

Mid-Year Application Process

*Application received by school
from parent/carer*

*School considers parent/
carer application*

School has a space to offer

An offer letter will be sent to parent/carer- this should be done within 15 school days unless application is made during a school holiday.

No Space Class Size Refusal

A Class Size Refusal Letter will be sent to the Parent/Carer- this should be done within 15 school days unless application is made during a school holiday.

The school will send a copy of the appropriate offer/refusal letter to Essex County Council school admissions inbox within 2 school days of notifying the parent/carer in accordance with legal requirements

admissions@essex.gov.uk