

North Yorkshire Local Authority Internal Procedure Document

Protocol for managing applications to school places for children looked by the local authority September 2015

1. The Social Worker is made aware of a North Yorkshire looked after child (LAC) who requires a place in a North Yorkshire school. The Social Worker for the child should contact the North Yorkshire Admissions & Appeals Officer (AAO) and the Education Looked After Children (ELAC) Virtual School Team for information about the process for a non-North Yorkshire LAC being admitted into a North Yorkshire school. If the LAC has a statement of special educational needs (SEN) the application should be discussed with the SEN team at County Hall and the ELAC Virtual School team. Local authority admission teams, outside of NYCC, may seek approval from the Virtual School Head teacher in North Yorkshire for NYCC LAC school placements in their authority, before processing an admission request. This is to ensure the Virtual School Head teacher is satisfied the school will meet the LAC needs.
2. The Social Worker should contact the ELAC Virtual School Team who will liaise with the school to discuss a school preference. The ELAC Virtual School Team will liaise with the Social Worker, the receiving school and the previous school to provide information that will help with the school admission.
3. The ELAC Virtual School Team will discuss the child's school place with the Social Worker, Foster Carer and parent if the child is looked after under section 20 (voluntary care). The Social Worker, foster carer or parent are informed that they need to complete a mid-year application for a school place, and they will be advised by the ELAC Virtual School Team or the AAO's to complete on-line or on a paper copy of the preference form available from the admissions team, (Tel: 01609 533679) who will process the form and forward it to the school .
4. In line with the School Admissions Code 2012 a looked after child or a previously looked after child **must** be admitted to a school. If there are significant issues:

- the ELAC Virtual School Team should discuss with the Social Worker and the preferred school whether the child requires a referral to the local behaviour and attendance (B&A) collaborative.
 - ELAC Virtual School to secure as soon as possible educational records for a LAC in the care of NYCC.
 - AAO's must be informed of any LAC application where there is going to be a B&A collaborative referral.
 - The preferred school may refer the LAC to the collaborative to discuss.
 - It would be helpful for the local collaborative to be aware and for schools not to be overburdened with a disproportionate number of LAC with challenging behaviour. This information is recorded with no pupil's name attributed on the business minutes for colleagues' information. The Collaborative should acknowledge challenging LAC that are admitted to schools if there is a challenging placement.
 - This referral should not delay the child's admission to school. ELAC contacts the appropriate AAO to inform them that the LAC will be discussed at the collaborative.
 - The AAO should ensure a copy of the preference form is passed to the Chair and Clerk to the collaborative.
 - If the LAC is referred to the collaborative the AAO ensures that the preferred school admits the child as soon as possible.
5. If no referral is required to the collaborative the child must be admitted as soon as possible to the preferred school.
6. It is essential for the ELAC Virtual School Team to make AAO's aware of any significant issues, for example if there are any applications for the same year group at the same school.

**At any stage in the process advice can be sought from Alan Clifton, head teacher, ELAC Virtual School. alan.clifton@northyorks.gov.uk
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