



Integrated Service for Looked After Children

Admission and transfer to Worcestershire Schools for looked after pupils

Special arrangements for school placements have to be made for Looked After Pupils, due to the fact that often they are not in stable long-term foster placements.

This information is specifically for Social Workers, Carers, ISL Teams and any other colleagues who are working with a Looked After Pupil.

Why are Looked After Pupils different from other pupils?

If the Looked After Pupil is in a long-term stable care placement, then they are no different, in terms of school transfer or admissions, from any other pupil.

The government has recognised, however, that Looked After Pupils can be in a special position when applying for school places because they have had a move of care placement, often with little warning.

These moves can happen both at the normal admission stage (into Primary and from Primary to Secondary) and also occasionally at other times during the academic year.

What does this difference mean?

In law, Looked After Pupils now have special status. The **Schools Admissions Code** which came into force in February 2009, and the Worcestershire annual booklet **Information for Parents: Admissions and Transfers to Schools**, clearly state how this special status is applied.

What if the Looked After Pupil has a Statement of Special Educational Needs?

Looked After Pupils who have a Statement have an automatic right of admission into the school named in the Statement. Transfer occurs either at the normal transfer age, or at some time during the academic year (see the Process on page 3).

What is the process for 'in year transfers'?

In Worcestershire there is a Schools Admissions Manager (SAM) who will act on behalf of the Social Worker, and is available for advice.

- The adult with Parental Responsibility, normally the Social Worker, can request a school transfer.
- To do this, the Social Worker phones the SAM for Looked After Children, and the SAM will collate as much information as possible. The SAM will then research appropriate schools and placements. This should be done as soon as possible when it is known a child is moving.
- The Social Worker and foster carer are advised not to contact schools directly at this stage.
- The SAM will inform the Social Worker of the availability of a school place and post or email the Social Worker an Admissions Form to complete.
- The Social Worker returns the completed Admissions Form and Personal Education Plan (PEP) to the SAM.
- The SAM gives the information to the receiving school, who will then sign the form.
- The SAM confirms the place with the Social Worker. Individual negotiation with the school regarding the starting date is undertaken by the Social Worker and Foster Carer.

Why do we need this Process?

There can be some issues if schools are expected to go over numbers to take a Looked After Pupil. The Schools Admissions Manager for Looked After Children is the best person to deal with this, either when the pupil needs to start school during the academic year or if their name hasn't been put down for admission to a local school in September.

Phase/transfer application: The importance of applying

When the forms to choose a named school are sent to pupils' homes in September/October, it is important for the carer to name the most appropriate or nearest school for the pupil to attend and return the form to school – even if the carer is aware that the Looked After Pupil will be moving on well before the time for admission to their next school.

This will ensure that the Looked After Pupil's name is "in the system", regardless of what might happen before the following September.

Other Counties

Counties other than Worcestershire may have a slightly different process but it is advisable that Social workers contact the Admissions Officer for that county for further guidance.

Any other questions?

You can get further information by contacting the Schools Admissions Manager for LAC - Clive Evans:

By telephone:

01905 766524

By post:

Clive Evans, Schools Admissions Manager, School Admissions Team, County Hall, Spetchley Road, Worcester, WR5 2NP

By email:

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