



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

ADOPTED POLICY FROM THE BOURNEMOUTH POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP

The Policy will apply to requests for summer born children to delay admission to Reception at community and voluntary controlled schools

Introduction

This policy document sets out the process and criteria for considering requests for community and voluntary controlled school in Bournemouth. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Special Educational Needs Team for advice. It is Borough policy that pupils attending Bournemouth community and voluntary controlled schools 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 to delay admission for up to a year after they could start school. In these cases differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

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 (i.e. those born between 1 April and 31 August), that their child is admitted to Reception 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. For entry into Community & Voluntary Controlled schools the admission authority is the Local Authority and all requests should be submitted direct to the Local Authority School Admissions Team.

For schools that are academies, foundation or voluntary aided the application must be made to and considered by the Governors of the school and not the Local Authority.

Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission in community and voluntary controlled schools

1. On receipt of such a request, by telephone or in writing, the admissions team will inform the parent(s) that their request is 'out of year' and advise them to discuss this with the head teacher(s) of all the schools (up to a maximum of 3 schools) they are interested in applying to in the first instance.
2. The Admissions Team will also contact the head teacher of all the schools

named and advise/remind them of the procedure for dealing with out of year group admission requests.

3. If, after discussion with the head teacher, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an additional application form together with supporting evidence.

4. The application form will ask parents to confirm they understand the policy and that they will need to apply for a school place again the following year by the closing date of 15 January for the school(s) they prefer. Information on the form will confirm that their application for a school place in their chronological age year group will not proceed to an offer of a school place should their application for delayed admission be approved. **At no time will they be able to hold school offers for their child in two year groups.**

5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.

6. The form will also ask for basic information about the child and the following information must be provided:

- **The nature of the request**
- **Clear reasons for the request**
- **Information from the child's current nursery or pre-school if applicable**
- **Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check**

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

- Early Years reports and assessments where this is available
- Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
- Health information

8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).

9. Parents will be informed of the decision of the panel in writing within 5 working days of the meeting.

The decision making process

Where requests for out of year admissions are made a panel will be convened to consider the request.

This panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or her representative)
- The Head Teacher(s) of the preferred school(s)
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or a meeting with the parent(s) which may include the child.

Criteria for agreement to out of year admissions

The following list is not final and binding and is an example of the type of information that will be considered by the panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- 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;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the Borough of Bournemouth's complaints procedure.

If a parent is unhappy with the way the local authority has handled their complaint, the parent may then refer their complaint to the Local Government

Ombudsman.

Attached herewith is a flowchart of timescale for the main entry process to assist parent(s) and Headteachers in regard to the deadline dates which need to be considered by all parties when considering a request for delayed admission by a year of entry into Reception year group for a summer born baby.