

Challenging Admission Fair Access Flowchart

In-year application form is submitted and identified as possible challenging admission

YES

Schools requested are all full

NO

School Admissions send refusal letter.
Student is added to the waiting list(s) and offered right of appeal.

Current school has advised pupil is challenging admission.

YES

NO

Application is referred to FAP. Education Engagement Team send letter to parent advising of referral and right of appeal.

Place is allocated but allocated school believes application is challenging admission.

Referred back to School Admissions as a standard admission. School Admissions follow their process.

FAP Panel meet to decide if application meets definition of challenging behaviour as per point 6. of the protocol.

NO

YES

Education Engagement Team send a letter to the 5 nearest schools who have not admitted a FAP in the previous 12 months to consult on admission.

Education Engagement Team allocate a school place taking into consideration the points in 7. xiv. of the protocol and the consultation responses. Allocation ratified by panel at next FAP meeting.

Education Engagement Team send email to allocated school. School have 2 days to respond to confirm if can admit.

Education Engagement Team send letter to parent confirming allocated school.

School provide confirmation in writing as to why cannot admit.

School agree a start date within 5 days.

If a Challenging Admission pupil becomes a PEX within 20 weeks of the date of admission, the previous school will pay the associated costs.

If deemed a standard admission, schools can refer back to the FAP within 20 weeks for consideration as a retrospective challenging admission if there is additional evidence.

If schools do not respond to the consultation Education Engagement Team will consider this as acceptance to admit.

