

# Escalation process in cases where pupils are not admitted to schools within agreed time- limits.

September 2019

**1. Escalation process after offer has been made via the in-year admissions process or school allocated via FAP**

- a) In accordance with the scheme to co-ordinate in-year admissions, schools are expected to set up a meeting to enrol the pupil within 5 school days of the notification from the admission team and to admit the pupil within a further 5 school days.
- b) Similarly, schools are expected to respond to decisions of the Fair Access Protocol (FAP) panel within 5 school days of the notification and to admit the pupil within 10 school days.
- c) If schools fail to admit within the above deadlines without a good reason (for example sudden police involvement, social care concern, potential conflict presenting a safeguarding concern etc.), which has been agreed in advance with the admission team, the relevant in-year admission officer/clerk to FAP will make contact with the school, within 3 school days, to ascertain the reason for the delay.
- d) If following the above contact, arrangements are not made to admit the pupil, the Head of Admissions and Pupil Benefits will contact the school, within 3 school days to ascertain the reasons for the delay.
- e) If following the above contact, the Head of Admissions is not satisfied with the reasons for the delay, the case will be referred as follows:
  - FAP cases - to the Independent Chair who will raise the matter directly with the Chair of the School Governing Body or Academy Trust, as appropriate.
  - In-Year admissions – to the Director of Education who will raise the matter directly with the Chair of the School Governing Body or Academy Trust, as appropriate.
- f) If following the above interventions, the pupil is still out of school, Hackney Learning Trust will use its powers, where necessary, to direct admission in the case of voluntary aided schools or seek a direction from the Secretary of State in the case of academies and free schools as set out in Section 7 of the Fair Access Protocol.

**2. Own admission authority schools that fail to notify HLT of their vacancies and/or fail to rank pupils in accordance with their published admission arrangements despite having vacancies**

In accordance with the LA's scheme to co-ordinate in-year admissions available at <https://www.learningtrust.co.uk/content/admissions-arrangements>, schools are required to inform the LA of their vacancies. This is requested by email on a 2 to 3 week basis. Schools are legally required to provide the information. Schools that fails to provide the above information or fail to provide the information on time will be referred to an Assistant Director of Education in the first instance. If the information is still not provided the matter will be referred to the Head of Hackney Learning Trust.

If this information is not provided or a school has notified the LA of their vacancies but fails to rank a pupil in accordance with their published oversubscription criteria, the following procedure will apply:

- a) Pupils without school places whose parents have expressed preference for one of the above schools, will be referred to FAP and the school will normally be named at FAP with no weighting given in accordance with Section 5.4 of the Fair Access Protocol.
- b) Pupils with school places whose parents express have expressed a preference for one of the above schools, will be informed of their right to appeal to an independent appeal panel

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against the decision not to offer a place. Exceptionally, the pupil may be referred to FAP and the school named as detailed above or Hackney Learning Trust uses its powers of direction as set out in Section 7 of the Fair Access Protocol.

- c) In the case of pupils referred to FAP, the procedures set out in 1 c) to f) above will apply if the pupil is not on roll within ten school days.