



HILLINGDON

LONDON

Fair Access Protocol 2025

1. Introduction

As set out in the [School Admissions Code 2021](#), all local authorities must have a Fair Access Protocol (FAP) to ensure that outside the normal admissions rounds, unplaced children, especially the most vulnerable, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

The Protocol covers children of compulsory school age as set out below. The operation of Fair Access Protocols is outside of the arrangements of coordination and is triggered when a parent of an eligible child has not secured a place under in-year admission arrangements. It must be agreed by the vast majority of schools and applies to all admissions authorities in Hillingdon, including Voluntary Aided, Academies, Foundation and Free Schools.

The Protocol also aims to ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour, or who are placed via the Protocol. Where required, schools must exceed their planned admissions number to admit children referred under the Protocol.

For the purposes of this Protocol, 'challenging behaviour' is defined in accordance with paragraph 3.10 of the School Admissions Code 2021, referring to behaviour that "would be unlikely to respond to the usual range of interventions to help prevent and address pupil misbehaviour" or "is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate". It is expected that this behaviour would significantly interfere with the pupil's and/or other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment. This may include persistent disruption, aggression, or other behaviours that significantly interfere with the learning environment or the wellbeing of pupils and staff. However, the local authority recognises the non-statutory [Fair Access Protocols guidance for school leaders, admission authorities and local authorities \(August 2021\)](#) states that the following reasons on their own should not be grounds for considering that a child may display challenging behaviour:

- poor attendance elsewhere;
- a defined number of suspensions, without consideration of the grounds on which they were made;
- special educational needs (SEN); or
- having a disability.

The guidance also states that admission authorities should consider the effect of the decision of the [Upper Tribunal in C & C v The Governing Body of a School, The Secretary of State for Education](#)

[\(First Interested Party\) and The National Autistic Society \(Second Interested Party\) \(SEN\) \[2018\] UKUT 269 \(AAC\)](#) about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability.

All schools have a duty to make reasonable adjustments for students with disabilities. Schools should be aware that a child who displays challenging behaviour may do so as a result of their disability or any unmet needs. Schools must therefore consider whether any reasonable adjustments can be put in place to support the needs of a particular child when considering whether admission should be refused on these grounds.

Schools will need to evidence challenging behaviour before refusing admission on these grounds and can ask the previous school for background information to support this.

Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.

2. Legal Framework

2.1 For local authorities

Local authorities have a legal duty to ensure that all children of compulsory school age, regardless of their needs and circumstances, are in receipt of suitable full-time education (Section 19, Education Act 1996) unless reasons that relate to their medical condition mean that this would not be in their best interests (Section 3, Children, Schools and Families Act 2010).

Every local authority must have a Fair Access Protocol, agreed with the majority of schools in its area, to ensure that – outside the normal admissions round - unplaced, children, especially the most vulnerable, are offered a school place as quickly as possible (Paragraph 3.14, School Admissions Code 2021).

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 excluded from other schools, or who have challenging behaviour, or who are placed via the Protocol, including requiring a school automatically to take another child with challenging behaviour in place of a child excluded from school (Paragraph 3.16, School Admissions Code 2021).

The Protocol aims to support the safeguarding of children and young people by ensuring that they are accessing education and may only be used to place specified groups of vulnerable and/or hard-to-place children where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures (Paragraph 3.17, School Admissions Code 2021). Examples provided in the School Admissions Code 2021 of where “reasonable measures” have been taken include where an application has been made to at least one school and this has been refused, or the local authority has confirmed that there are no places available at any school within a reasonable distance.

2.2 For schools

All local authorities must have a Fair Access Protocol. Once it is agreed with the majority of schools in its area, all admission authorities must participate in it (Paragraph 3.14, School Admissions Code 2021).

2.3 For parents

Parents have a legal responsibility to ensure that all their children of compulsory school age are receiving a suitable education (Section 7, Education Act 1996).

Parents can express a preference for the schools they wish their child to be considered for, but if their child is allocated a place under the Fair Access Protocol, there is no duty to comply with parental preference (Paragraph 3.19, School Admissions Code 2021). However, parental wishes will be taken into account in making allocations where possible.

3. Hillingdon Context

There are 18 secondary schools in Hillingdon, which are a mix of foundation, voluntary aided schools, and academies. There are also two Studio Colleges and two University Technical Colleges (UTCs). All secondary schools in Hillingdon are their own admission authority. There are 67 primary schools in Hillingdon. 29 are community schools, with the local authority being their admission authority, while the remainder are their own admission authority. There is one all-through school in Hillingdon that admits children to both phases of education – this school is an academy.

Hillingdon schools are widely recognised for their success and popularity, resulting in sustained demand for school places across the borough. The area experiences high levels of population mobility, with many new arrivals to the UK and families relocating from other local authorities choosing to settle in the area. The local authority outlines its commitment to ensuring sufficient school places through the annually updated School Organisation Plan.

4. Application of the Protocol

(see Appendix 1 for a flowchart overview of the process under this Fair Access Protocol)

4.1 Children covered under the Fair Access Protocol

The Protocol applies to the following children of statutory school age, who are living in Hillingdon (with the exception of UK service personnel as covered by Paragraph 2.21 of the School Admissions Code 2021) where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. The eligibility below is strictly in accordance with the School Admissions Code 2021, Paragraph 3.17:

- 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 Protocol

- b. children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol
- 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 SEN (but without an EHCP), 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 Protocol in accordance with paragraph 3.10 of the School Admissions Code 2021
- k. children for whom a place has not been sought due to exceptional circumstances
- l. children who have been out of education for four 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.]
- m. previously Looked After Children for whom the local authority has been unable to promptly secure a school place

Parents have the right of appeal against refusal to offer a place by an admissions authority, but if a parent chooses not to appeal to an admissions authority, this alone does not make them ineligible for referral to the Fair Access Panel. Equally, a child's eligibility for referral under the Fair Access Protocol does not limit their parent's right to make an in-year application to any school for their child.

4.2 Children not covered by the Protocol

The Protocol does not apply to:

- children already on roll at a school and seeking transfer to another school
- children who have been offered a school place within a reasonable distance, even if the offer is not for a preference school
- children who have not been offered a school place due to delays in a school's processing of an in-year admission application despite the school having vacancies

Where a child is referred to the Panel under section 4.1(l) of the Protocol and it is known that the child previously attended a school in Hillingdon and was removed from roll from that school as a result of moving away or for the purposes of receiving elective home education, the Panel would normally consider a placement at the most recent former Hillingdon school, unless there are concerns regarding the suitability of such a placement, in which case an alternative placement will be agreed.

5. Previously Excluded Children and Children with Challenging Behaviour

The School Admissions Code 2021 highlights the following two provisions that admission authorities can rely on for refusal of an admissions application:

5.1 Paragraph 3.8 provision: Previous permanent exclusions

Admission authorities may refuse parental preference for two years if a child has been permanently excluded from two or more schools, except for:

- a. children below compulsory school age at the time of exclusion
- b. children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so)
- c. children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion
- d. children with an EHCP naming the school

Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where the Paragraph 3.8 provision applies (Paragraph 3.9, School Admissions Code 2021).

5.2 Paragraph 3.10 provision: Challenging behaviour

Where an admission authority receives an in-year application and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the FAP. Refer to section 1 of this Protocol regarding the definition of “challenging behaviour”.

Where the admission authority considers that the child falls, or may fall, into any of the eligibility categories set out in paragraph 4.1 of the Protocol, the admission authority should notify the local authority of this.

An admission authority should only rely on the Paragraph 3.10 provision if it has a particularly high proportion of either pupils with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another pupil with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources (Paragraph 3.11, School Admissions Code 2021).

The Paragraph 3.10 provision does **not** apply to:

- Looked After or Previously Looked After Children
- children with EHCPs naming the school in question
- children thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for SEN

5.3 Referral Process

Schools should submit a **Fair Access Referral Form** (Appendix 2) when refusing admission under the Paragraph 3.8 or Paragraph 3.10 provisions.

If the child is already on roll at a nearby school, referral is noted but not progressed.

If the child is **not on roll**, the case is added to the next **Fair Access Panel** meeting. The Panel will review the case, and a suitable placement will be determined within the Hillingdon borough.

6. Operating Principles and Arrangements of the Fair Access Panel

6.1 The Role of the Panel

The local authority establishes a Fair Access Panel to oversee all Fair Access arrangements and monitor the effectiveness of the Protocol. The role of the Panel is to:

- ensure the Panel is operating in accordance with the School Admissions Code 2021
- ensure the operation of the Fair Access Protocol is fair and transparent and includes representatives of mainstream schools in the decision-making process
- determine the school to be asked to admit a child in all categories of pupils covered by the Protocol

6.2 Constitution

The Panel will be made up of:

- The Chair and Vice-Chair – secondary school headteachers (where secondary school aged children are being presented) and primary school headteachers (where primary school aged children are being presented) *
- School Placement & Admissions Manager
- Senior Admissions & Access Officer
- Minimum of two secondary school Headteachers on a rotational basis**
- Representative from Attendance Support
- For pupils referred under section 4.1(d) of the Protocol, a representative from the alternative provision will also attend the Panel meeting to present information on the pupil, where possible.

*Headteachers will not be required to attend Fair Access Panel Meetings if children in their phase of education are not being presented.

**If Headteachers are unable to attend, they can send a representative on their behalf, such a member of their school's Senior Leadership Team.

The Chair and Vice-Chair will be Headteachers and will be agreed annually at the June Fair Access Panel Meeting. All Hillingdon school Headteachers or senior leaders will be invited to attend this meeting to agree the Chair and Vice-Chair for the next academic year. Where possible, this meeting will be held in person. The local authority will be responsible for making the arrangements for the meetings.

Other officers involved in individual cases may be invited to attend to provide further information or for training purposes at the Panel's request e.g. Youth Offending Team, Social Worker, Vulnerable Learner Support Team, etc.

For meetings to be valid, at least four members must be present.

Meetings shall be conducted in accordance with the [Council's Code of Conduct](#). The Panel shall meet at least monthly (except during May and August). These meetings will be held both virtually (over Microsoft Teams) and in person. Where possible, once a term, the meeting will be held face-to-face at either the Council's Office or a Hillingdon school. This will be arranged by the local authority.

6.3 Preparing the referrals

If an admissions authority has failed to respond within 15 school days regarding whether or not a place can be offered, every effort will be made to expedite matters with the school(s) concerned but the lack of response will not delay the referral of the case to the Panel.

Where pupils fall within the Fair Access Protocol and remain without an offer after in-year processes, they will be referred to the Primary or Secondary School Fair Access Panel, both of which will be chaired by a representative Headteacher (as set out in section 6.2 above), to identify a suitable school placement.

Once the pupils have been identified, the Senior Allocation and Access Officer in the School Placement and Admissions Team will collate referral notes for each child and present the child at the next available Fair Access Panel.

The referral spreadsheet for both secondary and primary pupils will consist of the following information to assist the Fair Access Panels decisions about placements:

- The pupil's date of birth and year group
- Names of the school closest to the child's home address together with the schools named by the parents (parental preference, including religious preferences, will be considered by the Panel but will not override the allocated school)
- Names and dates of birth of siblings attending any of the schools identified
- Details of any known educational needs (previous school/country, language spoken, subjects previously studied, aspirations, any known SEN or behaviour concerns)
- The total number of pupils previously admitted via the Fair Access Protocol at each Hillingdon school in the academic year, by year group
- Number of pupils on roll and total pupil capacity in the relevant year group
- The total number of pupils previously admitted as a result of successful managed moves, by year group

The referral spreadsheet will be circulated to every school via document exchange at least five days before the scheduled meeting, where possible.

Each school will be expected to review the referral spreadsheet prior to the scheduled meeting (even if they are not scheduled to attend the meeting). Any comments they wish to be made known on any of the cases, should be provided to the local authority prior to the scheduled meeting in order for the information to be considered as part of the allocation of a school placement for that child. A response is only required if there are any particular concerns, or relevant information a school wishes the Panel to be aware of in advance.

No school is to contact families prior to the scheduled meeting.

6.4 Decisions of the Panel

The Fair Access Panels will ensure that no school, including those with places available, is asked to admit a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are placed via the Protocol and will not expect a school automatically to take another child with challenging behaviour in place of a child excluded from school (Paragraph 3.16, School Admissions Code 2021).

The Fair Access Panels will allocate pupils to both over and under-subscribed schools on a fair, equitable and consistent basis. Schools are expected to admit children allocated by the Panel, including when the allocation was made in the absence of a representative from the school.

The Fair Access Panel will consider the following information when placing pupils:

- comments from schools on particular children, if received
- an equal distribution by number to each school (as far as possible over the course of the year)
- the distance of the school from the child's home
[The school is expected to be within 2 miles walking distance (if the child is below the age of 8). Best practice suggests that the maximum length of journey each way for a child of primary school age is 45 minutes and for secondary school age 75 minutes, but these should be regarded as the maximum.]

The following information will also be considered in relation to secondary schools before every Fair Access Panel meeting:

- current on roll numbers for all year groups, including any vacancies, the number of Looked After Children and children in receipt of SEN support or who have an EHCP on roll in each year group in each school
- number of children successfully reintegrated back into a mainstream school, following a permanent exclusion in each school
- any additional submitted information schools would like the Fair Access Panel to be aware of

All secondary schools are requested to provide the School Placement and Admissions Team with their school's vacancy information. A spreadsheet template is circulated to each secondary school including the dates prior to each meeting, which should be completed and returned by the Friday before the next scheduled meeting. Failure to provide this prior to each meeting may result in the Panel allocating children that exceed over 2% of a school's Published Admission Number (PAN).

The Panel, when allocating placements, will be considerate of any school that has admitted over 2% of their PAN in that particular year group.

The Panel's decisions will be communicated to the schools securely and electronically by the School Placement and Admissions Team within two days of the Panel meeting being held. The placement will be confirmed to the family 5 school days after the named school has been notified. The named school must arrange for an admission interview and start date within 10 days of being notified.

When considering children with challenging behaviours, in addition to allocating places proportionally, the Panel will consider the circumstances of each case and whether the pupil's needs can be met by mainstream schooling. If not, the Panel will refer the pupil to an alternative provision, who will assess the pupil's needs and build an appropriate individual programme as required. This would only be in exceptional circumstances, and usually with a view to reintegrate the child back into mainstream school, within 4 to 12 weeks. A mainstream school will be named during the Panel meeting, so the child, family and named mainstream school are aware of the child's final school placement following the success of the programme at the alternative provision. The provision will provide a package of support for the child as part of their reintegration when returning to mainstream school. The child will be added to the mainstream school's roll on the first day of reintegration. The Panel will be aware of the support available for commissioning or referral but will not make recommendations for what the support to be provided to the school and reintegration plan (if

applicable). It is for individual schools to access support services as they see fit. The parent would be advised of the proposed provision.

The absolute number of children with challenging behaviour already admitted under the Protocol in that school year into that year group will be calculated and recorded.

6.5 Transition of Pupils from Alternative Provision to Mainstream School Following a Permanent Exclusion

When a child is deemed ready to reintegrate into mainstream school, the alternative provision will be required to complete the **Fair Access Referral Form** (Appendix 3). This form is essential to ensure a well-informed and supported transition. The following information must be included:

- **details of the child's exclusion**, including the date and full reason for the exclusion
- **summary of the work undertaken with the child** during their time at the alternative provision, highlighting progress, engagement, and any notable achievements
- **information on internal and external interventions** the child has received, including therapeutic support, mentoring, or specialist services
- **completion of the risk assessment section** on the referral form, identifying any ongoing concerns or support needs
- **any other relevant information** that will support a positive and sustainable transition back into mainstream education, such as strategies that have proven effective or key relationships that should be maintained

This process is designed to ensure that receiving schools have a clear understanding of the child's journey and are equipped to provide the necessary support from day one.

The Fair Access Referral Form is required to be completed and sent in advance of the Panel meeting. Ideally, this will be sent by the Thursday of the week prior to the Fair Access Panel meeting to allow time for the form to be reviewed by the School Placement & Admissions Team, before circulating to schools along with the referral list.

6.6 Infant Class Limit

Under the School Admissions (Infant Class Size) Regulations 2012, infant classes must not contain more than 30 pupils with a single schoolteacher, but additional children can be admitted under limited circumstances. Such children will be "excepted pupils" for the time they are in an infant class or until the class numbers fall back below 30. Excepted pupils include children who were not living in the area at the time that the majority of pupils were admitted to the school and for whom there is no other available school within reasonable distance.

6.7 Process

Children will be placed over number in the nearest suitable school to their home address, subject to the following principles:

1. That the following over admission limits have/will not be breached.

PAN	Over-admission limit
30-59	2
60-89	4
90-119	6
120 & above	8

2. Siblings living at the same address are to be offered places in the same school (including linked infant & junior schools where appropriate).

3. Where possible, pupils will be placed in a school of their parents' religious affiliation. However, this will not override the Protocol, and it may be necessary to offer places in other schools or to offer a place to a pupil whose parents do not have the religious affiliation of the school concerned.

4. In placing pupils, where the above limits have not yet been reached, account will be taken of the number of pupils already admitted over number during the same school year.

6.8 Admission to School

The School Admissions Code 2021, Paragraph 3.21 specifies that where it has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child within 20 school days. Once they have been allocated a school place via the Fair Access Protocol, arrangements should be made for the child to start at the school as soon as possible.

Admission to identified provision via the Fair Access Panel is expected within 10 school days from the date of the letter from the School Placement and Admissions Manager to the school. The Panel support prompt admission based on the vulnerabilities of the applicant.

6.9 Escalation Routes where a school has declined to admit a pupil referred to it under the Fair Access Protocol

Given that the Fair Access Panel will have considered the pupil's application and the school's circumstances in accordance with the agreed Protocol, it is expected that the allocated school will admit the pupil without delay.

Following a placement, if the named school has genuine concerns about the child's admission – for example, if new information becomes available that was not disclosed at the point of admission – e.g. a connection with a pupil already on the school's roll, or an already unbalanced cohort – the school must refer the case to the School Placement and Admissions Manager within 5 school days, clearly outlining why the child should not be admitted. The challenge will be reviewed with the School Placement and Admissions Manager, Chair and Vice-Chair along with the Director for SEND & Education (for information only at this point).

If the challenge is rejected following review and the school continues to refuse to admit the child, the case will then be referred to the Director SEND & Education for consideration. In respect of maintained schools for which Hillingdon Council is not the admission body, this may include considering the option to issue a direction to that school. In respect of academies, this may include

considering the option to seek direction from the Secretary of State. The full processes for direction are set out in paragraphs 3.23 to 3.29 of the School Admissions Code 2021.

If the school's reasons for not admitting the child are accepted upon review, another school placement will be agreed. In these circumstances, the new school will be asked to admit the child within five days and be given the reasons why the original school was unable to place the child.

6.10 Interim Education Arrangements

As soon as it becomes clear that a child has been or is likely to remain without a school place or access to alternative provision for four weeks or more, provision of interim education (e.g. tuition) will be provided, where available. However, places will be prioritised for KS4 pupils in the first instance.

7. Monitoring Arrangements

Statistics will be maintained of the numbers and categories of children admitted under the Fair Access Protocol and the schools and alternative provision to which they have been admitted. These are shared with the minutes following each Fair Access Panel meeting.

The Fair Access Panel will monitor placements made under the Protocol to ensure that this is in accordance with the legal framework and the School Admissions Code 2021.

An annual report will be made to all head teachers providing statistical information on Fair Access Protocol admissions. This will be circulated with the minutes of the first September Fair Access Panel meeting.

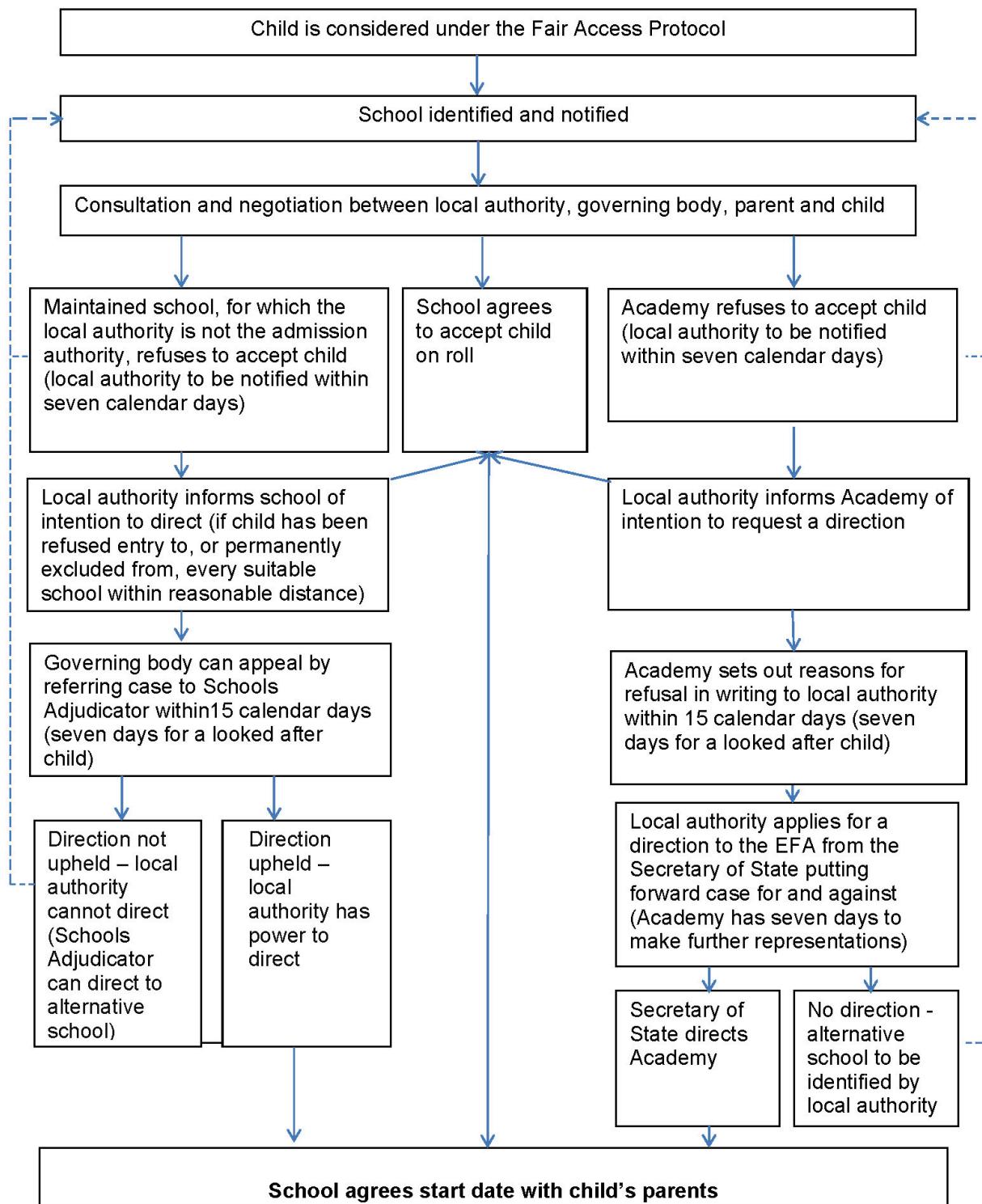
The effectiveness of the Fair Access Protocol and the number of children admitted under it will also be included as part of the annual local authority report on admissions arrangements.

The Fair Access Protocol has been subject to consultation with all primary and secondary head teachers. It will be reviewed on an annual basis in line with the annual admission arrangements.

In the event that the majority of schools can no longer support the principles and approach of the local Fair Access Protocol (for example, if they believe it is not operating fairly or effectively), they may request that it is reviewed. To invoke a review, please provide details regarding your concerns to the School Placement and Admissions Team Manager and Director for Education and SEND. The existing Fair Access Protocol will remain binding on all schools in the area until a new one is adopted.

Appendix 1

Directions flow chart (overview of process)



* Note: A community or voluntary controlled school cannot refuse to admit a pupil if requested by its own admissions authority.

Appendix 2

Fair Access Referral Form – Refusal for Challenging Behaviour

To be completed by schools refusing admission under the Paragraph 3.8 or Paragraph 3.10 provisions of the School Admissions Code 2021

Section 1: School Details

School Name: _____

School Address: _____

Contact Name: _____

Role: _____

Email: _____

Phone Number: _____

Section 2: Pupil Information

Full Name of Pupil: _____

Date of Birth: _____

Gender: _____

Home Address: _____

Current School (if applicable): _____

Year Group: _____

Section 3: Reason for Refusal

- Paragraph 3.8 provision – Previous Permanent Exclusions
- Paragraph 3.10 provision – Challenging Behaviour

Provide a detailed explanation of the reason for refusal:

Section 4: Supporting Evidence

- Behaviour logs
- Exclusion records

- Safeguarding concerns
- Other relevant reports

Section 5: Checklist for Referral Criteria

- Referral is in line with the Paragraph 3.8 or Paragraph 3.10 provision (as applicable)
- Supporting documentation is attached
- Pupil is not currently on roll at a suitable school
- Referral form is fully completed

Section 6: Declaration

Name of Headteacher: _____
Signature: _____
Date: _____

Appendix 3

Fair Access Referral Form – returning to mainstream school

Fair Access Pupil Information

Please return to admissions@hillingdon.gov.uk

1. PUPIL DETAILS)

First Name/s		Last Name		
Date of Birth:		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Ethnicity:		Pupil Mobile:		
Religion:		Year Group:		
LAC: <i>Please Virtual School Officer's details</i>	<input type="checkbox"/>	Known to Social Care? If yes, state CIN / CP and provide Social Worker's details	<input type="checkbox"/>	
SEN Stage:	EHC Plan <input type="checkbox"/>	SEN Support <input type="checkbox"/>		
Address:				
Name of Parent(s)/Carer(s):				
E-Mail:		Mobile:		

2. PUPIL INFORMATION

Pupil UPN Number		NC Year		
ATTENDANCE				
Last year	%	Last term	%	
CURRENT ATTAINMENT LEVELS				
Key Stage	Subject			
	English	Math's	Science	ICT
KS1				
KS2				
KS3				
KS4				

3. REFERRER'S DETAILS

Reasons for referral: <i>Please provide details of why you believe the young person should be considered by the Panel for placement in a mainstream school. Please comment on the young person's</i>	
---	--

<p><i>strengths, areas of interest and progress to date.</i></p>	
<p>Reason for permanent exclusion/termination of previous placement</p>	
<p>Outline the intervention support provided by alternative provision</p>	
<p>What support might be needed to reintegrate the pupil into the school?</p>	
<p>Any relationships / connections with children at Hillingdon schools to be avoided / areas to be avoided</p>	

4. ANY EXCLUSION DETAILS WHILST AT ALTERNATIVE PROVISION

Reason for exclusion	No. of days	Fixed Term or Permanent	This term	This year	Last year
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. RISK FACTORS

Do you have any concerns regarding any of the following?						
Type	High	Medium	Low	Evidence and Comments	Total incidents (last 6 weeks)	Total incidents (last 12 months)
Violence to adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Aggression to peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Possession/use of offensive weapon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Association with gangs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Danger of self-harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Impulsive behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sexualised behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Arson/vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Parental issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Risk of abuse from others (physical and sexual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Risk of neglect from self or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6. AGENCIES INVOLVED (for individual referrals)

Agency	Name of Contact	Telephone	Email
Vulnerable Learner Support Officer			
Send Advisory Service (SAS)			
Attendance Support			
Educational Psychology Service			
AXIS			
Social Care			
Health Care Services			
Key Working Service			
CAMHS			
Youth Offending Team			
Other [please specify]			

Name of referrer	
Job Title	
Email address	
Signature of referrer	
Date	

7. PARENT/CARER VIEWS

Name	
Relationship to child	
Parent/Carer Signature Consenting to Referral:	
School Preferences <i>Please can you state if there are any school preferences in Hillingdon</i>	
Any schools to avoid <i>Please state if there are any schools that should not be considered</i>	

Please attach:

1. Original permanent exclusion notification form
2. A statement by the young person that can be presented to the Fair Access Panel
3. A report including attendance and attainment of the pupil
4. Any statements of support from services working with the pupil
5. Any additional information relevant to the referral

Fair Access Protocol agreed by:

Laura Baldry – School Placement & Admissions Manager – lbaldry@hillingdon.gov.uk

Kathryn Angelini – Assistant Director for Education – kangelini@hillingdon.gov.uk

Latest consultation review: November 2025

Implementation date: February 2026

Next review date: November 2026