

Primary Fair Access Protocol

**Date: February 2026
To be reviewed: February
2028**

**To take into account the new Fair Access
protocols from DfE August 2021 and
School Admissions Code 2021 'The Code'**

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1) INTRODUCTION

The Fair Access Protocol (FAP) for the school admission of children who are vulnerable and have been unsuccessful in gaining an in-year school place updated August 2021 to come into effect 1 September 2021.

https://assets.publishing.service.gov.uk/media/6124ab6ae90e0705410757e8/FAP_Guidance.pdf

To be read in conjunction with:

The School Admissions Code 1 September 2021

https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf

The Special Educational Needs and Disability Code of Practice: 0-25 years

https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND_Code_of_Practice_January_2015.pdf

2) SUMMARY

A parent can apply for a place for their child at any school at any time. All applications must be processed by the relevant admission authority in accordance with the School Admissions Code 2021 ('The Code'). When applications are made outside the normal admissions round ¹(and they are not a late application²) they are considered in-year applications³. Where it can be demonstrated that reasonable

¹The 'normal admissions round' covers applications for admission in a relevant age group (also known as the normal year of entry such as reception or year 7) which are made in time for the local authority to offer a school place on National Offer Day. The deadlines for submitting applications to be allocated on National Offer Day are 31 October for secondary school and 15 January for primary school

² Late applications' are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

³ An application is an in-year application if it is for the admission of a child to a relevant age group but it is

submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

measures⁴ have been taken to secure a school place through the usual in-year admissions process and this has not been successful, or where a school place has not been sought due to exceptional circumstances,⁵ a child may be eligible for referral to the FAP. The purpose of a FAP is to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible, minimising the time the child is out of school.

Admission authorities and local authorities **must** comply with the relevant law, and act in accordance with the provisions of the Code.

Main points

- FAPs exist to ensure that vulnerable children, and those who are having difficulty securing a school place in-year, are allocated a place as quickly as possible.
- FAPs **must not** be used in place of the usual in-year admissions process. A parent can make an in-year application at any time and is entitled to have their preference met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.
- Every local authority **must** have a FAP in place. Once it is agreed with the majority of schools⁶ in its area, all admission authorities **must** participate in it.
- FAPs **must** only be used for unplaced children that meet the prescribed categories set out in paragraph 3.17 of the Code and pages 5-6 of the *Fair Access Protocols, Guidance for school leaders, admission authorities and local authorities, August 2021*
- Admission authorities, school leaders and local authorities should work collaboratively in making decisions under the FAP. They should take into account the needs of the child and the views of the school where the child might be placed.
- There is no duty to comply with parental preference when allocating places through the FAP but parents' wishes should be taken into account.
- When seeking to place a child through the FAP⁷, no school (including those with places available) should be asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour⁸, or who are otherwise being placed via the FAP.

⁴ In most cases, we would consider reasonable measures to mean a parent had submitted an appropriate in year application. The appropriateness of an application will be considered on an individual basis taking into account factors like location and transport.

⁵ Exceptional circumstances will be considered on a case by cases basis.

⁶ Unless otherwise stated, in this guidance the term 'schools' should be taken to mean all schools to which the Code applies, including academies.

⁷ It is the admission authority of a school that has responsibility to make admission decisions for their school/s. Therefore, any references to 'school' or 'schools' in this guidance, also refers to the school's admission authority, where this is different to the school's governing body. Information on the admission authority for each type of school in England can be found in paragraph 11 of the Code.

⁸ Further information on challenging behaviour can be found on pages 9 to 10 of the Fair Access Protocol 2021

- Admission authorities **must** admit children when asked to do so in accordance with the FAP. Where an admission authority fails to comply with the FAP, they may be directed to do so ⁹. Further information can be found on page 11 of the *Fair Access Protocols, Guidance for school leaders, admission authorities and local authorities, August 2021*
- The FAP is a mechanism developed by the local authority in partnership with all schools in their area. Its aim is to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible. Every local authority **must** have a FAP in place. Once it has been agreed by the majority of schools in its area¹⁰, all admission authorities **must** participate in it.
- FAPs play a key role in helping to keep children safe by ensuring the most vulnerable children are able to access education as quickly as possible. Referral to the FAP should be seen as the last resort to secure a school place for a child. Where possible, children should be placed in school through the usual in-year admissions process in the first instance.
- FAPs should provide a fair and transparent system to ensure that all schools share the collective responsibility of helping the most vulnerable, by admitting their fair share of children being placed via the FAP. This includes supporting those children who have been permanently excluded from other schools and those who display challenging behaviour.

3) CHILDREN ELIGIBLE FOR FAIR ACCESS AND NEW NATIONAL PRIORITIES

FAPs are intended to act as a safety net for the most vulnerable. As such, they may only be used to place the following categories of children, where a child is 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 in-year admissions process:

- a) children either subject to a Child in Need Plan or a Child Protection Plan¹¹ or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the FAP;

⁹ Sections 96 and 97 of the School Standards and Framework Act 1998 sets out the powers of local authorities to direct the governing body of any maintained school, for which they are not the admission authority, to admit a child in their area, even if that school is full. Paragraph 3.29 of the Code sets out the Secretary of State's powers to direct the admission of any child to an academy under the academy's funding agreement.

¹⁰ In agreeing a local FAP, the view of more than half of the total number of schools in the area should be regarded as the majority.

¹¹ Child in Need Plans and Child Protection Plans are plans of help and protection to address safeguarding and welfare needs, where a child has been assessed by the local authority as being a child in need under Section 17 of the Children Act 1989 and/or as suffering or likely to suffer significant hardship under Section 47 of the Children Act 1989. See also statutory guidance Working Together to Safeguard Children (2018) (pages 35 and 48 to 49). Where a local authority is advised that a child who has moved into the local authority had a Child in Need Plan or Child Protection Plan previously and meets the criteria outlined, this information may need to be checked with the previous local authority.

- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the FAP;
- 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 arrangements¹²;
- 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 FAP in accordance with paragraph 3.10 of The Code;
- k) children for whom a place has not been sought due to exceptional circumstances¹³;
- 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 place¹⁴.

4) CROSS BORDER (NON-B&NES RESIDENT) CASES

Only children residing in B&NES will be allocated a place through B&NES' FAP.¹⁵

5) RESPONSIBILITIES

5.1 The responsibilities of the local authority

Every local authority **must** have a FAP in place. The local authority must consult on and develop their FAP in partnership with all schools in its area.

¹² As evidenced by either a child arrangement order not relating to either birth parent or a special guardianship order.

¹³ It is for the local authority to decide whether a child qualifies to be placed via the FAP on this basis, based on the circumstances of the case.

¹⁴ In most cases, use of the FAP should be unnecessary for a previously looked after child. Local authorities are expected to secure a school place promptly for such children and for admission authorities to cooperate with this. Local authorities should consider swift use of their general powers of direction or should consider asking the Secretary of State to consider issuing a direction (as set out in paragraphs 3.26 to 3.29 of the Code) where a school place for a previously looked after child cannot be agreed with an admission authority promptly.

¹⁵ Schools to notify the home local authorities of any refusals of a place to non-B&NES residents.

Where an admission authority refuses an in-year application, the local authority should consider whether the child would be eligible to be placed via the FAP. Where it has been decided that a child is to be placed via the FAP, parents should be notified of this and a school place must be allocated to that child within 20 school days.

Where an admission authority has failed to admit a child in accordance with the FAP, they may be directed to do so. The local authority must monitor the effectiveness of the operation of the protocol and is required to report to the schools' adjudicator on how well the protocol has worked and how many children have been admitted under the protocol.

5.2 The responsibilities of the Primary Inclusion Panels, making Fair Access decisions

In B&NES, Fair Access decisions are made by Inclusion Panels

The Inclusion Panel should work collaboratively with the local authority in order to ensure that children who are eligible for a school place via a Fair Access decision are placed quickly in suitable education.

The frequency of Inclusion Panel meetings required will be determined by each panel and must be compliant with the School Admissions Code 2021.

The Inclusion panel meeting dates will be in accordance with the School Admissions Code 2021 and set before the start of the academic year.

Each Inclusion panel will have a Memorandum of Understanding.

5.3 The responsibilities of individual schools

If a school refuses to offer a place upon receipt of an in-year application then they must inform the home local authority.

All schools **must** attend Inclusion Panels to participate in Fair Access decisions when required. This means they must authorise a representative to participate in Fair Access discussions and decision making and admit their fair share of children when asked to do so in accordance with the FAP including where the school is operating a waiting list. If a school has been notified of a Fair Access case and they do not attend the panel then they could be named in their absence.

Where an admission authority fails to comply with the FAP, they may be directed to do so¹⁶

¹⁶ Sections 96 and 97 of the School Standards and Framework Act 1998 sets out the powers of local authorities to direct the governing body of any maintained school, for which they are not the admission authority, to admit a child.

6) FAIR ACCESS IDENTIFICATION PROCESS FOR B&NES RESIDENTS

In-year applications are made directly to the relevant admission authority and must be responded to in line with School Admissions Code 2021. If the child is refused a place the school must notify Attendance & Welfare Support Service (AWSS) who will review the case and investigate further.

At regular In-Year Refusal meetings, the Alternative Learning Team Manager and Attendance and Welfare Support Service Manager will determine if a child is eligible for a Fair Access decision using the criteria set out in the Fair Access Protocol 2021 and School Admissions Code 2021 and then make the referral to the Area Panel Coordinator.

Where it has been decided that a child is to be placed via the FAP, a school place must be allocated to that child within 20 school days.

The Area Panel Coordinator will notify the parents that their child will be placed via the FAP and inform them of the date that the Fair Access decision will be made.

FAIR ACCESS DECISIONS FOR CROSS PANEL CASES

In cases where parents have expressed a preference for multiple schools, across different Inclusion Panel areas, a member of the Attendance and Welfare Support Service will ask parents to confirm their first B&NES school preference. The Fair Access decision will be taken at the Inclusion Panel that serves the majority of the children in the area where the child ordinarily resides. The Area Panel Coordinator will invite representatives from the other B&NES preferred schools and the chair, or vice chair of their Inclusion panel(s) to attend.

All representatives must have the authority to participate in Fair Access discussion and decision making and to admit their fair share of children when asked to do so in accordance with the FAP.

7) FAIR ACCESS DECISION PROCESS

The Area Panel Coordinator will prepare a summary of the information collated about the child and place them on the appropriate Inclusion Panel agenda. This includes:

- PAN number for the relevant year group(s)
- Most up-to-date pupil number for the relevant year group(s)
- The number of children allocated a school place through Primary Fair Access Panel for the current and previous year
- The distance from the child's home to each preference school in miles

The Inclusion Panel will consider each Fair Access case presented and determine the appropriate school placement.

If required, the school the child last attended (within B&NES) will be invited to attend and present information.

The Inclusion Panel must come to a decision and act in accordance with the FAP, the principles set out in the School Admissions Code 2021 and their Memorandum of Understanding. Decisions must not be delayed or deferred.

When the Fair Access Panel takes place, each of the preference schools will be given the opportunity to present their case and explain why they are or are not able to offer the child a school place at their setting.

If all preference schools are unable to offer the child a school place, the panel will then explore the schools closest in distance to the child's home address.

After panel discussion, each voting school will be asked to submit a vote on Microsoft Teams as to what school they feel is the best setting for the child. This vote is strictly anonymous and only the Area Panel Coordinator will be able to see the votes.

The Area Panel Coordinator will then share the outcome of the vote and confirm the school the child will be placed in

The Inclusion panel should take into account the following when making a decision:

The needs and views of the child in question; *Consideration should be given as to whether a child has any particular needs and which school might best be able to meet and support those needs.*

The views of the schools concerned; *All schools should be treated in a fair, equitable and consistent manner. This means that no school – including those with places available – is asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are otherwise being placed via the FAP. The Partnership's Memorandum of Understanding must outline a process to ensure no school ends up with a disproportionate number of Fair Access cases, e.g. a points system.*

Parental preference; *There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the FAP but parents' views should be taken into account.*

Inclusion Panels must take into consideration infant class size regulations (must not contain more than 30 pupils).

The Area Panel Coordinator, on behalf of the Inclusion Panel chair, will confirm the decision in writing to the parents/carers and the admission authority within 5 school days. The letter will be copied to the Attendance & Welfare Support Service (AWSS) Admissions and Transport (A & T) Team and the named school.

The child should be admitted to the named school within 5 school days of receiving the notification. If the child is not admitted within 5 school days B&NES will notify (i) a maintained own admission authority school of the intention to direct admission or (ii) in the case of an academy or free school B&NES will apply to the Education and Skills Funding Agency for a direction.

If there is a disagreement following the panel decision, the panel chair will be responsible for initial dispute resolution.

8) CHILDREN IN CARE AND CHILDREN WITH AN EHCP

The School Admissions Code 2021 states that Fair Access criteria do not apply to looked after children, and children with an EHCP. These applications should be discussed with the relevant teams at B&NES; Virtual School Head and SEND respectively.

9) PROCESS FOR IN-YEAR APPLICATIONS

1. School receives an in-year application.
2. The application must be processed in accordance with the usual in-year admissions process.
3. A written response must be sent to parents notifying them of a) an offer of a place or b) a refusal including the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. The school should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.
4. Schools to notify an offer of a place to B&NES A & T Admissions_Transport@bathnes.gov.uk or refusal of a place to B&NES AWSS AWSS@Bathnes.gov.uk. Please note the local authority will require a copy of the IYA form and offer/refusal letter which must be shared securely.
5. Schools to notify home local authorities of any refusals of a place to non-B&NES residents.¹⁷
6. The local authority will investigate and review all refusals and decide whether the child meets the Fair Access criteria.
7. If the child meets the Fair Access criteria, the Area Panel Coordinator will write to inform the parent that their child will be placed in a school via the FAP and add the child's information to the appropriate Inclusion Panel agenda.
8. A Fair Access decision will be made at the Inclusion Panel.
9. The Area Panel Coordinator, on behalf of the chair, will notify the parent in writing of the decision within 5 days of the Inclusion Panel. A copy of this notification will be sent to the allocated school, A & T, AWSS and any intervention and support provider who has been allocated.
10. The allocated school will liaise with the parent on a start date for their child.

¹⁷ Only children residing in B&NES will be allocated a place through B&NES' Fair Access Protocol.

Appendix 1

Schools and the panel to which they are allocated when considering Fair Access cases (not necessarily the panel they attend for Behaviour and Attendance cases).

Bath Primary

Bathampton Primary School
Batheaston Church School
Bathford Church School
Bathwick St Mary Church School
Combe Down C of E Primary
Freshford Church School
Moorlands Schools Federation (Infant and Junior)
Mulberry Park Educate Together Primary
Newbridge Primary
Oldfield Park Infant
Oldfield Park Junior
Roundhill Primary
St Andrew's Church School
St John's Catholic Primary
St Martin's Garden Primary
St Mary's Catholic Primary
St Michael's Junior Church School
St Philip's C of E Primary
St Saviour's Infant Church School
St Saviour's Junior Church School
St Stephen's Primary Church School
Swainswick Church School
Twerton Infant
Weston All Saints C of E Primary
Widcombe Infant
Widcombe C of E Junior

Keynsham and Chew Valley Primary

Bishop Sutton Primary
Cameley C of E VC Primary
Castle Primary
Chandag Primary School
Chew Magna Primary
Chew Stoke Church School
East Harptree C of E VC Primary
Marksbury C of E Primary

Pensford Primary
Saltford C of E Primary
Somerdale Educate Together Primary
St John's C of E Primary
St Keyna Primary
Stanton Drew Primary
Two Rivers C of E Primary
Ubley C of E Primary
Whitchurch Primary

Norton Radstock Primary

Clutton Primary
Farmborough Church Primary
Farrington Gurney C of E Primary
High Littleton C of E Primary
Longvernal Primary
Midsomer Norton Primary
Norton Hill Primary
Paulton Infant
Paulton Junior
Peasedown St John Primary
Shoscombe Church Primary
St John's C of E Primary
St Julian's Church School
St Mary's C of E Primary (Timsbury)
St Mary's C of E Primary (Writhlington)
St Nicholas C of E Primary
Trinity Church School
Welton Primary
Westfield Primary