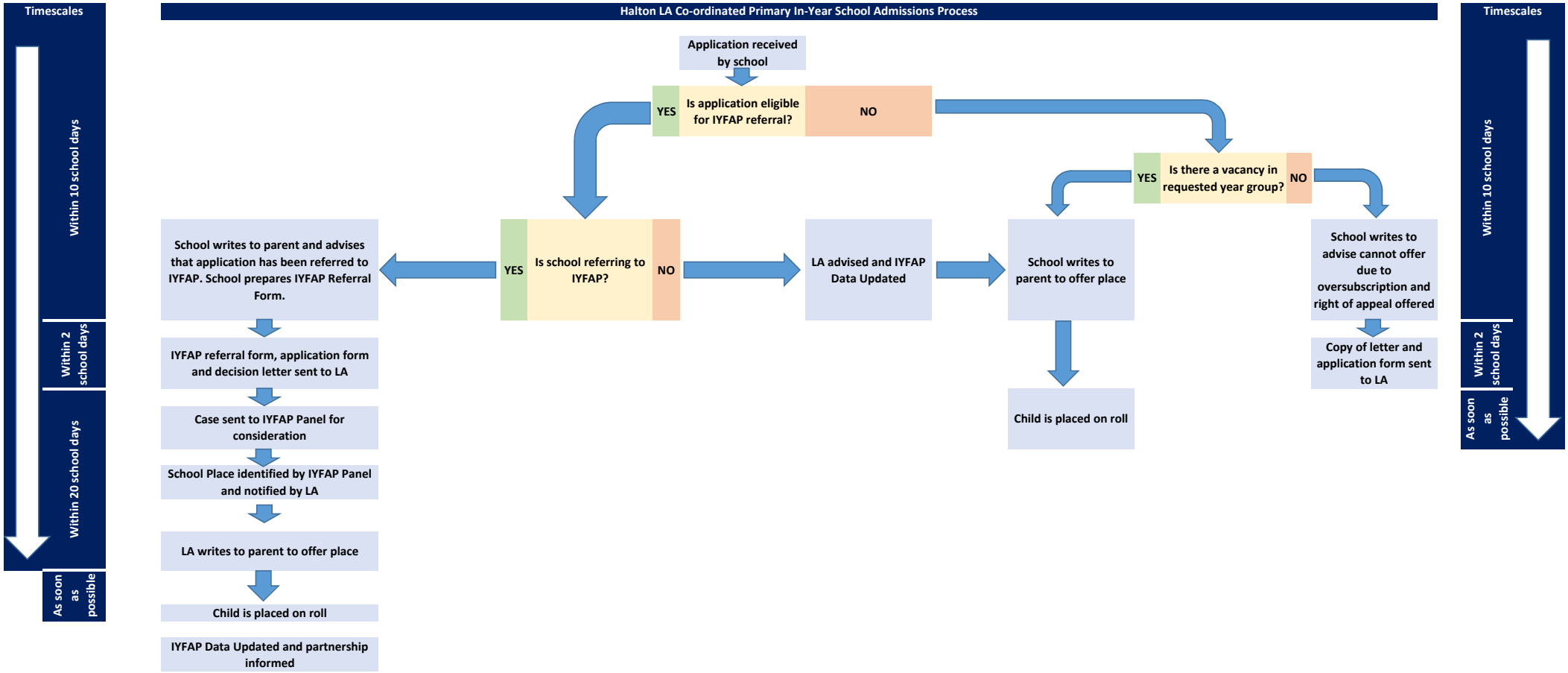
Halton LA Co-ordinated Primary In-Year School Admissions Process
Timescales
Within 10 school days
Within 2 school days
Within 20 school days
As soon as possible
Application received by school
Is application eligible for IYFAP referral?
YES
NO
Is school referring to IYFAP?
YES
NO
School writes to parent and advises that application has been referred to IYFAP. School prepares IYFAP Referral Form.
IYFAP referral form, application form and decision letter sent to LA
Case sent to IYFAP Panel for consideration
School Place identified by IYFAP Panel and notified by LA
LA writes to parent to offer place
Child is placed on roll
IYFAP Data Updated and partnership informed
LA advised and IYFAP Data Updated
Is there a vacancy in requested year group?
YES
NO
School writes to parent to offer place
Child is placed on roll
School writes to advise cannot offer due to oversubscription and right of appeal offered
Copy of letter and application form sent to LA
Timescales
Within 10 school days
Within 2 school days
As soon as possible