Beresford Close, Hadleigh, Essex SS7 2SU

Tel: 01702 559467 Fax: 01702 552048

Email: admin@westwoodacademy.org Web: www.westwoodacademy.org

Mid-Year Application Process.

Application received by school from parent/carer

School considers parent/ carer application

School has a space to offer

Send offer letter to parent this should be done within 10 school days & must do within 15 school days

No Space Infant Class Size Refusal

Send Infant Class Size Refusal Letter
- this should be done within 10
school days and must be done
within 15 school days

No Space Year Groups 3-6

Send Normal Refusal Letter – this should be done within 10 school days and must be done within 15 school days

Send copy of the appropriate offer/refusal letter to ECC school admissions inbox within 2 school days of sending to parent in accordance with legal requirements

admissions@essex.gov.uk

The above flowchart shows the process that mid-year applications will follow.

The school holds a waiting list for parents and carers who would like a place if one becomes available. Contact the school office to be added to the waiting list (information is held for one year, so parents may need to renew their place on the list annually if they wish to continue waiting for a place).