**FAIR ACCESS PANEL (FAP)**

**The Fair Access Panel**

If your child is experiencing difficulties in school or is not receiving education, their case will be referred to the Royal Borough of Greenwich’s Fair Access panel. The panel will consider your child’s individual needs before allocating the appropriate education placement. It can also provide a route to getting your child support, if required.

**When does the panel meet?**

The panel meets on a fortnightly basis during term time.

**Who attends the panel?**

Panel membership is designed to provide expert opinion and advice so that an informed decision can be made.

Headteachers and senior leaders from Royal Greenwich schools and alternative education providers attend on a rota basis.

At each meeting a senior officer or their designated representative from each of the following services also attend - Admissions, Behaviour and Attendance, Educational Psychology, Safeguarding and Social Care, Families First, School Nursing, Virtual School for Looked after Children, and Child and Adolescent Mental Health (CAMHS). The secondary panel also has a representative from the Youth Offending Service.

**Can I attend the panel?**

No. The panel is for professionals only. However, if you wish for your views to be taken into consideration, you can send them in writing to school-admissions@royalgreenwich.gov.uk

**How are decisions made?**

The panel considers all information available so that the appropriate education provision can be offered to your child. The following factors are taken into account – your child’s needs and family circumstances, information provided by your child’s previous or current school, school vacancies and how many children have already been admitted to each school, where he school is based and the journey from home, recommendations made by professionals and those agencies currently working with your child, religious affiliation, and the views of both you and your child.

**What happens once a decision is made?**

If your child has been offered a place at a school, the school will contact you to make the necessary admission arrangements. If it has been agreed that a package of support should be offered to the school to help your child settle in their new school, you will be asked to attend a meeting so that the support can be identified, and targets set. This will be followed by an interim review meeting after three weeks and a final review meeting six weeks after your child has started.

If your child has been offered a place at an alternative educational setting, you will be contacted by a Local Authority Officer who will advise of the education setting the panel is offering and the next steps to getting your child started in the new provision.

If the panel decided that a move to another school would not be in your child’s best interests, the current education provider will work with you to take this forward, offering additional support for your child where appropriate.

Sometimes referrals need to be made to outside agencies and other services so that your child can receive the necessary support.

For further information, please contact:

*Behaviour Support Service*

020 8921 5517