Directions flow chart (overview of process)

Child is considered under the Fair Access Protocol

School identified and notified

Consultation and negotiation between local authority, governing body, parent and child

- Maintained school, for which the local authority is not the admission authority, refuses to accept child (local authority to be notified within seven calendar days)
- School agrees to accept child on roll
- Academy refuses to accept child (local authority to be notified within seven calendar days)

Local authority informs school of intention to direct (if child has been refused entry to, or permanently excluded from, every suitable school within reasonable distance)

Governing body can appeal by referring case to Schools Adjudicator within 15 calendar days (seven days for a looked after child)

- Direction not upheld – local authority cannot direct (Schools Adjudicator can direct to alternative school)
- Direction upheld – local authority has power to direct

Local authority applies for a direction to the EFA from the Secretary of State putting forward case for and against (Academy has seven days to make further representations)

Academy sets out reasons for refusal in writing to local authority within 15 calendar days (seven days for a looked after child)

Secretary of State directs Academy

No direction - alternative school to be identified by local authority

School agrees start date with child’s parents

*Note: A community or voluntary controlled school cannot refuse to admit a pupil if requested by its own admissions authority.