



## **Request For A School Place for a Cared for Child, Looked After Child (LAC) including those placed out of authority.**

### **MEMORANDUM OF UNDERSTANDING**

**The following notes are intended to support the process for enabling a Cared for Child to have an educational placement as soon as possible and within 20 days for an emergency placement.**

`A child who is looked after by a local authority (referred to as a Cared for Child in Rochdale Borough Council) as defined in section 22 of the Children Act 1989 means a child who is subject to a care order (or an interim care order) or who is accommodated by the local authority.`

It also applies to those who have been placed for adoption until the court makes the adoption order giving parental responsibility to the adoptive parents.

<b>1</b>	<b>General information</b>
1.1	<p>Cared for Children (C4C) have been given the highest priority within school admission arrangements. (The School Admissions (Admissions Arrangements and Co-ordination of Admission arrangements) (England) Regulations 2012, Chapter 2, para 7). The admission requirements for C4C are set out in the School Admissions Code. This Code applies to maintained schools and academies, including free school. A 'maintained school' means community school, foundation school, voluntary aided school, voluntary controlled school, community special school, foundation special school or maintained nursery school.</p> <p>Admission authorities must understand that Fair Access Protocols do not apply to C4C. Outside the normal admission round a maintained school must admit a C4C if requested to do so. Where the admission of a child into an infant class would breach infant-class size legislation, a C4C can be admitted as an excepted pupil.</p> <p>The Local Authority Admissions Team will only be able to consider a request for a school place using the official application form. Supporting evidence should be attached wherever possible at the time of application.</p>
1.2	<p><b>Choosing A School Place.</b></p> <p>In arranging a school placement the child's social worker (working with the VSH, carers and, (where appropriate) birth parents, should seek a school or other education setting that is best suited to the child's needs as per Statutory Guidance for Promoting the Education of Looked After Children <i>paras 21 and 22</i></p> <p>The following principles should apply:</p> <ul style="list-style-type: none"><li>• educational provision should mean a full-time place</li><li>• schools judged by Ofsted to be 'good' or 'outstanding' should be prioritised for looked after</li></ul>

	<p>children in need of a new school. Unless there are exceptional evidence-based reasons, looked after children should never be placed in a school judged by Ofsted to be 'inadequate'. The Ofsted website is <a href="https://www.gov.uk/government/organisations/ofsted">https://www.gov.uk/government/organisations/ofsted</a></p> <ul style="list-style-type: none"> <li>• <b>the choice of the education setting should be based on what any good parent would want for their child. It should be based on evidence that the setting can meet the educational needs of the child and help them make the maximum progress</b></li> <li>• <b>the child's wishes and feelings should be taken into account and the suitability of the education setting tested by arranging an informal visit with the child.</b></li> </ul>
1.3	<p><b>Difficulty in securing a school place</b></p> <p>Whilst statutory guidance states that C4C should be prioritised and admitted to a school, sometimes a school might not be cooperative. The LA has powers to <b>direct</b> (i.e. make) a school admit a C4C, under the Admissions Code <i>paras 3.19 to 3.21</i>. For Academies and Free schools the LA must apply for a direction from the secretary of State <i>para 3.22</i>.</p>
1.4	<p>If you have any questions prior to the completion of this form or at any other time, please contact a member of the admissions team for an informal discussion or advice:</p> <p>Tel:           01706 925982           (Janet Entwistle, School Admissions Manager)</p> <p>                  01706 925209           (Christopher Tyler, Virtual Head teacher, C4C)</p> <p>e-mail:    <a href="mailto:online.admissions@rochdale.gov.uk">online.admissions@rochdale.gov.uk</a></p>
1.5	<p>Please ensure this section is completed and signed by the allocated social worker.</p> <p>Q: Do you consider mainstream school to be appropriate for the child? Yes <input type="checkbox"/>       No <input type="checkbox"/></p> <p>- If you have answered <b>Yes</b> to this question, you must ensure that you have:</p> <ul style="list-style-type: none"> <li>➤ Checked the most recent Ofsted report (<i>Please see section 1.2 for the web address</i>)</li> <li>➤ <i>Ensure that suitability has been tested by arranging a visit with the child</i></li> <li>➤ <i>Ensure completion of parts 1 &amp; 2 (if applicable) of the In-year transfer application</i></li> <li>➤ <i>Attach a copy of the most recent PEP</i></li> </ul> <p><i>Failure to ensure that these steps have been completed will result in the application being returned to the applicant and may delay the application.</i></p>
1.6	<p>If you do not feel that a mainstream school is appropriate, please explain why mainstream provision cannot meet the needs of the child, you must also ensure the most recent PEP is attached:</p>

	<p>(please continue on a separate sheet if necessary)</p>
1.7	Where a C4C has an EHC Plan or is undergoing a Statutory Assessment the SEN Team, not the Schools Admissions Team must be contacted to discuss a school placement.
1.8	<p><b>Declaration:</b>  <i>I have read and understood the memorandum of understanding and Rochdale's procedure for the admission of a cared for child and have attached the relevant documentation.</i></p> <p>Name of Social Worker: .....</p> <p>Email Address: .....</p> <p>Telephone Number: .....</p> <p>Signed: ..... Date: .....</p>
1.9	<p>When completed, please return the memorandum of understanding, your completed In-year transfer forms and the most recent copy of the PEP along with any other supporting evidence, sent securely by post to:</p> <p style="text-align: center;"> <b>School Admissions Team</b>  <b>Floor 4</b>  <b>1 Riverside</b>  <b>Smith St</b>  <b>Rochdale OL16 1XU</b> </p>

Useful Information available at:

<https://www.gov.uk/government/publications/school-admissions-code>

Statutory Guidance: 'Promoting the Education of Looked After Children'  
 Looked After Children with Special Educational Needs (SEN)