- Inclusion Advisor - Children Missing Education
- Development Lead – Access & Alternative Provision Pathways
- Head of Woodbridge Park Education Service
- Principal Educational Psychologist
- A representative from the SEN team
- Headteachers 2 x Primary and 2 Secondary on a rotation basis
- Operational Manager of the Youth Justice Service
- Adolescent Team, Team Manager / Early Help
- Police Officer School's Team

All Hounslow schools will share the admission of children who have not secured a place through the in-year process or have been assessed as ready for reintegration by Woodbridge Park Education Service (WPES). A child allocated through the FAP must be prioritised above all other applicants that may be on a school's waiting list and must not be refused admission.

The Panel meets fortnightly (on Wednesdays) during term time. The Fair Access Officer provides background information for each child to be considered by the Panel, this will be circulated securely prior to the meeting to be read in advance.

In case of the need for an emergency placement that cannot await the next sitting of the Fair Access Panel, it will be possible for the Chair to consider the case and ratified at the next Fair Access Panel meeting.

In all cases the LA's duty to safeguard the child is paramount. Children out of school may be at risk; with the Admissions Team, Early Intervention Service and other relevant representatives of the local authority must do their utmost to ensure that children are not out of school for extended periods of time.

## **8. Operating principles for successful application of this protocol**

- All schools are required to comply with this protocol.
- All schools located in Hounslow share a collective responsibility with the LA to ensure swift admission to a suitable school or alternative provision for all children of compulsory school age who are resident in Hounslow who do not have a school place or who otherwise match the criteria for consideration, as described above.
- No school, including those with available places, is required to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.
- FAP discussions and decisions should reflect a fair and transparent balance between finding a place quickly and finding a place that is appropriate for the child.
- It is recognised that the LA has a duty to provide suitable education for its residents of compulsory school age for whom an application is submitted, irrespective of the location of a child's current education provider.
- All fair access placement decisions should consider the needs of the child and those of the community of any proposed school.
- When choosing suitable placements for pupils under this protocol, due consideration should be given to the additional challenges faced by schools who have been identified by Ofsted as being 'urgent improvement' or 'needs attention', where that has led to a 'notice to improve' or a school has been in special measures within the preceding 12 months.
- Headteachers, or their representatives, making submissions regarding Fair Access cases should provide full and current information to enable the FAP to make its decisions effectively.
- The named school will admit the pupil within a maximum of 10 school days from formal notification of the Fair Access Panel's decision and will contact the family to arrange an admission meeting that may or may not require the attendance of the family.
- Schools will not cite oversubscription as a reason for not admitting pupils legitimately placed under the protocol.
- Pupils who are legitimately placed by the FAP will be given priority for admission over others on a waiting list who may currently have a higher waiting list position. Placements using the Fair Access protocol are outside of the waiting list rules.
- Schools cannot insist that an admission appeal be heard before a pupil is admitted under the protocol.

- Due regard will be given to the Infant Class Size regulations, noting that there are some circumstances where a child may be admitted into an infant class which is full as an 'excepted pupil'.
- If a child is allocated a place by the FAP there is no duty to comply with parental preference. However, this does not stop parents from submitting an in year application form for their preferred schools and allowing parents their statutory right of appeal where a place at such a school is refused.
- The protocol applies to pupils who are identified as hard to place from Reception through to Year 11.
- The educational needs of the pupil will be the prime factor in deciding a placement, but every effort will be made to ensure that practical issues regarding travel, including arrangements regarding siblings are considered.
- Any out of borough in year applicants who meet the criteria in Section 5 will be referred to their home local authority by the In-Year Admissions Team. In these cases, parents will be advised of their right to appeal against this decision.

## 9. Managed Moves

Although Managed Moves do not form a part of the Fair Access Protocol, the local authority in conjunction with some Hounslow schools has implemented a School to School placement process, see Appendix B.

Guidance on managed moves, what they are and how they should be used has been updated in the 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' August 2024 (paragraphs 48-52).

It is recognised that the Fair Access Panel considers the movement of pupils who are managed moves and the wider implications for schools when considering pupil placements under the Fair Access Protocol.

## 10. Fair Access documentation/evidence

In all cases, the Senior Inclusion Advisor will collate the paperwork to be reviewed by the Fair Access Panel members, this will be circulated on the Monday before each Panel meeting. Occasionally, some paperwork may be sent out the next day. Paperwork shared at each meeting is confidential and **must not** be shared with anyone except for colleagues who are attending each meeting.

## 11. Outcomes

The possible outcomes available to the Panel for pupils under Fair Access are:

- Placement at a named mainstream school under the in-year admissions process
- Placement at a named mainstream school as a statutory Fair Access placement
- Dual registration with a mainstream school and alternative provision
- Full-time placement in alternative provision with a scheduled review for re-integration into a named mainstream school
- Full-time alternative provision

Following a decision by the FAP a formal notification letter will be sent via secure email to the named school. If the school wishes to challenge the placement, they have 5 school days to share any 'new' information the Panel was not aware of when making the placement. If no challenge is received the placement will be confirmed to the family. As FAP meetings are held fortnightly, this will happen in between meetings, and the Panel will be updated at the next meeting. The named school must arrange for an admission interview and start date within 10 days.

If a challenge is received, the placement will be reviewed either by the Chair and ratified at the next FAP meeting or at the next FAP meeting, depending on the nature of the challenge.

Schools must notify the Admissions Team via the starter/leaver process of the start date in each case confirming that the child is on roll.

If the family does not engage with the named education provision, the Children Missing Education Officer will support the named school/alternative provision.

If a School Attendance Order (SAO) is required this will be referred to the Child Missing Education Officer, the school identified by the Fair Access Panel will remain the designated school.

## **12. Managing an Unsuccessful Fair Access placement**

When a Fair Access placement breaks down or is deemed unsuccessful, it is essential to act promptly and collaboratively to ensure the young person's education is not disrupted further.

If a placement breaks down or is deemed unsustainable, the school cannot unilaterally terminate it. Instead, it must raise the issue with the LA, which may then reconvene the Fair Access Panel to review the case (Fair Access Protocol Guidance, DfE, August 2021).

The following steps should be taken:

1. Early Identification and Communication:
  - Schools to notify the Senior Inclusion Advisor – Access to Education as soon as concerns arise.
  - Clear documentation of the issues, interventions attempted, and support provided should be shared.
2. Review Meeting:
  - A multi-agency review meeting should be convened, involving:
    - The school
    - Parent/carer
    - Young person (where appropriate)
    - Relevant professionals (e.g. Inclusion Officer, SENCo, Social Worker)
  - The aim is to explore whether additional support can sustain the placement or if a new plan is needed.

### 3. Decision and Next Steps

If the placement is no longer viable:

- The case should be referred to the next FAP meeting.
- Interim education arrangements will be considered to avoid gaps in provision.
- The young person's views should be captured and considered in planning

### 4. Record Keeping:

All actions, decisions, and communications must be clearly recorded on the young person's file and shared with relevant stakeholders.

## 13. Refusal to admit

Where a school is identified by the Admissions Team as part of the normal In-Year admission process, and where such a school believes that the pupil meets one or more of the criteria set out in Section 6 above, the school may refer the case to the Fair Access Panel, setting out why the case should be discussed under Fair Access procedures by the Panel. However, if the Panel disagrees with the reasons for referral, or determines through exercise of this protocol that the school which brought the referral is the most appropriate setting for the pupil, the originally proposed allocation may be upheld.

If information obtained by the named school, which was not available or was not supplied by the family, current or previous school, has resulted in the named school being misled, a referral can be made to the Fair Access Panel. This means if a child is offered a place at a school under the normal admission arrangements or via the Fair Access Panel and it is subsequently found that the offer had been based on fraudulent or deliberately misleading information, and if the child has not yet been admitted to the new school, the matter can be referred to the Fair Access Panel for consideration under Fair Access procedures.

In the event of a school refusing to accept the decision of the Fair Access Panel the Local Authority can direct or instruct the school to admit. The governing bodies of schools which are their own admissions authority may refer for a direction to the Schools Adjudicator who will determine which school is to admit the child. For Academies, the LA will apply for a direction to the DfE.

## 14. Monitoring and record keeping

- The Senior Inclusion Advisor – Access to Education is responsible for establishing and maintaining a clear and transparent log of placements to underpin the fairness of the decision-making process.
- Fair Access statistics will be shared with Headteachers, Hounslow's School Admission Forum and Hounslow Education Partnership (HEP) at the end of the Academic Year to monitor the performance and effectiveness of the protocol.

Monitoring and Evaluation will include:

- The exclusion rates – in particular the exclusion of vulnerable groups
- The numbers of pupils reintegrating successfully back into mainstream

## **15. Figures and statistics**

The Senior Inclusion Advisor - Access to Education will maintain Fair Access information. Figures and statistics will be tabled at each meeting and will be reviewed on an annual basis at the end of the academic year, and from time to time during the year.

## **16. Financial Matters**

Where schools are asked to accept children above their admission number these will be funded according to Hounslow's pupil-based formula. When a child is excluded from a maintained school, the remaining portion of that child's AWPU (age-weighted pupil unit) may be recovered from the school and passed to the admitting school. For Academies, they may recover the AWPU direct from the excluding school. These arrangements apply to children up to and including year 11.

## **17. Annual Review of Protocol**

The Fair Access Protocol will be reviewed by the Local Authority and will form part of the annual statutory consultation process on Admission arrangements.

In accordance with 3.23(b) of the Code, local authorities must produce an annual report on admissions to the Adjudicator, which must include an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them.

## Fair Access Panel Proforma



**London Borough  
of Hounslow**

Children's, Housing & Adults' Services  
Fair Access Pupil Referral Form

**Pupil Details: CONFIDENTIAL**

<b>Existing school:</b>								
<b>Forename:</b>					<b>Surname:</b>			
<b>Address:</b>							<b>Post code:</b>	
<b>Parent/Carer Name:</b>								
<b>Contact Telephone Number:</b>			<b>Home:</b>			<b>Mobile:</b>		
<b>DOB:</b>		<b>Year group:</b>		<b>UPN:</b>		<b>M:</b> <input type="checkbox"/>		<b>F:</b> <input type="checkbox"/>
<b>Fair Access Category: (please tick appropriate category)</b>								
(a) <input type="checkbox"/>	(b) <input type="checkbox"/>	(c) <input type="checkbox"/>	(d) <input type="checkbox"/>	(e) <input type="checkbox"/>	(f) <input type="checkbox"/>	(g) <input type="checkbox"/>	(h) <input type="checkbox"/>	
(i) <input type="checkbox"/>	(j) <input type="checkbox"/>	(k) <input type="checkbox"/>	(l) <input type="checkbox"/>	(m) <input type="checkbox"/>				
<b>Religion (if known):</b>					<b>Home Language:</b>			
<b>EAL stage:</b>			<b>Looked After Child:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>SEN register:</b> <input type="checkbox"/>		<b>Under Statutory assessment:</b> <input type="checkbox"/>		<b>Known to Childrens Services:</b> <input type="checkbox"/>		<b>Known to YJS:</b> <input type="checkbox"/>		
<b>Reason:</b>		<b>EHCP:</b> <input type="checkbox"/>						

**Information Required:**

<b>Stated School Preference:</b>			
<b>Previous School History:</b> (including dates)		<b>From:</b>	<b>To:</b>
		<b>From:</b>	<b>To:</b>
<b>Date last in school:</b>			
<b>Academic Attainment:</b>			
<b>Attendance Summary:</b>			
<b>Suspensions:</b>			
<b>Permanent Exclusions:</b>			

**Reason for Referral:****Parents Comments:****Pupil's Comments:****Schools Comments:****Any Other Relevant Information:**

Reported Compiled by:

Signed: \_\_\_\_\_

Date

## **Appendix A – Fair Access Panel Terms of Reference**

### **Background**

The work of the Fair Access Panel (FAP) is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

### **1 Function**

The Fair Access Panel will:

- 1.1 Adhere to the principles of the Local Authorities Fair Access Protocol.
- 1.2 The paperwork shared at each meeting is confidential and must not be shared with anyone except for colleagues who are attending each meeting.
- 1.3 Scrutinise documentation relating to Fair Access Placements
- 1.4 Ensure that placements are made according to the agreed partnership model of “one-in one- out” whilst considering a range of other factors which might include the unbalancing of cohorts, social factors, distance etc.
- 1.5 Can consider assessment placements, assessment placements for a six or twelve-weeks’ duration. Following the assessment period, the case is referred back to the FAP for either a further period of assessment, or a recommendation to name a permanent placement.
- 1.6 Take submissions from schools and other settings on proposed placements where they meet the Fair Access criteria and where new information is being submitted to the FAP, for example social contacts within the setting which may affect the success of the placement, the FAP may consider making an alternative placement.
- 1.7 Monitor the time scales following a placement, which include: the five working days the setting has to consider the proposed placement. If no challenge is received the placement has five days to arrange the admission of the pupil. If a challenge is received and the outcome of the FAP is that placement stands, the placement has a further five days to make contact with the family to arrange admission of the pupil.
- 1.8 To monitor the progress of pupils into placements at each Panel meeting and to challenge settings which are not adhering to the timescales for engagement with the pupil’s family setting as above. (1.4). This is a “Safeguarding” function of the group.
- 1.9 Not use the Fair Access Protocol as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place is not offered.

## **2 Governance**

The paperwork shared at each meeting is confidential and must not be shared with anyone except for colleagues who are attending each meeting.

The work of the Fair Access Panel is overseen by the Head of Access to Education. The Local Authority will provide an annual Fair Access Report to the Admission Forum.

The Local Authority is required to submit the statutory annual report to the Office of Schools Adjudicators which includes how well the Fair Access Protocol supports the admission of pupils.

## **3 Membership**

The membership of this group is as follows:

- Service Manager – Education Inclusion & Participation (Chair)
- Hounslow Education Partnership Director
- Senior Inclusion Advisor – Access to Education
- Inclusion Advisor - Children Missing Education
- Development Lead – Access & Alternative Provision Pathways
- Head of Woodbridge Park Education Service
- Principal Educational Psychologist
- A representative from the SEN team
- Headteachers 2 x Primary and 2 Secondary on a rotation basis
- Operational Manager of the Youth Justice Service
- Adolescent Team, Team Manager / Early Help
- Police Officer School's Team

Clerk: In attendance but not a member of the panel

Schools: Representation is organised by the school's partnership (HEP), 2 Head representatives on a termly basis (Secondary) and half-termly (Primary). (Note non-HEP schools are also included in the rotation)

Other colleagues may be invited to meetings to provide information on particular cases. We also encourage school colleagues to observe meeting as part of their induction, should it be appropriate.

Observers may be invited with the agreement of the Chair of the Fair Access Panel but will not have voting rights.

## **4 Chair**

- The meeting will be chaired by the Local Authorities Head of Access to Education.

## **5 Meetings**

Will take place every fortnight during term time starting at 8.00am on a Wednesday morning via Microsoft Teams.

## **6 Minutes**

Minutes are taken by the local authority and are circulated after each of the fortnightly meetings

## **7 Standing Items on the Agenda**

- Apologies
- Minutes of the previous meeting with updates on the progress of individual cases
- New individual cases:
  - Scrutiny of paperwork;
  - Discussion;
  - Placements and in the case of main-stream settings referral to the tracking grid;
- Complex pupils being monitored by the Panel (yellow pages);
- Monitoring of the progress of placements;
- General issues raised;
- AOBs.

## **8 Monitoring**

A log of all placements made through the Fair Access Protocol will be maintained by the Senior Inclusion Advisor – Access to Education. This data is available throughout the year if requested. By working in partnership, the schools and local authority can be alert to school's circumstances e.g. numbers on roll, recent admissions, managed moves. Information regarding placements will be published by the Local Authority at regular intervals, as determined by the Admission Forum.

Monitoring and Evaluation will include:

- The exclusion rates – in particular the exclusion of vulnerable groups.
- The numbers of pupils reintegrating successfully back into mainstream.

## Appendix B – School to School placements

The School to School Placement Panel is a collaborative project developed by the local authority, the London Borough of Hounslow, with guidance, support and input from a sub-group of secondary head teachers from Hounslow Education Partnership, including the head teacher of the Woodbridge Park Education Service. It is inclusive of all schools to support effective, fair, and timely pupil movement across schools in the borough. Its aim is to reduce the need for permanent exclusions through strategic use of Offsite Directions and Managed Moves, following the Department for Education Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement guidance August 2024 and local protocols.

The Panel supports and monitors the following interventions:

- Longer-term Offsite Directions for planned respite and behaviour support.
- Managed Moves as an intervention to offer a fresh start in a new school setting.
- Conversion of long-term Offsite Direction into a Managed Move, where appropriate.

Short-term Offsite Directions for immediate incidents will continue to be managed outside the Panel.

Schools that have opted into the Panel will be represented by:

- The Headteacher and/or
- A nominated senior member of the Senior Leadership Team (SLT) with delegated authority to agree placements.

A member of the LBH team will act as Panel administrator and record the minutes of each meeting.

- Meetings will be held monthly, invites to be sent out by HEP
- Participating schools must ensure that representatives attending the Panel have the authority to agree placements on behalf of their school.
- The Panel will facilitate discussions, case tracking, and decision-making to ensure interventions are consistent, evidence-based, and pupil-centred.
- All Managed Moves require parental consent and agreement from both the referring and receiving school.

Referrals will be submitted to the local authority using the [exclusions@hounslow.gov.uk](mailto:exclusions@hounslow.gov.uk) email address. Cases will be provided to the panel for review via the Egress system, alongside the meeting agenda and previous meeting minutes. The placement of agreed Managed Moves will be based on the list of participating schools and the data held within the Monitoring Sheet.

Any agreed Offsite Directions and/or Managed Moves will be recorded by the panel. Successful Managed Moves will be credited to the Fair Access Panel Monitoring Sheet

Longer-term Offsite Directions do not require parental consent but must be carefully planned, reviewed, and tracked.

- All Offsite Directions will be reviewed at weeks 4, 8, and 12, with outcomes and next steps agreed at each stage.

- The Panel will monitor the impact of each intervention and identify trends or concerns that require strategic attention.

Reference documents:

- Suspension and Permanent Exclusion Guidance (DfE, August 2024)
- Arranging Alternative Provision (DfE, February 2025)
- School Exclusions: A Guide for Parents (DfE, May 2023)
- Hounslow Local Guidance on Managed Moves and Offsite Direction

## **Appendix C – Reintegration via Fair Access Panel (FAP)**

The Fair Access Panel has reviewed the length and end dates of assessment periods for pupils placed at Woodbridge Park Education Service (WPES) and require WPES to feedback on progress and readiness for reintegration at subsequent meetings.

In November 2024, WPES established an internal fortnightly review panel evaluating the progress and planning the next steps for all pupils placed via FAP. Reports from this panel are presented to the FAP in advance of meetings.

In 2025-26, a process will be established at FAP focussed on early transition to strengthen the readiness of pupils for reintegration. This will include identifying the destination school earlier and the introduction of taster/keep warm sessions/days alongside phased transitions where required. Phased transition is likely to include a period of dual registration supported by outreach by colleagues at WPES. There are examples of this from 2024/25, these will be developed as case studies and examples of effective practice for all schools.

In addition to the principles being developed by the AP Reintegration Working Group, the process(es) set out above will form part of a Reintegration Protocol for all Hounslow schools in the current academic year.

A key action for this academic year is to ensure this progress is gathered as a dataset and is regularly shared internally and externally. Headline indicators will include rates of reintegration (by phase), duration in Alternative Provision (at pupil level), and referrals rates for EHC NA following exclusion.