

Appendix A

FAIR ACCESS PROTOCOL AMENDMENT – NOVEMBER 2023 - Draft

The Fair Access Protocol

The current relevant paragraph states:

- 3.7 Unplaced Year 11 students will be referred to The Limes College to arrange alternative provision; The Limes College can refer cases back to panel where a mainstream school placement is appropriate. Oversight of this will be maintained through LB Sutton and Limes commissioning meetings.

We propose to amend this to:

- 3.7 Unplaced Year 11 students will be referred to The Limes College to arrange education provision
- 3.8 The following pathways may result from these referrals:
- An alternative provision package is arranged with Jus't'Learn
 - A commissioned place at The Limes College, where appropriate criteria are met
 - The Limes College may refer cases back to placement through the Protocol where:
 - following initial assessment, a mainstream school placement is appropriate
 - where a family refuses an assessment as they have a preference for a mainstream school
 - where a family refuses the alternative provision offer
- 3.9 Where pupils are referred to a school for placement through the FAP, the school may discuss appropriate pathways with the family; this can include placement in Year 10 where the school and the parent are in agreement
- 3.10 Oversight of Year 11 placements, outcomes and post-Year 11 destinations, will be maintained through LB Sutton and Limes commissioning meetings.

Process for Unsuccessful Unplaced Year 11 Applications

1. Following an unsuccessful application for Year 11 a referral will be made to The Limes College.
2. A copy of the In Year application will be shared with The Limes College together with any school reports/ achievements if available.
3. Where a parent has requested consideration for a place in Year 10 this will be shared with the Limes College as it may demonstrate a wish for a child to be educated out of age group in a mainstream setting.
4. The Limes College will undertake assessment and make recommendation for AP/school placement taking into consideration the wishes of the parent.
5. Where AP is agreed Limes College will make the necessary arrangements via Jus't'Learn and advise admissions of the on-roll date by completing the on-roll return and sending to cme@cognus.org.uk

6. Where a mainstream placement is agreed and there are no known complexities, The Limes College will contact admissions suttonadmissions@cognus.org.uk to request details of the next appropriate school to take under the FAP, and provide details of the assessment where this has taken place.
7. The School Admissions Team will record the information in SAM so it is available to the identified school
8. The School Admissions Team will send the referral directly to the identified school. If the school has any questions regarding the placement these should be addressed with The Limes College. The identified school will advise admissions of the on-roll date by completing the on-roll return and sending to cme@cognus.org.uk
9. Where The Limes College have formed a relationship with the family, they may contact the identified school directly to arrange admission. The identified school will advise admissions of the on-roll date by completing the on-roll return and sending to cme@cognus.org.uk
10. Where a mainstream placement is required but there are complexities The Limes College will make a referral for the case to be considered at the next timetabled VPP where a placement will be allocated
11. Referrals for assessment will continue to be made throughout the summer term, this will enable placements within schools to continue where they have been identified as appropriate where a Year 10 placement decision may be appropriate.

Year 11 Outcome Wording For Parents

Our records currently show that following your recent in year application for your child you do not have a school place at a Sutton school because each of the schools you applied to were unable to offer a place.

You have a right of appeal for each school, and details of this is provided in the outcome letter/email from each school. An appeals panel has the power to direct the school to offer an additional place.

If you are awaiting the outcome of an application from a Sutton school, you should contact the school directly to obtain this.

If you have secured an alternative school place for your child, or if your circumstances have changed and you no longer require education for them (for example, if you are electing to home educate your child), then please reply to this email so that we can update our records. If your child has moved out of the area, then please provide details of the address where they are now living.

If you do still require education provision we will make a referral to The Limes College, who arrange education placements for all unplaced Year 11 children.

The process may involve an initial assessment with The Limes College and a partner alternative provision school, Jus't'Learn, who will then recommend either alternate provision or a mainstream school placement. Parental preference for the type of setting will also be considered in reaching their recommendation.

For more information about the assessment process and alternative provision course options, please contact Alison Lucas at The Limes College, ALucas@thelimescollege.org