# Mid-Year Application Process for own admission authority schools

***Application received by school from parent/carer***

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**

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**

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**](mailto:admissions@essex.gov.uk)

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**

***School considers parent/ carer application***