

# Request for a School Place for a Cared for Child (C4C) including those placed out of authority



## Memorandum of Understanding

The following notes are intended to support the process for enabling a Cared for Child (C4C) 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.

### General Information

Cared for Children (C4C) have been given the highest priority within school admission arrangements. (Chapter 2, Paragraph 7 of the School Admissions (Admissions Arrangements and Co-ordination of Admission arrangements) (England) Regulations 2012). The admission requirements for C4C are set out in the School Admissions Code 2014. This Code applies to maintained schools and academies, including free schools. A 'maintained school' means community school, foundation school, voluntary aided school, voluntary controlled school, community special school, foundation special school or maintained nursery school.

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.

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.

### Choosing a school place

In arranging a school placement, the child's social worker (working with the Virtual School Headteacher, 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 Paragraphs 21 and 22 of the Statutory Guidance for Promoting the Education of Looked After Children.

The following principles apply:-

- Educational provision should mean a full-time place;  
Schools judged by Ofsted to be 'good' or 'outstanding' should be prioritised for C4C in need of a new school. Unless there are exceptional evidence-based reasons, C4C should never be placed in a school judged by Ofsted to be 'inadequate'. The Ofsted website is
- <https://www.gov.uk/government/organisations/ofsted>;  
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;
- \*\*\*The child's wishes and feeling should be taken into account and the suitability of the education setting tested by arranging an informal visit with the child.

## Difficulty in securing a school place

Whilst statutory guidance states that C4C should be prioritised and admitted to a school, sometimes a school might not be cooperative.

The Local Authority has powers to **direct** (i.e. make) a school to admit a C4C, under Paragraphs 3.19 to 3.21 of the School Admissions Code 2014.

For Academies and Free schools the LA must apply for a direction from the secretary of State (Paragraph 3.22 of the School Admission Code 2014).

## Questions or queries

If you have any questions prior to the completion of this form or at any other time, please contact:

Janet Entwistle  
School Admissions Manager  
Tel: (01706) 925314  
Email: [janet.entwistle@rochdale.gov.uk](mailto:janet.entwistle@rochdale.gov.uk)

Christopher Tyler  
Virtual Headteacher, C4C  
Tel: (01706) 925209  
Email: [christopher.tuler@rochdale.gov.uk](mailto:christopher.tuler@rochdale.gov.uk)

<b>Pupil details</b>				
Surname		Forename(s)		
Date of Birth		Male/Female	Year Group	
Do you consider mainstream school to be appropriate for the child?				Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered <b>Yes</b> to this question, please state:				
Have you checked the most recent Ofsted report for the preferred school?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ensured suitability has been tested by arranging a visit - preferably with the child? (if NO please explain why as this will delay the application)***				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you completed an In-Year Transfer application form?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you enclosed a copy of the most recent PEP?				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Failure to ensure that these steps have been completed will result in the application being returned to the applicant and may delay the application.</b>				

If you **do not** feel that a mainstream is appropriate, please explain why mainstream provision cannot meet the needs of the child. You must also ensure that a copy of the most recent PEP is attached.

Continue on a separate sheet if necessary

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## Children with an Education, Health and Care Plan/Statement of Special Educational Needs

Where a C4C has an EHC Plan or is undergoing a statutory assessment, the SEN Team not the School Admissions Team must be contacted to discuss the school placement.

### Declaration

I have read and understood this Memorandum of Understanding and Rochdale's School Admissions Protocol for Cared for Children and I have attached the relevant documentation for the child named on this form and applied the principles above.

Name of Social Worker			
Telephone Number			
Email Address			
Signed		Date	

### Submission

When completed, please return this Memorandum of Understanding, the completed In-Year Transfer Form and the most recent copy of the PEP along with any other supporting evidence to:

**School Admissions Team**  
Number One Riverside  
Smith Street  
Rochdale  
OL16 IXU

Useful resources: [School Admissions Code 2014](#)  
[Statutory Guidance: "Promoting the Education of Looked After Children"](#)