

## Admissions Outside of Normal Age Group (Primary 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 the 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.

### Delayed entry

Once a school place has been accepted for children who are under compulsory school age but will turn five (5) within the relevant academic year, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in the school year (but not later than the beginning of the summer term). Parents should discuss this directly with the school.

### Summer Born Children

Children born between 1 April to 31 August (summer born) do not need to start school until the September after their 5<sup>th</sup> birthday, a full year after they could first have started school. Where a parent delays their child's start until the September after their 5<sup>th</sup> birthday, they may request their child is admitted outside the normal age group in order to start in Reception rather than Year 1. Even though it is the parents who have made the decision to delay the start to school, it is the school that will decide about whether the child is admitted to Reception or Year 1. The decision will be taken based on the circumstances of the case and in the best interests of the child concerned.

Parents of children seeking admission to Reception in the September after their 5<sup>th</sup> birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. 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 suggested evidence outlined below. The school will decide on the request before the primary national offer date, if at all possible.

If the request to defer admission into Reception until the September after their 5<sup>th</sup> birthday rather than Year 1 is approved, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered. Parents need to be aware that there is no guarantee that a place will be offered in Reception after the child's 5<sup>th</sup> birthday.

If the request to defer admission into Reception until the September after their 5<sup>th</sup> birthday rather than Year 1 is not approved, parents must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the school for admission to Year 1 for the September following their child's 5<sup>th</sup> birthday.

### 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 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.

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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:

- 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 any early years or nursery setting the child attends and any records of the child's development.
- Whether the child's premature birth has caused any health problems or developmental delays that mean the child would benefit from a delayed start.
- The progress the child has made in an early years setting, including the rate of progress.
- What can the nursery setting provide the child that the reception class would 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](mailto: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](mailto:admissions@endeavourlearning.org)