Timeframe	Flowchart to assist with consideration of Primary School In-Year Application Requests						
Start				Application form received at school			
				1			
		YES	4	Is child eligible for referral under Fair Access Protocol?		NO	
		1		ruii Access Protocor.		1	
		Complete IYFA Referral Form and email it and copy of application form to schooladmissions@halton.gov.uk			YES	Is there a vacancy within PAN for requested year group?	NO
		1					-
	NO	School happy to admit child (please indicate this on email to LA)	YES				Formally respond to parent to advise a place cannot be offered and offering the right of appeal
			1				+
			Child added to IYFA totals				Email schooladmissions@halton.gov.uk to advise of refusal and send copy of Application Form and formal response
	1		1		1		response
5 school days	IYFA Panel notified of new referral and sent paperwork by LA		Contact parent to arrange start date and email schooladmissions@halton.gov.uk with child's details to confirm				
	1						
	IYFA Placement decision made and school and parent notified						
	1			-			
10 school days	IYFA totals updated	$\hspace{0.2cm}\longrightarrow\hspace{0.2cm}$	Child placed on roll at new school (unless agreed otherwise with parent)				