

1. Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In [*insert name of school*] School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

2. Admission of children out of their normal age group

2.1 Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;

2.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

Process for requesting a place out of normal age group (*not Summer Born*)

Parents/carers may seek a place for their child out of their normal age group as stated in 2.1 above. If parents/carers wish to do so, they must contact [*insert name*] at the School.

The Admissions Committee of the [Local]Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (*Summer Born children*)

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the [Governing Board, as the Board is the admissions authority] [Local Governing Board which is responsible for administering the admission arrangements at the School]. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the [Local] Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
 - ❖ the parent's/carer's views;
 - ❖ information about the child's academic, social and emotional development;
 - ❖ where relevant, the child's medical history and the views of a medical professional;
 - ❖ whether the child has previously been educated out of their normal age group;
 - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - ❖ the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school"*);

- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.
Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.