

## Appendix 1

### Data Sharing Protocol to Support Fair Access Panel Meetings

#### Key principles

1. The Schools Admissions Code 2014 requires all admission authorities of state funded mainstream schools to participate in the Fair Access Protocol to ensure that unplaced children are allocated a school place quickly. The purpose of the Fair Access Protocol is to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. The panel meeting brings together key partners, stakeholders and providers to achieve this.
2. The IYFAP panel will report to a more strategic group (Learner Engagement Board tbc) as the mechanism for addressing themes or issues that cause barriers to education provision.
3. The IYFAP panel may include representatives from the following:
  - Any Oxfordshire County Council agency
  - Thames Valley Police
  - Oxfordshire Secondary Schools
  - Alternative Providers
  - And any parties that are invited to engage in the In Year Fair Access Protocol
4. This data sharing protocol seeks commitment to a framework to ensure secure and appropriate sharing of information and data by agencies operating within the IYFAP panels.
5. The analysis and evaluation of educational data is central to the IYFAP panel process, and the responsible sharing of data and information provides the basis for involvement to ensure young people do not miss out on education.
6. The data to be provided by Oxfordshire County Council may include and relate to (but not necessarily be limited to):
  - a. Attainment
  - b. Attendance
  - c. Exclusions
  - d. SEN
  - e. Health
  - f. Behaviour/conduct

7. Data will be provided in various formats as agencies may use different recording databases, but will only be shared with those members of the IYFAP panel who need the data to perform their professional duties.
8. All members of the IYFAP panel agree to share activities carried out by members of the IYFAP panel to ensure all young people have access to a quality education provision; and to monitor the impact of the panel.
9. All recipients of data shared under this protocol are required to use it in a professional manner, to promote:
  - a. Full-time education for all children
  - b. Mutual support
  - c. The improvement of outcomes for children and young adults
10. This protocol expressly excludes the use of shared data to:
  - a. Discriminate against a child or establishment
  - b. Provide the data to any third party
11. All data recipients are required to ensure the data they use, download, store or print is appropriately protected and in line with policy. This includes, where necessary, the encryption of data, its secure storage and disposal.
12. Breach of these protocols by any signatory will be investigated and future access may be denied.

**Agreement:** We the undersigned do hereby agree to implement the terms and conditions of this Protocol.

Organisation	Name	Signature