

Appendix A: Halton Primary In-Year Fair Access Protocol (IYFAP) Referral Form

| SECTION A: Initial Referral Details To be completed by school making the referral | | | | | |
|--|-----------------------------|--|-----------------------------------|--------------------------------|------------------------------|
| Referring School Name: | | | | | |
| Child Name: | | | Child Date of Birth: | | |
| Siblings on roll/offered: | | | Previously on roll at school: | | |
| Date Application received: | | | Date IYFAP Letter sent to family: | | |
| PAN for requested year: | | | Number on roll in requested year: | | |
| Eligibility criteria under which referral is being made: (Please place 'X' in last column for all that apply) | A | Child is subject to a Child in Need or Child Protection Plan or was in last 12 months | | | |
| | B | Child lives in a refuge or similar accommodation | | | |
| | C | Child is returning from the criminal justice system | | | |
| | D | Child is seeking reintegration to mainstream or has been permanently excluded | | | |
| | E | Child has special educational needs (but not EHCP), disabilities or medical conditions (having sought advice from SEND Team) | | | |
| | F | Child is a carer | | | |
| | G | Child is homeless | | | |
| | H | Child is in a formal kinship arrangement | | | |
| | I | Child of/is a Gypsy, Roma, Traveller, refugee or asylum seeker | | | |
| | J | Child refused on grounds of their challenging behaviour in accordance with paragraph 3.10 of the School Admissions Code (having sought advice from the Behaviour Team) | | | |
| | K | Child is referred by LA Officer due to exceptional circumstances | | | |
| | L | Child has been out of education for four or more weeks and no place is available within a reasonable distance from their home | | | |
| | M | Child is a PLAC child for whom no place has been able to be secured | | | |
| Please ensure that a copy of the original application form and IYFAP referral letter are sent along with this form to schooladmissions@halton.gov.uk | | | | | |
| SECTION B: Initial Referral Details To be completed by the School Admissions Team | | | | | |
| Information for referral school and 3 nearest schools to child's application address | | | | | |
| School | Distance to school (metres) | PAN for requested year | On roll in requested year | IYFAP placed in requested year | Total IYFAP placed in school |
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| Distance to current school where application has been made for child already on roll at a Halton primary school: | | | | | |
| List of previous Halton primary schools (including dates) attended, where appropriate: | | | | | |
| Additional relevant information received by School Admissions Team: | | | | | |