

**** This is not an application for a school place****
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Request for delayed entry to school

Summer-born children due to start school in Reception

Before completing this form please ensure that you have read the accompanying 'Guidance and Policy relating to the education of children outside of their chronological year group'.

Child Details			
Surname		Date of Birth	
Forename		Gender	
Current nursery/ Pre-school /Child minder / Other setting			
Child's home address			
Post code			
Council tax reference number			
Parent/Carer Details			
Title		Forename	Surname
Relationship to child			
Please name all persons who have Parental Responsibility for this child (Further evidence of parental responsibility may be requested at any stage)			
Telephone Number(s)	Daytime	Evening	Mobile
Email address			
If your home address is different to the child's address, please provide details below. Please note: the address used for allocating school places is the child's home address.			

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Additional Information		
Does the child have an Education, Health and Care (EHC) Plan ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Undergoing Assessment	
<p><i>An ECH Plan is a document written by the local authority that details the needs that a child has in learning at school, and the measures which the school will take to help them. If your child has been assessed for one of the above, then this will have been carried out by the Warwickshire SENDAR team: 01926 742060. In such cases, a request for a child to be educated out of year group must be discussed with the SENDAR team as any such agreement may need to be named within the child's Plan.</i></p>		
Is the child known to the Integrated Disability Service (IDS) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the care* of the Local Authority currently, or have they been previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><i>*Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)</i></p>		
If yes , please confirm current status by ticking the relevant box(es)	Full care order	<input type="checkbox"/>
	Interim care order	<input type="checkbox"/>
	Special guardianship order	<input type="checkbox"/>
	Kinship order	<input type="checkbox"/>
	Adopted through LA	<input type="checkbox"/>
	Child Protection Order in place	<input type="checkbox"/>
	Child in Need Plan in place	<input type="checkbox"/>

<Please continue to the next page>

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Factors to consider when completing the 'Supporting evidence' sections

Amongst the factors that will be taken into account when deciding whether it is in a child's best interest for delayed entry to be agreed are the following:

- If the child shows a delay and/or slow progress in their personal and emotional development;
- If the child has social skills that are not appropriate to their chronological age group;
- If the child shows delay and/or slow progress in intellectual development / educational skills across the subject area, to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful;
- Whether the child is a summer-born child (in particular, but not exclusively, whether the child was also born prematurely and would otherwise have been placed in the subsequent chronological year group);
- If there is agreement from parents and professionals involved, including the head teacher, that agreeing to delay the child's entry to school would substantially increase the probability of successful inclusion, in the short, medium and long term; and/or
- If there is, in any other way, clear evidence that the child's needs will be met more effectively out of their chronological year group than within it.
- In accordance with the DfE's advice on the admission of summer born children (December 2014), whether the child will have in any event the opportunity to take full advantage of the Early Years Foundation Stage, whether delivered in a school or early years setting, with an emphasis on learning through play.

In relation to all the above, the Admission Authority will seek views of the child's parents and also request to see any evidence that may exist concerning these factors. In all cases 'best interests' decisions will be based on the factors highlighted above and whether it appears, on the balance of probabilities, that the child will be better able to progress if they were educated outside of their chronological year group. The Admission Authority should, where relevant, also take into account the following matters:

- The importance of not delaying or losing any interventions required by the child;
- Whether the request relates to any issues concerning differentiated provision in another placement or another class;
- Whether consideration has been given to what will happen in the long-term (for example whether the child will, at some point, be educated in their normal age group, and the risk of the child choosing to leave school before completing Key Stage 4);
- Whether the child will have a peer group in their new class, which is likely to continue to be somewhere that the child can 'fit in' as the cohort matures.

Consideration should also be given, notwithstanding the requirement to make the decision in the best interests of the child concerned, as to whether the request would impact on the ability of other children to attend their school of choice, or on compliance with the law concerning infant class size.

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Parent/Carer reasons for requesting delayed entry for the child

My child is due to start school in Reception in:

September 20.....

I request that my child starts school in Reception in:

September 20.....

Please explain your reasons for requesting to delay (or accelerate) your child's entry into school (Continue on a separate page if necessary)

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Supporting evidence from any other professionals involved in the child's care

Name of the organisation:

Name, and role, of the person completing this section:

Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to be educated outside of their chronological year group:

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The school(s) you have consulted with as part of this request

You must consult with the schools you would like to consider applying for if your request for this child to be educated outside of their chronological year group is agreed. You may obtain agreement from a maximum of **six** schools.

You must contact the schools you are interested in prior to submitting this request form and explain to them your reason(s) for requesting for your child to be educated out of year group. Each school must be given a copy of the relevant page (page 9) to complete.

There is no guarantee that the Local Authority will also agree to the request and no school is legally obliged to agree to such a request.

‘Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases, it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and be made by the headteacher in consultation with the parents.’

DFE ‘Advice on the admission of summer born children’ December 2014

Please list the schools you have consulted with below:

1	
2	
3	
4	
5	
6	

Please Note: Your request form will not be processed until all sections have been completed.

If the request form is not completed in full then it will be returned to you.

Any agreement which is subsequently made, for your child to be educated outside of their chronological year group, will only apply to the schools who agree to such an agreement in your case.

There is no requirement for you to obtain evidence/supporting documents that you do not already have available to you.

Where medical evidence is requested, copies of any letters you may already have, that outline your child’s condition(s), will be satisfactory and there will be no need for a medical professional to complete the form.

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****The Head teacher of each of the schools that you have named in this request needs to complete a copy of this page so that it can be submitted with your fully completed request form****

Head Teacher's views on the request to delay this child's entry to school

Name of school:	Name of Head teacher:		
	Signature of Head teacher:		
	Date:		
Does the child attend any pre-school provision, or attend a nursery class in your school, that you are aware of? <i>(please circle answer)</i>	YES	NO	UNSURE
If the answer to the above is NO or UNSURE, do you feel you are able to make an informed decision about this request with the information provided? <i>(please circle answer)</i>	YES		NO
Does the school agree to the delayed entry request for this child? <i>(please circle answer)</i>	YES		NO

Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to be educated outside of their chronological year group:

Continue on a separate page, if required

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Parent Declaration

(Please tick to indicate that you have complied with all)

- | | |
|--|--------------------------|
| <ul style="list-style-type: none"> • I confirm that I have read and understood the 'Guidance and Policy relating to the education of pupils outside of the chronological year group'; | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • I confirm that I have Parental Responsibility for the child named on this request form, and that I have notified all other persons, or parties, with parental responsibility of this request and that they are in agreement with the child being educated out of their chronological year group; | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • I understand that, even if the request is agreed, this does not mean that my child will receive automatic admission into any of the schools I have listed on this form; | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • I understand that the Local Authority may need to contact the schools, my child's current setting, and/or other professionals named on this form for further information/clarification before a decision about this request can be reached; | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • I have attached all relevant documentation that I have referred to in my request. | <input type="checkbox"/> |

**** All sections of this form MUST be completed in full. Failure to complete all sections of the request form will result in this being returned to you, and this will delay the processing of your request ****

Signature of Parent/Carer	
Parent/Carer Full Name and Title	
Date	

In order for your request to be considered as part of the coordinated admissions process, this completed form must be received by the Admissions Service by 15th January of the year that the child would be due to start school, in their normal age group.

For example, children born between 01/09/2016 – 31/08/2017 are due to start school in Reception in September 2021. Requests to delay entry to September 2022, for children in this cohort, must therefore be received by 15th January 2021, in order for them to be considered as part of the coordinated admissions process.

Delayed entry request forms received after this date will not be considered until after National Offer Day for the relevant year of entry. In the above example, this would be after 16th April 2021.