

Appendix 1- Process for secondary placement requests via the Protocol

Day 1- Referral received via school admissions or another agreed route

Student details added to next panel agenda- to be circulated 3 days prior to panel by LA

Late additions to the agenda added by LA and agenda recirculated the day prior to panel, in order to meet 20 day timeline for students referred after the agenda has been sent

Presentation at panel by LA, including information sought by FAP to support discussion, recommended placement and FAP admissions data for academic year

Within 20 school days- School identified by panel and allocated

LA send out letter confirming an offer through the Fair Access Protocol and communicate outcome to family

Fair Access allocation recorded for follow up on progress of admission at next panel

School agree start date with family and monitor this. Non-attendance or children who don't arrive referred by school in line with Nottinghamshire School Attendance Guidance

School report back to next panel update on admission and where child is admitted school is credited with FAP admission on school data, criterion L separately

NOTE- for referrals by schools to the Protocol on the grounds of behaviour, these children will be added to the panel agenda by the LA and it is the responsibility of the requesting school to provide information to the LA in advance of the panel and present this on the day. Placement will be required by the panel on the day if the decision for referral to the Fair Access Protocol is upheld. If a decision is not upheld the application must be considered under in-year process in line with the usual admissions procedure.