

In Year Pathfinder Guidelines

The process

- Parents will be able to approach schools within the Pathfinder for direct admission.
- Schools must provide each parent who wishes to request a place at the school an In Year Common Preference Form (ICPF) regardless of whether or not they know they have spaces.
- If a school is full they can advise the parent verbally
- If a school think they have a vacancy they should advise the parent a response will take 24 hours. This will allow the school to check SAM final offers and call the LA to see if there are any other applicants awaiting processing. If the school has a waiting list the school will need to speak to the LA to see if the new applicant qualifies for the place or if a previous applicant on the waiting list should be allocated the vacancy.
- Whether they have a vacancy or not, the school can inform the parent of the decision verbally. The school must also inform the Authority of the decision, and if it is a refusal, the reasons for the decision.
- In all cases the authority will write to the parent and advise them of the offer or refusal.
- Where a place is refused, the authority will include information about other local schools and vacancies to help them find an alternative place.

Fair Access:

- If a school wishes the case to be refused as it is believed that the student presents prejudice to the school (they fall to one of the FAP categories) the school must provide the specific reasons for prejudice/refusal with any evidence they have, so the case can be referred to Fair Access. The school must inform the parent that the LA will contact them regarding their request.
- If the school wishes to admit a child who is in one of the Fair Access categories they should advise the authority so they receive FAP credit

Important:

- It is important to ensure that any vacancy is offered to the correct applicant and another applicant is not prejudiced. This is why you should make sure you have checked the waiting list with the authority. If the wrong applicant is given a place, the applicant(s) to whom prejudice has been caused will also have to be admitted to the school.
- The ICPF must be emailed, faxed or sent to the LA so they can update the system and ensure the relevant details are on the system and that proof of addresses have been received and accepted. This is vital for safeguarding purposes.
- If parents approach the LA then the ICPF will be processed in the normal way and it will appear in 'final offers' on SAM or on the waiting list as is the current process.