Process Flow Chart for Delayed Entry to Reception

Parents submit application for delayed entry to Admissions Services.

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Request acknowledged within five school days.

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Admissions Services team leader speaks to parents to explain how delayed entry works and to inform them of other options.

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Do Parents wish to go ahead with application?

- No
- Yes

No → Parents submit application for child's chronological year group by 15 January.

Yes → Panel meeting scheduled within 15 working days to consider evidence submitted by parents.

For Community and VC schools, the Panel's decision is binding.

If school is its own admission authority, the final decision lies with the Board of Governors.

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Panel decision relayed to parents and schools within five school days.

Request refused. Letter sent to parents to remind them to apply by 15 January for chronological year group.

Request allowed. Letter sent to parents reminding them that they MUST apply the following year by 15 January.