# Hackney Fair Access Protocol – Data and Monitoring Process

*Simple operational appendix for Admissions, FAP and system oversight.*

## 1. Purpose

The monitoring process provides a single line of sight from referral to placement and review. Its purpose is to ensure that no child is lost in the process, decisions are implemented promptly, supported placements are reviewed, and emerging system pressures can be identified.

## 2. Single FAP tracker

The Admissions team should maintain **one secure live tracker.** Each case should have a unique record and a named case owner.

| Stage | Minimum information | Owner |
|---|---|---|
| Referral / gateway | Pupil ID; phase/year; current status; home school/last school; reason for referral; vulnerability/SEND indicators; date received; route to FAP; Inclusion Panel outcome where required. | Admissions |
| Pre-meet | Evidence complete; challenging-behaviour refusal status where relevant; Chair/Co-chair review; decision to list/defer/redirect; missing actions. | Admissions + Chair/LA Co-chair |
| FAP decision | Meeting date; decision; allocated school; rationale; support package; named lead; notification date; target admission/start date; review date. | FAP administrator/officer |
| Implementation | School contact; admission meeting; start date; attendance from start; support activated; barriers/delays. | Admissions / named case owner.<br><br>Eg – Admissions, Section 19 team, Alternative provision NRC |
| Review / closure | Six-week review where applicable; attendance; placement stability; support impact; extension if agreed; closure or escalation. | Case owner + relevant service |

## 3. Core measures

- Number of cases received, heard, allocated, deferred, and closed.
- Time from referral/gateway decision to FAP consideration.
- **Time from FAP decision to admission/start.**
- Number and proportion of placements started within the agreed timescale.
- Supported placements and six-week review outcomes.
- Cases awaiting action and the reason for delay.
- Appeals/reviews and repeat allocations.
- Distribution of placements across schools, with contextual information.
- Cases escalated and the time taken to resolve them.

## 4. RAG exception monitoring

*Use simple exception reporting: GREEN – action completed within agreed timescale; AMBER – action at risk or awaiting one dependency; RED – child remains without the agreed placement/education, a decision has not been implemented, or an unresolved dispute is delaying progress.*

## 5. Reporting cycle – Admissions team

1. Before each FAP: Admissions checks all open cases and produces an exception list for the pre-meet.
2. At each FAP: outstanding actions from the previous panel are reviewed first.
3. **Monthly: a short dashboard is shared with the Chair/LA Co-chair showing volumes, timeliness, placement stability, distribution, and escalations.**
4. Termly: themes are reviewed with relevant LA and school leaders to identify capacity, SEND, inclusion or support issues requiring system action.

## 6. Quality assurance

The tracker should distinguish factual case information from professional judgement, record changes with dates, avoid unnecessary sensitive detail, and be access-controlled. Duplicate local lists should be avoided wherever possible.