

Appendix 1

Delayed and Deferred Admissions

Aim

1. The aim of this policy is to establish a procedure which gives parents, schools and settings clear guidance on deferred and delayed admission. When a delayed request is made for an **own admission authority school** the decision rests with the school requested, but the Local Authority will coordinate the request.

2. Key Principles

- 2.1 All children and young people should normally be educated in their chronological year group.
- 2.2 Schools assess the learning needs of children and young people so that the curriculum they provide is relevant enabling them to make appropriate progress and maximise their achievement.
- 2.3 Admission of children outside their normal year group will be made in accordance with the School Admissions Code 2014 – Paragraphs 2.17 A and B.
- 2.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 2.5 The decision is made by the relevant Admission Authority, details of which are shown below:-

3. <u>Type of School</u>	<u>Admission Authority:</u>
4. Academy	Academy Trust
5. Community	Local Authority
6. Foundation	Governing Body
7. Voluntary Aided	Governing Body
8. Voluntary Controlled	Local Authority

- 2.6 For children already in school in an existing year group the head teacher will make the decision on whether the child should be educated in a year group outside of their chronological age.
- 2.7 For children moving into the authority the admission will be considered against the child's chronological age group.

3 Deferred and Delayed Entry Reception Classes:

- 3.1 Children usually start school in the September after their 4th birthday. All children are entitled to a full time school place at this point.

3.2 Parents do not have to send their children to school until they reach compulsory school age, which will be on a set date following their 5th birthday. They must attend school full time from that point.

3.3 Children born from the 1st April to the 31st August are known as Summer Born Children. Summer born children do not need to start school until the September following their 5th birthday, a full academic year after they are first entitled to a school place.

3.4 There are a number of options available to parents if they do not feel that their child is ready start school full time in the September following their 4th birthday:

- Defer their entry to a point later in the school year (please see Deferred entry section below)
- Arrange for them to attend school part time – parents can request this from the school allocated.
- If the child is summer born, parents can request that their child's admission be deferred by a full year, until the September after their 5th birthday. However, the child would need to attend the school for at least the final term of that academic year because it is not possible to reserve a school place for a full academic year. Even if the child is summer born they must attend school for at least the final term in order to keep the school place offered. If the child does not attend the school for the final term, the place would be withdrawn and the parent would need to make an in year application for a place for the child in Year 1.

4 Deferred Entry

4.1 The Early Years Foundation Stage spans pre-school to the reception age group within school, providing appropriate learning experiences for children aged 3 – 5 years.

4.2 Primary education is normally provided in primary schools although, in some areas, there are separate infant and junior schools. Children whose fifth birthday falls before 1 September, 1 January or 1 April become compulsory school age on whichever of these dates follows their fifth birthday. However, so that all children can benefit from three full years of infant education, children can be admitted to the reception year group at the beginning of the academic year starting in September.

4.3 Parents can request a deferred entry until later in the same school year as long as this does not go beyond the child's compulsory school age or beyond the academic year for which the original application was made.

4.4 Parents can request that their child takes up the reception place part-time until the child reaches compulsory school age. Once the child has started at the school parents cannot apply for delayed entry.

5 Delayed Entry

5.1 Children whose 5th Birthday falls in the Summer Term do not legally have to send their child to school until the following September. Parents of summer born children can request for their children to be admitted outside of their normal age group in Reception, instead of Year 1.

5.2 *Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also complete the Request to Delay form to request to delay to the September following their child's 5th Birthday for the request to be considered. This is because if the request is refused parents will still have an on time application to be considered as part of the normal admissions round. A request for delayed entry must be made at the time the application is submitted.*

5.3 All requests should be submitted by the 15th January, the primary closing date. Requests can be submitted after this date but these may be considered later.

5.4 *Parents should submit evidence which allows admission authorities to determine why it would be in the child's interests to be admitted to reception rather than year one.* In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

5.5 Before deciding to delay their child's entry to school parents should visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school. Parents are encouraged to think carefully about this decision as it is likely to affect the child for the rest of their time at school. Children can develop at different rates and will continue to develop between the time parents request to delay and the point at which they become statutory school age. Parents are also asked to note that:

- The admission authority of one school is not required to comply with the decision made by another admitting authority. This means that if parents move schools, parents would need to make another request for a place outside of cohort for that new school to consider. If that is refused, the parent would need to apply for a place in the child's normal age group, one year above where they have been educated up to that point.
- Parents will also need to make another request when they apply for secondary school so that the child could start in year 7. If this is

refused, they would have to apply for a place in Year 8. This is the same for any phase transfer (infant to junior).

- A child ceases to be compulsory school age on the last Friday in June in the school year they become 16. Children are not legally required to attend school after this point. If a child has been educated outside of normal age group then they would be in Year 10 when they reached compulsory school age and this means the child would be under no obligation to attend school in Year 11 when most children would sit their GCSE's.
- Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to.

5.6 They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year.

5.7 The views of the head teacher will be an important part of this consideration. In addition, as a consequence of being born before their due date, a child may fall into a different age group than if they had been born at full term. When considering the circumstances of the case, admission authorities should take account of the age group the child would have fallen in to if born on time.

5.8 Please note that the Admitting Authority of the School will contact any professionals they deem appropriate to be able to make an informed decision in regard to the child for example Health Visitor, School, Early Years Provider (pre school, private nursery, child minder), Education Psychologist, doctor or consultant. The details of the case will also be shared with these professionals.

6 Who makes the decision?

6.1 Decisions must be made by the admitting authority of the school. For Academy Schools this is the Academy Trust / Governing Body.

6.2 For Community and Voluntary Controlled Schools the final decision on delayed transfer will be taken by the Local Authority's Delayed School Entry Admissions Panel in consultation with the Headteacher of the school[s] requested. Parents will be informed in writing clearly setting out the reasons for the decision. The Delayed School Entry Admissions Panel is made up of representatives from Admissions, the Education professionals as necessary, Early Years Consultants, and SEND representatives if necessary.

7 What happens if the request is approved?

- 7.1 If a request to delay is approved, parents should withdraw their application for the normal age group. Parents will then need to make a new application as part of the main admission round for the following year.
- 7.2 Please note that parents can only apply for those schools that have agreed to the delayed admission, they cannot apply for any other school. Therefore it is in parent's interest to request to delay to more than one school.
- 7.3 If the LA is unable to allocate a place at one of the preferred schools that has agreed delayed admission, it will offer an alternative placement at the nearest school available if that school also agrees to the delay. If the alternative school is not agreeable to this, the LA will offer a place to the child in their normal age of entry i.e in Year 1 at an alternative school.
- 7.4 Parents should note that where their request to delay is agreed this does not guarantee a place at a particular school. Parents must apply again as part of the following admissions round and their application receives equal consideration with all others received. It remains possible, that the application would be refused a place if other applicants rank higher in the schools admissions criteria. In the event of a school being oversubscribed the admissions criteria will be used to determine the allocation of places and a delayed applicant does not receive any higher priority. Therefore it is important parents request delay to every school that would like their child to attend.

8 What happens if the request is refused?

- 8.1 Where a parent's request is refused the on-time application will be processed as part of the main admissions round. Lower priority will not be given on the basis that the child is being admitted out of their normal age group.
- 8.2 Parents will need to decide whether to accept the offer of a place for the normal age group and defer admission until they become statutory school age, or to refuse the place and make an in year application for admission to Year 1 for the September following the child's fifth birthday.
- 8.3 Please note there is no right to appeal against a decision to refuse delayed admission.
- 8.4 Where a Swindon resident wishes to apply for a school outside of Swindon, they must gain agreement from that school / Local Authority that they would accept a delayed application.

9 Delayed Admission to Junior Schools and delayed transfer to Secondary Schools

- 9.1 Children and young people should transfer to the next phase of education (junior schools) with their peer group.
- 9.2 Parents of children who have delayed entry to reception, will need to make another request to delay when they would need to apply for a junior or

secondary school place i.e in Year 5 to be allowed to apply for a place when the child is in Year 6.

9.3 The implications for delayed pupils reaching statutory school leaving age before completing Key Stage 4 and social emotional issues for delayed pupils must be considered when making any decision.

9.4 The final decision on delayed transfer will be taken by the relevant admission authority. For Community and Voluntary Controlled Schools the final decision on delayed transfer will be taken by the Delayed School Entry Admissions Panel in consultation with the Headteacher of the school[s] requested. The decision will be based on sound educational reasons in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

10 Pupils with an Education Health and Care Plan

10.1 Due to their specific needs children with an Education Health and Care Plan may have it recognised that it is necessary to be taught outside their chronological year group. This decision will be made by the SEN Assessment Panel.