

In Year Process Chart

Parent enquiry regarding school place

Does the child have an EHCP or is in care (CIC)?

Has EHCP

No

In Care

Advise the parent to contact their local SEN office

Request parent fills out an In Year Application Form (IYAF) and submits ALT central office via altadmissions@activelearningtrust.org

Ask the parent or social worker to contact the Senior Education Officer (SAEO) for the area

Is a place available and the child is eligible?

Yes

No

Place can be offered. ALT to compose and send offer letter. Note date offered on IYAF

ALT to write refusal letter informing parent of right to appeal and that child can be added to waiting list.

Is place accepted?

Does parent want to go on waiting list?

Yes

No

No response

Yes

No

Arrange start date

After 10 days, send 'chaser' letter

Add child's information to the waiting list

Still no response

Parent responded

Add date to complete ' IYAF

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After further 5 school days, without a response the offer can be removed

Answer relevant questions in the 'Place Not Offered' section of IYCAF

Put today's date in the Withdrawn Date field of the IYCAF

FINISH – Inform LA via email

Safeguarding - If the child is not on a school roll, please complete a Children Missing Education form