

## Introduction

This document forms part of the Framework for Surrey's Fair Access Protocol and should be read in conjunction with that document.

## Expectations

1. All schools will participate in the panel process.
2. The representative from the school will have delegated responsibility.
3. If a school has no representation at a panel, that school could still be allocated a fair access child.
4. **Schools that have already admitted a fair access child in the current academic year could still be allocated further fair access children.**
5. For own admission authority schools, the delegated representative will not need to seek prior or subsequent authorisation from their governing body to admit a fair access child. This is because when a child is placed in accordance with the Fair Access Protocol, the admission authority for that school must admit the child.
6. All children will be placed at the panel.
7. Paperwork will be circulated at least five school days before a panel.
8. Paperwork will be as comprehensive as possible and will include information made known to the Admissions team or the **Area Inclusion Manager** / Pupil Referral Unit as appropriate.
9. Attendees will have read the paperwork in advance of the panel.
10. Panel paperwork will include a named person and contact details for the previous school if available.
11. **Service representatives will be invited to attend Panel meetings where it is felt that they might contribute to the discussion or be needed to support integration to a school.**
12. Placement decisions will be made in the best interests of the child.
13. Generally a child is expected to be placed within the area where they were previously at school, even if their preference is for schools in another panel area. This is to increase a school's accountability for a child leaving that school.
14. Where a placement in another panel area is thought to be in the child's best interests, the **Area Inclusion Manager** or the Chair of the panel for the area where the child was previously at school, or the Chair of the panel for the area where the child lives if they have moved into the area, will facilitate cross-quadrant or cross-borough discussion to agree which panel will place the child.
15. **Notes of meetings will be made, which will set out the factors that informed the decision.**

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