

Admissions Outside of Normal Age Group (Secondary Schools)

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Trust Board will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Trust Board will set out clearly the reasons for the decision.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of children who are already of secondary school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the suggested evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are recurrently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online).

Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted. The school will make a decision on the request before the secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

If their request for admission outside the normal age group is refused, parents must decide whether to accept the offer of a place for the normal age group or to appeal against the decision to refuse a place for admission into the normal age group.

How the school will consider your request for deferred admission / admission of children outside their normal age group

To enable the school to consider if the request for admission outside the normal age group is in the best interests of the child concerned, the school will consider:

- Parent's views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of the medical professional
- If the child was born prematurely, what age group would the child have fallen in if not premature.
- Views of the headteacher

It is for parents to decide the professional evidence they wish to submit in support of their application for admission outside the normal age group. However, there is no expectation on parents to provide the professional evidence that they do not already have. The school will consider all requests regardless of whether any professional evidence is submitted. The supporting information could include:

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- Any evidence from a health or social care professional who is involved in the care or treatment of the child, for example speech and language therapist, occupational therapist, social worker or paediatrician.
- The view of the Headteacher of the school the child currently attends and any records of the child's development and progress.
- What can the year group in which a place is being sought can offer the child that their chronological year group could not?

The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to Endeavour Learning Trust about the decision not to admit their child outside their normal age group via the central email (admissions@endeavourlearning.org), clearly stating which school.

Further information on In-Year Admissions is available from the school's admissions webpage or direct from the Local Authority. Please do not hesitate to contact the Trust for further information – admissions@endeavourlearning.org