

**FAIR ACCESS PROTOCOL – PRIMARY PUPILS  
POTENTIAL RECEIVING SCHOOL INFORMATION SHEET for FAP Panel to consider**

Please fully complete this form and answer *all* questions below.

|                      |  |
|----------------------|--|
| <b>Student Name:</b> |  |
| <b>School:</b>       |  |

Please complete the table below with your current figures:

| PAN: |         |             |     |              |                    |                 |                            |                      |
|------|---------|-------------|-----|--------------|--------------------|-----------------|----------------------------|----------------------|
| NCY  | ON ROLL | SEN SUPPORT | CIC | MANAGED MOVE | MANAGED TRANSITION | EHCP/ STATEMENT | FAILED MANAGED TRANSITIONS | PERMANENT EXCLUSIONS |
| REC  |         |             |     |              |                    |                 |                            |                      |
| 1    |         |             |     |              |                    |                 |                            |                      |
| 2    |         |             |     |              |                    |                 |                            |                      |
| 3    |         |             |     |              |                    |                 |                            |                      |
| 4    |         |             |     |              |                    |                 |                            |                      |
| 5    |         |             |     |              |                    |                 |                            |                      |
| 6    |         |             |     |              |                    |                 |                            |                      |

Internal Profile of Year Group to receive the pupil:

| No. of students on intervention graduated pathway level 1 | No. of students on intervention graduated pathway level 2 | No. of students on intervention graduated pathway level 3 | No. of students on PSP | FTE in Year Group to date |
|---|---|---|------------------------|---------------------------|
|   |   |   |                        |                           |

Any other particular challenges the school is facing in addition to the pupil profile outlined above:

|  |
|--|
|  |
|--|

School barriers to the admission of this vulnerable pupil:

*These must be unique to the school and considered as valid reasons by the panel*

|  |                          |
|--|--------------------------|
| Ofsted category – Requires improvement | Please tick if relevant; |
| Ofsted category – Inadequate           | Please tick if relevant; |

| All schools offer a variety of support, some of which may appear in the list below. Please tick those you are not able to offer at your school, and then note in the 'other' box any extra support you can offer at your school that is not mentioned here. | Please tick |
|---|-------------|
| SEND Access Assessment  |             |
| Catch-up literacy support   |             |
| Catch-up numeracy support   |             |
| Mentoring support   |             |
| Access to counselling service   |             |
| Extra-curricular provision  |             |

|  |  |
|--|--|
| Inclusion support provision  |  |
| Pupil buddy  |  |
| Experienced tutor  |  |
| Key worker with overall responsibility for pupil and for monitoring their progress |  |
| Effective and inclusive Behaviour Management Policy                                |  |
| Nurture provision  |  |
| Family Support Worker  |  |
| Peer support/structure   |  |
| Safe spaces / places   |  |
| SEMH interventions and support   |  |
| Access to a school nurse   |  |
| Access to a community social worker  |  |
| Other: Please indicate:  |  |

|   |  |
|---|--|
| <b>Support required from APS/LA for transition:</b>                             |  |
| Transport arrangements  |  |
| Personalised timetable – in school and APS during transition                    |  |
| Access to behaviour mentoring   |  |
| On-site one to one APS link teacher input for periods of time during transition |  |
| Other: Please indicate:   |  |

|   |
|---|
| <b>Are there any other comments that you feel would be helpful for the panel to consider?</b> |
| <br><br><br>  |

|                      |              |
|----------------------|--------------|
| <b>Completed by:</b> | <b>Date:</b> |
|----------------------|--------------|

**GUIDANCE NOTES:**

- *If relevant, please explain why any year groups exceed the schools admission number*
- This new FAP Transition will replace the current Managed Transitions and should only include formal arrangements between APS, LA, and the receiving school. FAP points will be allocated following the successful transition.
- It is understood that all children with a EHC Plan or Children in Care (CIC/LAC) will have been allocated a place through the usual admissions process for those children, despite having significant challenges which may have fallen within the FAP categories (i.e. permanent exclusion). If the child is under EHCP assessment, they may still come to the FAP Panel who will decide the next steps on a case by case basis.
- Whilst the panel must have due regard to the information supplied by schools, there is no guarantee that this will mean that your school is not allocated a FAP child at panel; it is therefore important that you advise what you can offer the pupil and what other support you may need for their transition.

Any additional information written on a cover sheet or other pages cannot be accepted, to ensure that each school can be fairly considered against consistent information.

**Please note that all information provided on this form will be viewed and considered by the fair access panel members for the child in question. The pro-forma will also be kept on the child's file within the Local Authority according to information requirements.**

**Data Protection; In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 we must inform you how we use this information. Gloucestershire County Council uses this information for the purposes of Fair Access Panel, in line with our responsibilities under the School Standards and Framework Act 1998. For further information on how we use this information, please view our Privacy Notice which can be found online at [www.gloucestershire.gov.uk/privacynotice](http://www.gloucestershire.gov.uk/privacynotice)**