

Mid-Year Application Process for own admission authority schools

*Application received by school
from parent/carer*

*School considers parent/
carer application*

School has a space to offer

Send offer letter to
parent - this should be
done within 10 school
days & **must do within
15 school days**

No Space Infant Class
Size Refusal

Send Infant Class Size Refusal
Letter - this should be done
within 10 school days **and must
be done within 15 school days**

No Space Year
Groups 3-6

Send Normal Refusal Letter –
this should be done within
10 school days and **must be
done within 15 school days**

Send copy of the appropriate offer/refusal
letter to ECC school admissions inbox
within 2 school days of sending to parent in
accordance with legal requirements

admissions@essex.gov.uk