

## FAP - TIME-LINE FROM DATE OF APPLICATION TO THE NAMING OF A SCHOOL.

Pupils will be referred to FAP by the admissions manager if they meet the FAP categories (other than pupils referred under 1.7d) and have not been offered a place via the in year admissions process within **fifteen school days** of receipt of the application. (3.1)



On receipt of each referral the clerk to FAP will: (3.3)

- Inform the parent that the application has been referred to FAP;
- Ensure that the Part 2 section of the application form has been fully completed and returned by the current/previous school if applicable;
- Ascertain whether the pupil is known to FAST, SEND or the Out of School Team;
- Request further information, if necessary, to enable the panel to allocate the most suitable school;
- Ascertain whether there is a potential conflict and, if so, to discuss with the panel member and seek an alternative panel member if both agree a conflict exists.



Clerk prepares the paperwork and circulates to panel members five school days in advance of the meeting. (3.3.6)

*NB: According to 3.3.4, a case will not be delayed or deferred where information is not available as this would be contrary to the 1.1*



Prior to the meeting the chair will check the paperwork and rise any queries with the clerk (3.4)



FAP meeting takes place within **twenty school days of the date of referral** and a school is allocated, also within this timeframe, in line with the protocol. (3.1)



Within **two school days** the clerk notifies decisions to schools and parents (6.2)



Schools may seek a review of the decision within **five** school days if there is significant new evidence that was not available to the panel at the time of the decision. (7.1 - 7.3)



Where no review is sought, arrangements should be made for the child to start at the school as soon as possible and no later than **ten** school days after the decision. (6.3)



Following notification of an unsuccessful review the pupil must be placed on roll according to the timescale established by the panel's original decision ie. not later than 10 school days following that decision. (7.4)