**Appendix 3 – 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 Scrutinise documentation relating to Fair Access Placements

1.3 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.

1.4 Can consider assessment placements. These placements may be of six- or twelve-weeks’ duration following which the case is referred to the FAP for either in the case of a six-week placement a further period of assessment or in the case of a twelve-week placement a recommendation or “naming” or a permanent placement.

1.5 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.

1.6 Monitor placement time scales which include: the five working days that settings have to consider the proposed placement from the initial recommendation of the FAP and following ratification or “naming” of the provision at the following FAP a further five working days for the setting to begin to engage with the pupil’s family setting.

1.7 To allocate either LA High Needs Funding (non-EHCP) or School Partnership Funding in cases in which young people are placed at Woodbridge Park Education Service or an alternative provider.

1.8 To monitor the progress of pupils into placements on a weekly basis 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 work of the Fair Access Panel is overseen by a Senior LA officer (Head of School Organisation and Inclusion). 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:

* Head of School Organisation and Inclusion
* Hounslow Education Partnership Director
* Access to Education Team Leader
* Children Missing Education officer
* Inclusion Manager
* Placement and Monitoring Manager
* Head of Woodbridge Park
* Principal Educational Psychologist
* Headteachers (on rota basis see below)
* Operational Manager of the Youth Offending Team
* The Adolescent Team, Team Manager
* Head of Special Educational Needs
* Police Officer School’s Team

Clerk: In attendance but not a member of the panel

Schools:This representation is organised on a half-termly basis by the school’s partnership. Primary Head x 2, Secondary Head (note non-HEP schools are also invited to be 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 Inclusion Manager and the Vice Chair will be the Director of the Hounslow Education Partnership.

**5 Minutes**

These are taken by a Clerk and are circulated after each of the weekly meetings together with the data of placements to schools.

**6 Meetings**

Will take place on a weekly basis during term time at 8.15am on a Wednesday morning at Hounslow House.