



**omega**  
MULTI-ACADEMY TRUST

## **Admission of children outside their normal age group policy**

<b>Version Number</b>	2.0
<b>Date policy last reviewed</b>	September 2024
<b>Policy Type</b>	Mandatory
<b>Owner</b>	CEO
<b>Approved By</b>	Trust Board
<b>Approval Date</b>	8 <sup>th</sup> October 2024
<b>Next Review Date</b>	September 2025

## Review Date and Summary of Changes

Date of review	Summary of changes
September 2024	No changes

Signed by:

Chief Executive Officer

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Date: 8<sup>th</sup> October 2024

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Chair of Trustees

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Date: 8<sup>th</sup> October 2024

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## Admission of children below compulsory school age and deferred entry to school

Omega Multi Academy Trust is the Admissions Authority for each of the following schools:

- Bradshaw Primary School
- Burtonwood Community Primary School
- Chapelford Village Primary School
- Park Road Community Primary School
- Westbrook Old Hall Primary School
- Alsop High School
- Great Sankey High School

All state funded primary schools must provide for the admission of all children in the September following their fourth birthday. These children are entitled to a full time place at the school offered.

Where a child has been offered a place at a school, the parent/carer (parents) also has the following options:

Defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the final term of the school year for which the application was made;

Or

Their child attends part time until later in the school year but not beyond the point at which they reach compulsory school age.

**Summer born children:** In addition, parents of summer born children, (born in April, May, June, July, or August) may consider delaying entry to reception for a whole year due to concerns, for example, about their child's school readiness.

When considering such requests, the admissions authority will take full account of parent's views but will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. If a child is allowed a delayed admission to school and starts reception a year later, the admissions authority will expect the child to have access to the Early Years curriculum during the year leading up to the child starting reception class i.e. attendance at a nursery setting or equivalent.

## Admission of children outside their normal age group

Any parent may request a place for their child outside of their normal age group. For example, if the child is gifted and talented or has experiences problems such as ill health.

When considering such requests, the admissions authority will take full account of parent's views but will make decisions on the basis of the circumstances of each case.

## **Parental requests to educate their summer born child outside their normal age group at a community school**

Initially, parents should read and carefully consider the [guidance document for parents](#) published by the Department for Education.

Parents/carers should discuss their request with the head teachers of the schools they might like their child to attend, as they may be able to allay any concerns the parents may have about school readiness. Head teachers should also be able to share details of the provision on offer to children and how the needs of their youngest pupils are met.

Parents/carers should also seek views from any professionals involved in the care of their child. All of these discussions should enable parents/carers to make an informed decision.

### **Writing to the Admissions Authority**

Once the steps set out in the previous paragraphs have been completed, if a parent still wishes to pursue an out of cohort request, he/she must write to the admissions authority for each of their preferred schools providing full reasons why, in their view, their child would benefit from being educated outside their normal age group.

Any decision made by one admission authority is not enforceable on any other admissions authority. This means that an admission authority for one school is not required to comply with a decision made by the admission authority of another school. Therefore, it is important for parents to make an out of cohort request to every school at which they plan to apply for a place.

All out of cohort requests relating to community schools should be sent by email to the school to which the parents wish to apply.

Once a request has been formally received in writing, the parent will receive a written acknowledgement, normally via email. At this point, the parent will also be notified of the timescale. The school aims to deliver the outcome of requests within 15 school days (excluding school holidays). However, depending on the circumstances of the case, it could take longer than this in order for a decision to be reached.

Parents will also be notified that it may be necessary for the admissions authority to contact the child's nursery education provider and any other relevant professionals identified as having some level of involvement with or awareness of the child's development.

If the chronological age of the child means he/she is eligible to start reception class in the current admissions round, the parent will be advised to apply for a school place, even though the outcome of their request may not yet be known.

### **Outcome**

When considering out of cohort requests from parents for admission the Headteacher of the school will make the final decision based on all the information made available by the parent/carer and all other relevant parties.

Where an out of cohort request is approved, the parent will be informed via a letter sent by email or by post.

Once the parent/carer of a reception class child has received formal notification of the admission authority's decision to approve their request, it is for the parent to decide if they wish to proceed with it. If a parent/carer decides to proceed, they will be required to submit an application for their child's admission to reception class the following year. Applications must be submitted between September and mid-January and there is no guarantee of a place being offered at the preferred school.

Where an out of cohort request has been supported and a place has already been offered during the normal admissions round for reception class entry, the offer cannot be carried over to the following year. If an out of cohort request is granted, parents will be informed of the requirement for them to write to school admissions and formally decline the place offered for the chronological age group. Parents will be informed that they must re-apply via the normal admission process the following year.

Once a child has been admitted to a school, it is for the head teacher to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the head teacher in consultation with the parent(s).

Parents of children admitted out of cohort will need to apply once again for an 'outside of normal year group' place alongside an application for a school place at any point in the future and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents need to apply for a secondary school place and for an out of year group place at the same time, when the child is in year 5 rather than year 6.

Where an out of cohort request is refused, the parent will be informed by letter sent by email or post. The letter will include the reasons for the decision.

The parent does not have the right to appeal against the decision regarding an out of cohort request. However, parents may request a review of the decision giving reasons why they feel a review is necessary. All review requests should be addressed to the Chief Executive Officer of Omega MAT, at the following address.

Omega Multi Academy Trust  
Lingley Green Avenue  
Great Sankey  
Warrington  
WA5 3ZJ

If a parent is unhappy about how their request has been considered, they can make a formal complaint. The link below provides useful information about the complaints process:

[Omega MAT Complaints Policy](#)