

# Admissions In Year Process Chart

Parent enquires regarding school place

Does the child have an EHCP or is in care?

Has EHCP

No

In Care

Advise parent to contact their local SEN office

Advise parent to complete the In Year Casual Admissions application via our website

Ask the parent or social worker to contact the Senior Access to Education Officer for the area

Is a place available and the child is eligible?

Yes

No

Admission Coordinator to send offer via Applica and invite family to attend induction

Admission Coordinator to decline application and inform parent of their right to appeal and that their child can be added to the waiting list.

Parent accepts offer and attends induction

No response from parent

Refer to FAP (Fair Access Panel) and add child to waiting list if requested

Start date given

After 15 days offer is withdrawn

Child becomes on roll from first date of attendance

