



Admissions Policy Appendix A: Process for responding to requests for admissions to a year group outside a child's normal age group, including delayed admission to reception for summer born children

Introduction

This policy document sets out the process and criteria for considering requests to The Priory School. This policy applies to all children, including those holding or undergoing assessment for an Education, Health and Care Plan.

It is school policy that children will normally be placed with their own age group, and be educated for the majority of the time with their age peer group.

Parents do however from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases differentiation of the curriculum and/or additional support within their age group should *usually* address the particular issue.

The difference between deferred and delayed entry in Reception

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (ie those born between 1 April and 31 August), that their child's entry to reception is delayed one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case.

The process at the Priory School for Requesting a placement outside of the child's normal age group

1. The parent/carer arranges to discuss their child and their circumstances with the Headteacher or Deputy Headteacher.
2. If, after discussion with the school, the parent / carer still wishes to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence. See Admissions Appendix B for delayed entry to Reception requests and Admissions Appendix C for an existing pupils' placement in a year group outside their normal age.
3. The application form will ask for basic information about the child as well as:
 - The nature of the request
 - Clear reasons for the request
 - The child's educational history
 - Indication of the child's wishes (with opportunity for the child to record their views directly where practical/age appropriate)

4. In addition they will be asked to provide specific information/documentation which may include:

- School or other educational reports (from the previous school or Early Years Setting where this is available)
- Existing professional reports and assessments e.g. educational psychology reports from LA
- Health information
- Exam courses being followed

5. A school admissions panel will meet (usually consisting of the chair of governors, the admissions governor and the Head or Deputy Head) within 15 school days of receipt of their written request (application form and supporting evidence) to discuss the case.

6. The parent/carer will be informed of the decision of the panel in writing within 5 working days of the meeting.

7. In the meantime, if the child is already attending a school, they should continue to attend their current school.

The decision making process

When requests for admission to a year group different to that determined by a child's date of birth are received, a panel will be convened to consider the written application and supporting information provided by the parent/carer.

This panel will consist of:

Chair of Governors

The Admissions Governor

The Headteacher or Deputy Headteacher

An officer from the school's administration team will take notes at the meeting and inform the parent/carer of the outcome.

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision.

For requests for change of year group where a child is already in school the panel will consider the following:

1. Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
2. Whether there is clear, documented evidence that to place the child in their normal age group would be detrimental to their educational progress or likely exam performance.
3. Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission to Reception for summer born children the Panel will consider the following:

1. the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class
2. in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
3. whether delayed social, emotional or physical development is adversely affecting their readiness for school;
4. relevant research into the outcomes of summer born and premature children;
5. relevant advice, guidance and legislation from the Department for Education.

Right of appeal following the decision

Parents whose request for delayed entry is refused have no statutory right to appeal this decision. *(The purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.)* However, parents/carers can make a complaint through the school's complaints procedure.

If a parent/carer is unhappy with the way the school has handled their complaint, the parent/carer may then refer their complaint to the Local Government Ombudsman.