**Appendix A – Fair access request – Exceptional School Circumstances Submission**

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| All schools are required to participate in admissions through the Local Authority Fair Access Protocol. Under exceptional circumstances, a school may wish a Fair Access panel to consider exemption from taking a Fair Access student in one or more year groups. Being full in the year group cannot be a reason for exemption. Schools wishing to be considered for exemption should complete the additional information below for the panel to consider. **Information is required across each year group for which exemption is required.** |
|  | Yr | Yr | Yr |
| Number of pupils on roll in each year group |  |  |  |
| Number currently over PAN in each year group (please enter zero if not over PAN) |  |  |  |
| Number of pupils admitted into each year group through Fair Access in the last 12 months |  |  |  |
| Number of fixed term exclusions in each year group in the last 12 months |  |  |  |
| Number of permanent exclusions in each year group in the last 12 months |  |  |  |
| Number of pupils with behaviour support plans on roll in each year group |  |  |  |
| Number of pupils with an EHCP on roll in each year group |  |  |  |
| Number of Child Looked After status pupils on roll in each year group |  |  |  |
| Number of pupils with additional needs who attract additional funding on roll in each year group |  |  |  |
| Number of pupils open to Children’s Services/Early Help in each year group |  |  |  |
| Ofsted rating/AAG rating and last inspection date |  |  |  |
| Any other exceptional circumstances (Please note, general level of behaviour of the receiving cohort is not classified as an exceptional circumstance). Please continue over the page if necessary. |

**Thank you for your responses. These factors will be considered by the relevant Fair Access Panel as part of the placement process.**

**Date completed \_\_\_\_\_\_\_\_\_\_\_\_By whom (please print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date received |  | Date of panel |  | Outcome: Agreed or disagreed |  |