

**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, **sign and date**.

<b>Student Name:</b>	
<b>Year Group:</b>	
<b>School:</b>	

Please complete the table below with your current to date figures:							
NCY	PAN	ON ROLL	SEN SUPPORT	EHCPS	MANAGED MOVES	PERMANENT EXCLUSIONS	CIC
REC							
1							
2							
3							
4							
5							
6							

<b>Please list below the class structure if pupils are not taught in single classes:</b>

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

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

<b>School barriers to the admission of this vulnerable pupil:</b> <i>These must be unique to the school and considered as valid reasons by the panel.</i>

<b>Pre September 2024 Ofsted Inspection Outcome – Requires Improvement or Inadequate Single Judgement</b>	<b>Please tick if relevant:</b>
<b>After November 2025 Ofsted Inspection Outcome – please list any evaluation areas graded Urgent Improvement/Not Met (Eight Evaluation Areas)</b>  <b>Subject to targeted RISE intervention support</b>	<b>Please tick if relevant:</b>

All schools offer a variety of support, some of which may appear in the list below. Please tick those you <b><u>CAN OFFER</u></b> at your school and then note in the 'other' box below any extra support you can offer at your school that is not mentioned below.
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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 Altus School/LA for transition:</b>	
Transport arrangements	
Personalised timetable – in school and Altus during transition	
Access to behaviour mentoring	
On-site 1:1 Altus 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>

<b>Completed by:</b>	<b>Date:</b>
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**GUIDANCE NOTES:**

- If relevant, please explain why any year groups exceed the school's admission number.
- It is understood that all children with an EHC Plan and 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 be discussed at 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 the cover sheet or additional pages cannot be accepted. This is 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 proforma 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 Requirements (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 the Fair Access Panel and 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 [Introduction | Gloucestershire County Council](#)