Step 1	Papers received from Local Authority (LA) requesting place	
Step 2	Papers processed by admin and passed to Admission Team for consideration	
Step 3	Applications triaged and reviewed by assessment team	
No	The assessment team believe the school CANNOT meet need	Outcome letter sent to LA
Potential	The assessment team decide the school may be able to meet needs of child	
Step 4	Letter sent to LA offering assessment	>
Step 5	Assessment of pupil*	
Step 6	Assessment team review assessment	
Step 7	Assessment report created	
Step 8	Discussion and decision at Senior Leadership Meeting	No Outcome Letter sent to LA
Step 9	The assessment team belive the school CAN meet need	
Yes	Outcome communicated with LA	
Step 10	If LA agree IPA must be signed before moving to step 11 Signed IPA required within 28 days from date on offer letter	In the case of delayed LA decision - If we are not in receipt of a signed IPA within 6 months from date of offer we reserve the right to reassess.
Step 11	Admission pack sent parent/guardian	
Step 12	Admissions meeting held at school with SENCO	
Step 13	All admission documentation received by school	
Step 14	Child starts at school	



*Assessment will consist of:

- Interview with current education staff
- Observation of student in school
- Student and parent visit Helen Allison School
- Interview with parent/Guardian
- Student attends a taster session if currently out of school.