

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 (see Kelsi website for details)

Ensure parent fills out an In Year Casual Application Form (IYCAF) and submits to the school. Add today's date to Date Received field

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

Is a place available and the child is eligible?

Yes

No

School to compose and send offer letter (template provided on Kelsi)

School to write refusal letter (template provided on Kelsi) informing parent of right to appeal and that the child can be added to the waiting list

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

Does parent want to go on waiting list?

Yes

No

No response

Yes

No

Arrange start date

After 10 days, send 'chaser' letter (template provided)

Add child's information to the waiting list

Still no response

Parent responded

Put today's date in the 'Accepted Date' field

Put today's date in the 'Refused Date' field

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Put today's date in the Withdrawn Date field of the IYCAF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 – Send IYCAF to LA via email or fax- if sending by post, please ensure you keep a copy.

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

<http://www.kelsi.org.uk/pru-inclusion-and-attendance-service-pias/access-to-the-service>