

**Warwickshire County Council**

# **Policy for educating children outside their normal academic year group.**

This document includes the guidance on using the policy for applications to educate a child out of their normal year group. It is to support parents, schools and Local Authority officers.

**Warwickshire County Council  
Education and Learning  
School Admissions Service**

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# INTRODUCTION AND POLICY

## INTRODUCTION

This document advises on Warwickshire County Council's (the 'Local Authority') process regarding educating pupils outside of their normal year group. This relates to children that are educated in the year group below, or the year group above, their chronological age.

This document applies to all schools where the Local Authority is the Admissions Authority: ie: all Community and Voluntary Controlled schools.

Where the school is located within Warwickshire but is its own Admission Authority (for example, Voluntary Aided schools or Academies), the Local Authority will refer to this guidance as part of the coordinated scheme, but will also strongly recommend that the guidance is endorsed by own admission authority schools in the process of In-Year Admissions.

If parents wish to apply for their child to have a Delayed Entry to school (attending school one whole year later than the normal age group), parents should apply to their local authority for a school place as normal – as if their child were going to start school at age 4 – even though they want to delay their child's start at school until age 5.

Parents **must** do their own research of the benefits and pitfalls of educating a child out of year group, using this guidance and other referenced documents as a starting point. Links to all key documents from the DfE can be found within this document.

Parents should complete the **application on the parent portal** on the website. If a parent wishes to educate their child out of year group, delaying their entry to the reception class by one year, they will need to complete a **second application** requesting this. This guidance gives a fuller explanation of this process.

**This document does not relate to situations where pupils are in mixed-age classes.** Mixed age classes are where pupils may be taught in a class where a number, or even the majority, of pupils are in an adjacent year group. As long as this arrangement will not affect the age at which the pupils will transfer to the next key stage in their education, then the pupil is not considered to be 'educated outside of his/her age group'.

## POLICY

The Local Authority's (LA) policy is that pupils should be educated in the year group appropriate to their chronological age, for the following reasons:

- The LA is concerned with the development of the *whole child*. This includes physical and emotional maturity, the development of social and interactional skills and the pupil's ability to respond to a curriculum which is age-appropriate, as well as suited to his/her abilities.
- The LA promotes and provides *inclusive* teaching. Teachers are expected to match the pupils' learning objectives and the learning activities planned to the abilities, aptitudes and individual needs of pupils. This ensures all pupils are enabled to make good progress in their normal age group for admission.
- The Early Years Foundation Stage Curriculum and the Programmes of Study in the National Curriculum incorporate flexibility within, and between, each key stage to support a diverse range of pupils' needs. Where a pupil's abilities are

significantly out of step with other pupils of his/her age, then individual provision should be planned. This could include addressing any special educational needs. In almost all cases, such individual provision will be made within the pupil's own year group.

- The SEND Code of Practice outlines a 'graduated response' of special provision, assessments and review within schools which does not normally require pupils to be educated out of their correct year group.
- Pupils have an entitlement to the Early Years Foundation Stage curriculum and the Programmes of Study of the National Curriculum, designed for their age group. The LA and all schools within this authority have a legal duty to make sure this is available. The Early Years Foundation Stage curriculum can be delivered either by a nursery school or setting, or, by a reception class.
- When a request is being considered, a long-term view should be taken of the pupil's educational needs. The LA would wish to avoid the adverse consequences which can arise if pupils are educated out of their year group, when transferring schools, either through moving house or transitioning to a new educational phase.
- Additionally, the headteacher may feel that as the child matures, that their needs are better met in the normal age group, for good educational reasons, which may add a difficulty for the child socially.
- Pupils taught in a younger year group will be of an age to leave school before they have had the opportunity to acquire external qualifications, and the school will not be able to enforce attendance. They may, in this way, become educationally disadvantaged.
- Educational research has not demonstrated that accelerating more able pupils into older age-groups is in their best interests. Such acceleration inevitably brings emotional and social pressures which are not conducive to the well-being of the young person concerned. The advantages of accelerating the normal academic milestones, from developments in early years through to public examinations, have not been shown to outweigh the personal and social costs which can be involved.

**Being granted a Delayed Entry place does not guarantee a place at any particular school. Normal admission criteria still apply.**

**We would strongly advise that you read the following guidance before making a request for your child to delay their entry to school and be educated outside of their chronological year group.**

**TABLE TO SHOW THE BIRTHDAY THAT OCCURS IN EACH OF THE ACADEMIC YEARS:**

School Year Group, where children enter the year group on 1 <sup>st</sup> September	The birthday which occurs between 1 <sup>st</sup> September and the following 31 <sup>st</sup> August	Relevant Key Stage to which National Curriculum will be focused
Nursery	4	FOUNDATION
Reception	5	
Y1	6	KEY STAGE 1
Y2	7	
Y3	8	KEY STAGE 2
Y4	9	
Y5	10	
Y6	11	
Y7	12	KEY STAGE 3
Y8	13	
Y9	14	
Y10	15	KEY STAGE 4
Y11	16	
Y12	17	SIXTH FORM/POST-16
Y13	18	

## THE LAW

All admission authorities are legally required to follow the procedures as set out in the **School Admissions Code** (September 2021). This guidance follows this latest code. If the code is amended, this guidance will be updated.

The following extracts are taken from the School Admissions Code, in relation to the education of children outside of their chronological year group:

**2.18** Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child \* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

**2.19** Admission authorities **must** 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 views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

**2.20** Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

\* The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely before 37 weeks gestation.

Any requests received in relation to the delayed entry of **summer-born children** will be considered alongside the following guidance from the Department for Education (DfE):

### 1. Summer born children starting school: advice for parents

<https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>

### 2. Making a request for admission out of the normal age group

<https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group>

**3. Guidance on handling admission for summer born children**

<https://www.gov.uk/government/publications/summer-born-children-advice-for-admission-authorities/guidance-on-handling-admission-requests-for-summer-born-children>

**4. Statement for local authorities, schools and admission authorities on the admission of summer born children to school, from Baroness Barran, Parliamentary Under-Secretary of State for the School System**

<https://webarchive.nationalarchives.gov.uk/ukgwa/20230303214223/https://www.gov.uk/government/publications/summer-born-children-school-admission/statement-for-local-authorities-schools-and-admission-authorities-on-the-admission-of-summer-born-children-to-school-from-baroness-barran-parliament>

The overriding message in the guidance from Warwickshire and the DFE is that most children will do well at school by starting in the normal admission group, but there may be some exceptions to this.

When changing schools, either because of moving house or transferring to a new educational stage, where an exception has been made, then although the law does not require it, the new school is advised that it is usually in the child's best interests to continue to be educated out of year group, unless there is a clear educational reason not to do so.

However, there are some risks for the parents to consider when making the decision to request their child is educated out of year group. These are covered within this guidance document.

## **MAKING AN APPLICATION FOR A CHILD TO BE EDUCATED OUT OF YEAR GROUP**



Applications are made by either the parents or a school. All applications are considered by the Educating Out of Year Group Panel. The panel comprises of representatives from the Admissions Team, the Assessment Team, The Early Years Team and the Special Educational Needs and Disabilities Team.

### **Factors which the Panel will consider**

In all cases 'best interests' decisions will be based on the policy outlined 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 following factors will be taken into account by the Panel:

- parental views;
- headteacher 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 would have naturally fallen into a lower age group if they had not been born prematurely; and
- the potential impact on a child of being admitted to their normal age group and missing a year of their education as a consequence.

In order to reach a decision, the Panel may wish to see evidence concerning the following to decide whether it is in a child's best interest to be educated out of year group:

- If the child has social skills that are not appropriate to their chronological age group
- If the child's academic abilities are so distinctly above what is expected for their age group to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful
- 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
- The importance of not delaying or losing any interventions required by the child that cannot be accessed unless the child is attending school, for 'first time at school' admissions
- If there is agreement from parents and professionals, including the view of the head teacher(s) involved, that agreeing to be educated out of year group would substantially increase the probability of successful inclusion, in the short, medium and long term
- 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
- The potential impact on a child of not being admitted to their normal age group and missing a year of their education on any transition to a new school where the admission authority does not agree to place out of year
- 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
- Consideration should also be given, notwithstanding the requirement to make the decision in the best interests of the child concerned, to compliance with the law concerning infant class size

Requests for children to be educated outside of their year group who are already of compulsory school age will be considered on an individual basis, in line with this guidance.

## **RISKS AND DISADVANTAGES TO BE CONSIDERED REGARDING CHILDREN EDUCATED OUT OF YEAR GROUP**

### **Changing Schools**

If a child is being educated out of year group and changes to a new school, the new school does not have to agree to continue to educate the child outside of their normal year group.

This applies to any change of school, whether the child is moving within Warwickshire, coming into Warwickshire from elsewhere or moving to a new local authority, including transferring to a different educational phase (infant to junior, junior/primary to secondary).

Where a child has an agreement with an admissions authority already in place for them to be educated out of their chronological year group, then this arrangement will normally continue, as long as the reasoning for delaying (or accelerating) entry in the first instance still applies.

However, if the new school does not agree that it is in the child's best interests to educate the child out of year group, then, in law, they do not have to comply with any previous arrangements.

### **Part Time Admissions or Deferred Entry**

Although there may be justifiable reasons why a child should start their education in Reception on a part-time basis or start later in the school year as an approved deferred entry pupil, the parent/carer should give this route careful consideration prior to a request being made.

Part-time admission may mean that the child will miss out on a range of learning opportunities carried out in the Reception class, as well as some of the play-based curriculum.

They may also take more time to develop the required physical stamina to meet the demands of attending for a whole school day.

Whilst part-time admission will still give the child access to all relevant learning opportunities, there will be less time for the child to practice them, meaning that they may not become as proficient in the relevant learning which forms part of the Early Years' Curriculum. This could also disadvantage the child in statutory assessments at the end of the academic year.

A Deferred Entry may be a preferable alternative than delaying entry completely until a whole year later as it will give the child the opportunity to settle into Reception, make friends and become familiar with the educational setting, and then be prepared to start in Year 1 the following September.

It is also worth bearing in mind that making use of a Deferred Entry will mean that the child will miss out on a range of class activities which are administered at the start of the Autumn term, which are designed to help the children settle into school life and the routines of the school day.

Where a Deferred Entry is agreed with the admissions authority, the parent/carer is responsible for sourcing any childcare provision which is required prior to the child starting at school later in the academic year, and the child will still receive their free entitlement based on 15 Universal hours or 30 Extended Entitlement hours (eligibility criteria applies) over 38 weeks of the year (annual equivalent of 570 or 1140 hours) until they start school.

Where part-time admission has been agreed, any previous agreement in respect of School

Transport Assistance may not continue, as these arrangements are usually put in place with contractors who work to normal school hours.

## **Delayed Entry**

Whilst delayed entry may be the most appropriate option for some children, it is worth noting that there will be consequences if such a route is approved. The child will be educated out of their chronological year group and so could be up to almost two years older than the rest of their peers. This could affect the child on a long-term basis, both psychologically and emotionally, as they mature and begin to recognise that they are different to the rest of their classmates.

Delayed entry may mean an extra year with an alternative early years provider. Whilst the curriculum may be the same as the reception class, the setting will be different. Funding will be available for the free entitlement based on 15 Universal hours or 30 Extended Entitlement hours (eligibility criteria applies) over 38 weeks of the year (annual equivalent of 570 or 1140 hours), until the child starts school.

When the child transfers to Junior or Secondary school, there is no obligation for the next school to adhere to the agreement which was put in place for delayed entry in Reception. If the new school disagrees that the child should be educated out of their chronological year group, they may be obliged to join their appropriate age cohort and may therefore completely miss a whole year of education.

Where a child has identified Special Educational Needs and Disabilities, and delayed entry has been agreed, it may be the case that funding or support in relation to those needs may not be consistent.

Each individual case must be discussed with the Statutory Assessment Team through the panel process, so that parents and schools are clear about the impact of any change to the normal admission procedures, and subsequent changes to statutory assessment and testing dates.

## **Accelerated Entry**

Whilst accelerated entry may be the most appropriate option in very exceptional cases, it is worth noting that there will be consequences if such a route is approved.

The child will be educated out of their chronological year group and so could be almost up to two years younger than the rest of their peers. This could affect the child on a long-term basis, both psychologically and emotionally, as they mature and begin to recognise that they are different to the rest of their classmates.

It could also have a serious impact on a child starting school in Reception where that child is only 3 years of age, due to the nature and length of the school day and the expectation for every child to participate fully in school life. They may not have the stamina to cope with such demands and may find the experience of formal schooling very stressful at that age.

When your child transfers to Junior or Secondary school, there is no obligation for the next school to adhere to any agreement which was put in place for accelerated entry previously. If the new school disagrees that the child should be educated out of their chronological year group, the child can only join their appropriate age cohort and may therefore completely miss a whole year of education.

As Warwickshire is a county which contains grammar schools and carries out an 11+ testing process which is based on academic ability in order to consider possible candidates to those schools, it is also important to bear in mind that this will also be affected by accelerated entry.

11+ tests are held annually and scores are standardised based on the child's actual age. Where a child falls outside of that age range, there is no guarantee that the 11+ test for that particular year of entry will be adaptable to a child whose date of birth does not chronologically fall within the year group for which entry is being sought.

All of the grammar schools within Warwickshire are Academies, meaning that they are their own admission authorities. These schools would have to be in agreement that such a child could be tested alongside the peers of the year group for which admission is being sought, and those schools would also have to be in agreement that the child could enter the school either a year above or below their chronological age group. There is no guarantee, and no obligation by law, on the part of those schools, that such an agreement will be made or that there will be an available school place.

Each individual case must be discussed with the Statutory Assessment Team through the panel procedure, so that parents and schools are clear about the impact of any change to the normal admission procedures, and subsequent changes to statutory assessment and testing dates.

## **EDUCATING CHILDREN OUT OF YEAR GROUP APPLYING FOR A FIRST TIME AT SCHOOL PLACE**

The LA co-ordinates the allocation of all first time school places. All schools, including those that are their own Admissions Authority follow the agreed co-ordinated LA process working with the LA Admission Team.

It is the LA's position that it is in the child's best interest to be educated in their correct chronological year group, except in exceptional circumstances. It must be noted that any agreement made between a particular school, parents and the LA, which allows a child to be educated out of their chronological year group should be reviewed annually by the school to ensure the provision remains in the child's best interests. No other school or LA is required by law to honour any such agreement for a particular child.

The majority of children will start school, and attend on a full-time basis, from the September following their fourth (4<sup>th</sup>) birthday. In Warwickshire, children will start their education at this point in the Reception year group.

In some rare cases, it may be more appropriate for a child with exceptional abilities to be educated out of year group attend school 1 year earlier than is normal for their chronological year group. This is referred to as '**Accelerated Entry**'.

However, in some other cases it may more appropriate that a child starts school on a **part-time basis** initially or starts later in the school year. For example, in the Spring or Summer Term. This is referred to as '**Deferred Entry**'.

There are many reasons that it may be appropriate for the child to start on a part-time basis or later in the Reception class. These could concern medical issues which a child has, special educational needs which are either confirmed or being assessed, or other exceptional circumstances.

For some children, it is appropriate to request that the child starts school a whole year later. This is referred to as '**Delayed Entry**.' This may include some children who have medical issues, or special educational needs which are either confirmed or being assessed, or other exceptional circumstances. Or, some children that are summer born (born between the 1<sup>st</sup> April and the 31<sup>st</sup> August) that have some other considerations (such as being born prematurely, before 37 weeks gestation).

**The Law states that children have to be in full-time education by the start of the term following their fifth birthday. This is referred to as ‘compulsory school age’.**

## **DIFFERENT CIRCUMSTANCES REQUIRE DIFFERENT APPLICATION PROCESSES**

To try and show some clear examples of this, we have set out seven different scenarios to show what happens.

**Scenarios 1 to 4** are for parents making an application for a ‘first time at school’ place. The parent applies in the academic year before the child would normally start school.

**Scenarios 5 to 7** are situations where the child is already of school age. This includes a child who is staying at the same school, but moving to a different year group to normal; a child is moving house either within the same local authority or from a different one and transferring to secondary school, or, a child who is moving into Warwickshire from overseas. Sometimes it is the school that applies and sometimes it is the parent that applies.

### **Scenario 1**

#### **Applying for a Deferred Entry into a Reception class**

Parents make an application for a ‘first time at school’ place and the admissions authority offers a place. Parents accept the place in Reception which is the correct chronological age group for their child, but they want a **Deferred Entry** in the Reception class, which means they wish the school to hold the place for their child to start school at any point after September in that academic year. They must have started school by the term after their 5<sup>th</sup> birthday.

#### **Process:**

- Parents complete application form for a Reception place.
- The LA Admissions Team allocates a reception place to the child, specifying the school.
- Parent accepts the reception place allocated.
- If the parent wishes to request a start later in the school year, rather than September, or their child to attend part-time, this must be negotiated with the school, and they must complete a **Deferred or Part-Time Entry** form provided by the school. For:
  - a **Deferred Entry**, the form should state which term the reception year the child will begin school. This can be either the spring or the summer term.
  - A **Part-Time Entry**, a part time timetable must be agreed by the school. The child must attend school full-time by the summer term.

#### **Outcome:**

- The child is allocated a reception place at school, and will start school in Reception in the correct chronological cohort for their age, in either the spring or summer term or any other date later than the September, on an agreed part time timetable.

**Please use the orange form below**

### **Scenario 2**

#### **Applying for a Delayed Entry into a Reception class, to be educated out of year**

## **group, 1 year later than the normal age group.**

Parents of a summer born child, or a child with exceptional circumstances (ie medical issues), wish their child to start school a year later than normal.

This is a **Delayed Entry** request into the Reception class, which means they would be educated 1 year below their chronological age.

### **Process:**

- At the normal reception admissions period (September) for the child's chronological age, parent's complete application form for a school place. If they want their child to start 1 year later, they must also complete a second form, applying for a **Request to be educated out of year group - Delayed Entry**, provide reasons to support their request and have an agreement from the schools they are applying to, to educate their child out of year group.
- If the schools do agree to the parents request for the child to be educated out of year group, this does not guarantee a place at any of the schools for the following year.
- LA send the delayed application request to the Educating Out of Year Group Panel, which meets before the offer day in March. The Panel comprises of representatives from the Admissions Team, the Assessment Team, the Early Years Team and the Special Educational Needs and Disabilities Team.
- The panel consider the application and assess the reasons provided for a **Delayed Entry**. This whole process takes place before the school place offer day in March.

### **Outcome:**

- Panel **APPROVE** application:
  - Child is granted their request to be **Educated out of year group - Delayed Entry** and may start school in Reception, the following school year, which is 1 year below their chronological age.
  - Parents will need to apply for a Reception place in the following September, stating that their child has been granted a **Delayed Entry**. The schools they are applying to must agree to accept a delayed entry.
- Panel **DO NOT APPROVE** application:
  - Parents will be sent a letter explaining the reasons their application was not approved. This will be before the offer day in March.
  - Parents will receive a Reception class offer on offer day in March.
  - Parents may decide to take up the Reception place offered, but request for their child to start on a part-time basis or at a later date in that academic year. This is the process as explained in Scenario 1.
  - Parents can decide not to take up the Reception place and apply in the next admissions round for a **Year 1 - First Time School Place**. See scenario 4.

(Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.)

**Please use the Green form below**

### **Scenario 3**

**(Officially an in-Year application according to the Admissions code) Applying for a First Time School Place in Year 1 (compulsory school age). The child will be educated in their normal chronological year group.**

Parents apply for a first time school place in Year 1 (compulsory school age), and are happy for their child to be educated in Year 1, with their correct chronological cohort. In this scenario, the nursery/early years setting will have delivered the Early Years curriculum and made all the Early Years Profile assessments and data returns to the local authority to be forwarded to the DfE. The Early Years Foundation Stage is complete.

**Process:**

- Parents complete the application form: **Year 1 - First Time at School Place**. Parents indicate on the form as to whether they are accepting the Year 1 chronologically allocated place.

**Outcome:**

- Parent is offered a **Year 1 - First Time at School Place**, and the place is accepted.
- A letter will be sent to parents and the school by the Admissions Team informing them of the outcome of the application.

**Please use the Yellow form below**

**Scenario 4**

**(Officially an in-Year application according to the Admissions code) Applying for a First Time School Place in Year 1 (compulsory school age). The parent wishes the child to be educated in the Reception class (Delayed Entry). The child will be educated out of year group, 1 year later than the normal age group.**

Children who were refused a **Delayed Entry** request in the previous year's admissions round, will be applying for **First Time at school place for Year 1**, which is the correct year group for their child's chronological age. However, parents want their child to start school in Reception for their first time school place, although this means they will be educated out of year group 1 year below their chronological age. **This is a Delayed Entry.**

**Parents must complete the Late Request for Children to be Educated Out of Year Group – Delayed Entry**

**Process:**

- Parents complete application form for **Year 1 – First Time at School Place**, indicating on the form that they would like their child to be given a **Delayed Entry** place in the Reception class and be educated out of year group for their chronological age. They must have an agreement from the schools they are applying to for their child to be educated out of year group.
- LA sends the **Delayed Entry** application request to the Panel, which meets before the offer day in March.
- The panel consider the application and assess the reasons provided for a **Delayed Entry** to the Reception class rather than Year 1. This whole process takes place before the school place offer day in March.

**Outcome:**

- Delayed entry request is **approved**. A reception place is offered. A letter will be sent to parents and the school by the Admissions Team informing them of the outcome of the application before the school place offer day in March.
- On offer day, parents will be allocated a place in the Reception class.

- Delayed entry request is **not approved**. The child is offered a Year 1 place, which means they are being educated in the correct year group according to their chronological age.

**Please use the Purple Form Below**

## **EDUCATING CHILDREN OUT OF YEAR GROUP – WHERE A CHILD ALREADY HAS A PLACE AT SCHOOL**

Schools that are their own Admissions Authority, may choose to follow the process below (all but one secondary school in Warwickshire is its own Admissions Authority). This means that they do not have to adhere to any previously agreed arrangements for educating children out of year group.

It is Warwickshire Local Authority's position that it is in the child's best interests to be educated in their correct chronological year group, except in exceptional circumstances.

It must be noted that any agreement made between a particular school, parents and the LA, which allows a child to be educated out of their chronological year group should be reviewed annually to ensure the provision remains in the child's best interests.

The advice from the DfE is that where an exception to educate a child out of year group has been made, this should continue in the new school. However, in law, no other school or LA is required to honour any agreement made for a particular child.

Head Teachers and parents may agree that it is in the child's best interest to educate a child out of year group with an informal arrangement, where there is no pressure for school places.

However, they may wish to make this a more formal arrangement to secure a place for the child out of year group for as long as is deemed necessary. This must be done through the appropriate admissions team application process.

### **Scenario 5**

**The school makes an application for a child to be Educated Out of Year Group, where the child will remain at the same school.**

If the school is its own admissions authority, the school will follow its own usual processes. The school can follow the LA process if they want to, via the admissions team.

All maintained schools will follow the process below:

The school at which the child attends, and the parents wish to apply for the child to be educated out of their chronological year group. School places and class sizes are determined by the admissions authority and agreed by the DfE.

#### **Process:**

- School completes the Admissions Team **Educating Out of Year Group** application form, which must be signed by parents. All educating out of year group request forms are sent to the panel, as explained in Scenario 2.

#### **Outcome:**



- Request is **APPROVED**. Child is registered on school roll in the year group requested and is educated out of year group.
- Request is **NOT APPROVED**. Child continues to be educated in their correct chronological year group.

A letter will be sent to parents and the school by the Admissions Team informing them of the outcome of the application

**Please use the School Request for a child to be educated out of year group (where parents are in agreement and child remains at the same school)**

### **Scenario 6**

**The child is transferring to a new school and the parents wish the child to be Educated Out of Year Group. This could be moving within the same local authority, transferring from a different local authority, or, transferring to Warwickshire from overseas.**

If the school is its own admissions authority, the school will follow its own usual processes. The school can follow the LA process if they want to, via the admissions team.

All maintained schools will follow the process below:

Child is transferring to a new school in Warwickshire, or transferring into Warwickshire. This can be at the start of the academic year, or an in-year application. Parents wish to apply for the child to be educated out of their normal chronological year group. School places and class sizes are determined by the admissions authority and agreed by the DfE.

#### **Process:**

- Parents complete the **Admissions Team Educating Out of Year Group** application form. Request form and evidence must be provided to support the application. All educating out of year group request forms are sent to the panel, as explained in Scenario 2.

#### **Outcome:**

- Request is **APPROVED**. Child is registered on a school roll in the year group requested and is educated out of year group.
- Request is **NOT APPROVED**. Child will be allocated a school place in their correct chronological year group.
- A letter will be sent to parents and the school by the Admissions Team informing them of the outcome of the application.

Please use the Pink Form below

### **Scenario 7**

**The child has been Educated Out of Year Group in Primary school, and the parents wish this to continue when they transfer to secondary school.**

If the school is its own admissions authority, the school will follow its own usual processes. The school can follow the LA process if they want to, via the admissions team.

All maintained schools will follow the process below:

If the secondary school does not agree to educating the child out of year group, it is important to recognise that the child will miss out on either the whole of their Year 6 or their Year 7 education.

Parents should discuss this with the secondary school of their choice before making the application.

If Year 6 is missed, this will also have implications for SAT's testing and teacher assessments. Parents should discuss this with their child's primary school before making an application.

It is important to read the DfE guidance on Handling Admissions Requests for Summer Born Children 27<sup>th</sup> April 2023, paying particular attention to the section titled: **Handling requests for admission out of normal age group**, where implications for children where the Delayed Entry into secondary school is not approved, are set out.

<https://www.gov.uk/government/publications/summer-born-children-advice-for-admission-authorities/guidance-on-handling-admission-requests-for-summer-born-children>

#### **Process:**

- We would encourage parents to approach each secondary school they wish to apply for and seek their agreement to educate their child out of year group. This is in case their preferred school is unable to offer their child a place.
- If parents wish their children to continue to be educated out of year group when they move into secondary school, there is a 2-step process.

#### **Step 1**

- At the start of year 5, The admissions team will write to parents to alert them to the fact that they should be applying for a secondary school place.
- Even though parents wish their child to continue to be educated outside of year group, they must complete the normal application process for transfer to secondary school. They must get the agreement of the secondary schools they wish to apply to for educating their child outside their normal age group and the school to be willing to accept an application from them in the following year's admissions round. This does not guarantee a place at any of the schools in the following year but is simply a step in the process.
- At this point, parents must complete an Educated Out of Year Group application form, signed by all the schools which have agreed to do this, and send this form to the admissions authority.
- All Educated Out of Year Group application forms are considered by the panel which takes into account the parents and the schools wishes.

#### **Step 2**

- At the start of Year 6, parents will apply again for a secondary school place in Year 7.
- Even though parents wish their child to continue to be educated outside of year group, they must complete the normal application process for transfer to secondary school. They must get the agreement of the secondary schools they wish to apply to for educating their child outside their normal age group and the school to be willing to accept an application from them in the following year's admissions round. This does not guarantee a place at any of the schools in the following year, but is simply a step in the process.
- The application for a secondary school place cannot be made on-line as their

child will be the wrong age.

- For a child to continue to be educated out of year group the admissions team will only be able to look for a secondary school place within the schools that have agreed to do this.

**Outcome:**

- A Year 7 place is allocated by one of the schools that has agreed to educate the child out of year group.
- None of the schools who agreed to educate the child out of year group, have a Year 7 place available. Therefore, the Admissions team will try to find the child a Year 7 place at another school who is willing to educate the child out of year group, but if this is not possible the child will be offered a Year 8 place at the nearest school available.

Please use the Brown form below

## STATUTORY ASSESSMENTS

There are statutory assessments, checks and tests which must be completed by all pupils at the end of each phase of education, and the results reported to the DfE.

In Primary (and Infant/Junior) schools, statutory assessments occur in the following year groups:

- Reception - Early Years Foundation Stage Profile
- Year 1 - Phonics
- Year 2 - Phonics Re-takes
- Year 6 - SAT's Tests and Teacher Assessments

Statutory testing occurs in Year 6 of Primary schools.

Each individual case **must** be considered by the Statutory Assessment Team, usually by the Educating Out of Year Group Panel, so that parents and schools are clear about the impact of any change to the normal admission procedures. A child who is registered outside of their chronological year group will complete statutory assessments in line with the year group in which they are being taught and are registered. These statutory assessments are not fixed to a particular age.

Children working outside of their chronological year group **must** be registered in the cohort which they are taught in. Failure by a school to input this information correctly will result in the child being reported as missing when the Assessment Team report to the Department for Education (DfE). The Assessment Team **must** be notified when a child is educated outside of their chronological year group and await written confirmation from that team that the reporting has been amended so that the child will not be reported as missing.

Where a school does not comply with statutory reporting duties, or does not complete these correctly, this will result in incomplete data being submitted to the DfE.

## APPEALS

### 1. PARENTS WHO WANT THEIR CHILD EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

There is no appeal process in relation to a request being refused for a child to be educated outside of their chronological year group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

### 2. SCHOOL PLACE ALLOCATION

Parents who are refused a place at a school for which they have applied, have the right of appeal to an independent admission appeal panel.

As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group that the parents prefer.

## COMPLAINTS

There are TWO reasons in which you may make a complaint if you feel the admission authority's decision to refuse your application for your child to be educated out of year group is wrong.

These are:

1. The admission authority's published process for considering applications has not been correctly followed; or
2. the Admissions Code or government guidance has not been correctly followed.

You can make a formal complaint through the following channels:

- **Local Authority maintained schools** (eg: Community and Voluntary-Controlled) Follow the Local Authority complaints procedure. Further information can be found on the website: [www.warwickshire.gov.uk/complaints](http://www.warwickshire.gov.uk/complaints)
- **Own Admission Authority schools** (eg: Academies, Free and Voluntary-Aided) Follow the published complaints procedure of the school for which an application to be Educated Out of Year Group has been requested.

Parents whose request for delayed entry is refused have no statutory right to appeal this decision. The statutory admission appeals process does not cover a decision to refuse delayed entry to school.

If a parent is unhappy with the way a local authority or maintained school has handled their complaint, once they have exhausted the local complaints process, they may complain to the Local Government and Social Care Ombudsman.

If they are unhappy with the way an academy has handled their complaint they may complain to the Department for Education, once they have exhausted the local process.

If your child has an Education, Health and Care (EHC) Plan and your request for them to

be educated outside of their chronological year group has been refused then you can ask the SENDAR team about your right to appeal through an SEN Tribunal. Further information can be found on the SENDAR website at: [www.warwickshire.gov.uk/send](http://www.warwickshire.gov.uk/send)

## **USEFUL CONTACTS**

### **School Admissions Service**

Telephone: 01926 414143

Email:

[admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

Website:

[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

### **IDS (Integrated Disability Service)**

Website: <https://warwickshire.gov.uk/ids>

### **EMTAS (Ethnic, Minority and Traveler Achievement Service)**

Telephone:

01926 742623

Email: [sarahdalli@warwickshire.gov.uk](mailto:sarahdalli@warwickshire.gov.uk)

### **SENDAR (Special Educational Needs, Disability and Review Service)**

Telephone: 01926 742060 Email:

[sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk)

Website: [www.warwickshire.gov.uk/sen](http://www.warwickshire.gov.uk/sen)

### **ACE (Attendance, Compliance and Enforcement)**

Website:

[www.warwickshire.gov.uk/schoolattendance](http://www.warwickshire.gov.uk/schoolattendance)

### **Family Information Service**

Telephone: 01926 742274 Email:

[fis@warwickshire.gov.uk](mailto:fis@warwickshire.gov.uk)

Website: [www.warwickshire.gov.uk/fis](http://www.warwickshire.gov.uk/fis)

### **Statutory Key Stage Assessment Team**

Telephone: 01926 743015 Email:

[edassessmentteam@warwickshire.gov.uk](mailto:edassessmentteam@warwickshire.gov.uk)

## GLOSSARY

**Academic year** – the academic year (or ‘school year’) commences in September and finishes in July

**ACE** – Attendance, Compliance and Enforcement team

**Admissions Service** – will process applications for children into all year groups, including in-year admissions

**Chronological year group** – the year group, or cohort, which a child should be entered into according to their age, along with peers of the same age range

**Compulsory School Age** – the beginning of the term after a child’s 5<sup>th</sup> birthday

**Delayed Entry** – the child will start school a year later, or will be placed into the chronological year group below for those who are already of compulsory school age

**Delayed Entry** – the child will start school in their correct chronological year group but will start school later in the academic year

**EHC Plan** – Education, Health and Care Plan

**EMTAS** – Ethnic, Minority and Traveller Achievement Service

**In Care/Looked After** – children in the care of, or provided accommodation by, the Local Authority, eg: children who have been placed into foster care

**In-year admission** – changing school at any point of the school year, which is not in line with a transfer admission

**Part-time admission** – a child will obtain a school place in line with the admission arrangements for the relevant year of entry but will not attend full-time. The child must have started attending on a full-time basis by the time they reach compulsory school age

**Previously Looked After** – children who were in the care of the Local Authority but ceased to be so because they were adopted immediately after, or became subject to a Child Arrangements Order (eg: Residency Order or Special Guardianship Order)

**SENDAR** – Special Educational Needs, Disability, Assessment and Review service

**Transfer admission** – the natural point at which a child will move into the next key stage, ie: starting school in Reception, transferring into Year 3 from a Junior, and transferring into Year 7 at a secondary school.

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



**School Request for a child to be educated out of year group (where parents are in agreement and child remains at the same school)**

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 5'

For children in Reception, Year 1 and Year 2, infant class size restrictions apply.

Child Details			
Surname		Date of Birth	
Forename		Gender	
Current School			
Child's home address			
	Post code		
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.			



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



Additional Information		
Does the child have an <b>Education, Health and Care (EHC) Plan</b> ?	<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 the child has been assessed for an EHC Plan, 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 <b>Integrated Disability Service (IDS)</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the <b>care*</b> 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 <b>yes</b> , 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>**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



### Supporting evidence from child's current school

**Name of child's current school:**  
*(if the child is attending dual provision, both schools need to complete a copy of this page)*

**Name of person completing the form:**

**This person's role in the school setting:**

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 normal year group:



**\*\* This is not an application for a school place\*\***  
Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.



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

<b>Name of the organisation:</b>	
<b>Name, and role, of the person completing this section:</b>	

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:

Large empty rectangular box for providing supporting evidence.

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



**\*\*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\*\***

Continue on a separate page, if required

### Head Teacher Declaration

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

- I confirm that I have read and understood the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 5'
- 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;
- I have attached any relevant documentation that I have referred to in my request.
- The parents are in agreement with this application and have signed below

**\*\* 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 \*\***

<b>Signature of Head Teacher</b>	
<b>Head Teacher Full Name and Title</b>	
<b>Date</b>	

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



<b>Signature of Parent/Carer</b>	
<b>Parent/Carer Full Name and Title</b>	
<b>Date</b>	

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



## **Request to be educated out of year group where child is transferring into Year 7**

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 7'

Child Details			
Surname		Date of Birth	
Forename		Gender	
Current School			
Child's home address			
	Post code		
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.			

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



Additional Information		
Does the child have an <b>Education, Health and Care (EHC) Plan</b> ?	<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 the child has been assessed for an EHC Plan, 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 <b>Integrated Disability Service (IDS)</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the <b>care</b> * 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 <b>yes</b> , 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>**



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



<b>Parent/Carer reasons for requesting that the child be educated outside of their chronological year group</b>	
<b>My child is currently educated in:</b>	Year .....
<b>I request that my child be educated in:</b>	Year ..... From (start date) .....
<b>Please explain your reasons for requesting for this child to be educated outside of their normal year group (Continue on a separate page if necessary)</b>	

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



<b>Supporting evidence from <u>child's current school</u></b>	
<b>Name of child's current school:</b> <i>(if the child is attending dual provision, both schools need to complete a copy of this page)</i>	
<b>Name of person completing the form:</b>	
<b>This person's role in the school setting:</b>	
<b>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 normal year group:</b>	



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



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:

**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:

**\*\* This is not an application for a school place\*\***

**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



### **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 normal 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 to complete.

If the school is maintained by the local authority (community and voluntary controlled schools), 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

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



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.

**\*\*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 educate the child out of their chronological year group**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



<b>Name of school:</b>	<b>Name of Head teacher:</b>	
	<b>Signature of Head teacher:</b>	
	<b>Date:</b>	

<b>Does the current school support the request for this child to be educated outside of their normal age group?</b> <i>(please circle)</i>	<b>YES</b>	<b>NO</b>
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<b>Do you agree to support the request for this child to be educated outside of their normal age group?</b> <i>(please circle)</i>	<b>YES</b>	<b>NO</b>
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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:

<b>Signature of Head Teacher</b>	
<b>Head Teacher Full Name and Title</b>	
<b>Date</b>	

Continue on a separate page, if required

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





**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**Request to be Educated Out of Year Group – Delayed Entry  
 Summer-born children due to start school in Reception, where parents wish to apply for them to start 1 year later.**

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 2'

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.			

**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



Additional Information		
Does the child have an <b>Education, Health and Care (EHC) Plan</b> ?	<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 <b>Integrated Disability Service (IDS)</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the <b>care*</b> 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 <b>yes</b> , 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>**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## 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)**



**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to delay their entry to school:**



**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**

**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:**

**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## **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 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.



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**\*\*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
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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
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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

**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## Parent Declaration

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

- |  |                          |
|--|--------------------------|
| <ul style="list-style-type: none"> <li>• I confirm that I have read and understood the 'Policy for educating pupils outside of their normal chronological year group – Scenario 2';</li> </ul>   | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• 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;</li> </ul> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• 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;</li> </ul>  | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• 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;</li> </ul>  | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• I have attached all relevant documentation that I have referred to in my request.</li> </ul>  | <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 \*\***

<b>Signature of Parent/Carer</b>	
<b>Parent/Carer Full Name and Title</b>	
<b>Date</b>	

**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 15<sup>th</sup> January of the year that the child would be due to start school, in their normal age group.**

For example, children born between 01/09/2019 – 31/08/2020 are due to start school in Reception in September 2024. Requests to delay entry to September 2025, for children in this cohort, must therefore be received by 15<sup>th</sup> January 2024, 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. There is no guarantee that requests received after 15<sup>th</sup> January will be considered before the child is due to start school in the following September.**



## Request to Discuss Deferred or Part Time Entry to Allocated School

### Summer-born children due to start school in Reception

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 1'

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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<b>Additional Information</b>
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Does the child have an <b>Education, Health and Care (EHC) Plan?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Undergoing Assessment
--	--

*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.*

Is the child known to the <b>Integrated Disability Service (IDS)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Name of IDS contact:	
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Is the child under the <b>care*</b> of the Local Authority currently, or have they been previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

*\*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)*

If <b>yes</b> , 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>**



**Parent/Carer reasons for requesting deferred or part time entry for the child**

<b>My child is due to start school in Reception in:</b>	<b>September 20.....</b>
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**Please tick which of the two options below apply:**

<b>I request a meeting to discuss with the Head Teacher the possibility of deferring the start date from September</b>	
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<b>I request a meeting to discuss with the Head Teacher the possibility of a part time place at school</b>	
--	--

**Please explain your reasons for making this request (Continue on a separate page if necessary)**



**Supporting evidence from child's current nursery, pre-school or childminder (or other Early Years setting)**

<p><b>Does the child currently attend an early years setting, as outlined above?</b></p> <p><i>(please circle answer)</i></p>	<b>YES</b>	If the answer is <b>Yes</b> , please continue completing this section
	<b>NO</b>	If the answer is <b>No</b> , there is no need to complete the rest of this section. Please continue to the next section: ' <i>Supporting Evidence for any medical reasons associated with the child that may support this request</i> '

**Name of current early years provider:**  
*(if the child is attending split provision, both providers need to complete a copy of this page)*

**Name of person completing the form:**

**This person's role in the early years setting:**

Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to defer (start school at a later date during the Reception year) or have a part time place at the start of the reception year at their allocated school:

**Supporting evidence for any medical reasons associated with the child that may support this request**

<p><b>Does the child have any medical reason(s) that you believe should be considered as part of this request?</b></p> <p><i>(please circle answer)</i></p>	<b>YES</b>	If the answer is <b>Yes</b> , please continue completing this section
	<b>NO</b>	If the answer is <b>No</b> , there is no need to complete the rest of this section. Please continue to the next section: ' <i>Supporting evidence from other professionals involved in the child's care</i> '

**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 defer (start school at a later date during the Reception year) or have a part time place at the start of the reception year at their allocated school:



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

<b>Name of the organisation:</b>	
<b>Name, and role, of the person completing this section:</b>	

Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to defer (start school at a later date during the Reception year) or have a part time place at the start of the reception year at their allocated school:

Continue on a separate page, if required

**Parent Declaration**

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

<ul style="list-style-type: none"> <li>• I confirm that I have read and understood the 'Policy for educating children outside of their normal chronological year group – Scenario 1';</li> <li>• 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;</li> <li>• I have attached any relevant documentation that I have referred to in my request.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>Signature of Parent/Carer</b>	
<b>Parent/Carer Full Name and Title</b>	
<b>Date</b>	

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



## **Request to be educated out of year group where child is moving to a new school**

- **Transfer to Year 3 at a Junior school**
- **Changing School in any other year groups (Except for first place applications for Secondary Schools Please see Scenario 7 in the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group')**

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 6'

For children in Reception, Year 1 and Year 2, infant class size restrictions apply.

<b>Child Details</b>			
Surname		Date of Birth	
Forename		Gender	
Current School			
Child's home address			
		Post code	
<b>Parent/Carer Details</b>			
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.			



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



Additional Information		
Does the child have an <b>Education, Health and Care (EHC) Plan</b> ?	<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 the child has been assessed for an EHC Plan, 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 <b>Integrated Disability Service (IDS)</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the <b>care*</b> 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 <b>yes</b> , 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>**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



**Parent/Carer reasons for requesting that the child be educated outside of their chronological year group**

**My child is currently educated in:**

**Year .....**

**I request that my child be educated in:**

**Year .....**

**From (start date) .....**

**Please explain your reasons for requesting for this child to be educated outside of their normal year group (Continue on a separate page if necessary)**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



**Supporting evidence from child's current school**

<b>Name of child's current school:</b> <i>(if the child is attending dual provision, both schools need to complete a copy of this page)</i>	
<b>Name of person completing the form:</b>	
<b>This person's role in the school setting:</b>	

**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 normal year group:**



**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



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:

**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:

**\*\* This is not an application for a school place\*\***

**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



## **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 normal 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 to complete.

If the school is maintained by the local authority (community and voluntary controlled schools), 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

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



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.

**\*\*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 educate the child out of their chronological year group**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**



<b>Name of school:</b>	<b>Name of Head teacher:</b>	
	<b>Signature of Head teacher:</b>	
	<b>Date:</b>	

<b>Does the current school support the request for this child to be educated outside of their normal age group?</b> <i>(please circle)</i>	<b>YES</b>	<b>NO</b>
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<b>Do you agree to support the request for this child to be educated outside of their normal age group?</b> <i>(please circle)</i>	<b>YES</b>	<b>NO</b>
---	------------	-----------

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:

<b>Signature of Head Teacher</b>	
<b>Head Teacher Full Name and Title</b>	
<b>Date</b>	

Continue on a separate page, if required

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





**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## Late Request to be Educated Out of Year Group – Delayed Entry

**Summer-born children who should have started in a Reception in September 2023, where parents wish to apply for them to start in a Reception class September 2024. Chronologically this child should be in Y1.**

Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 4'

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.			

**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



Additional Information		
Does the child have an <b>Education, Health and Care (EHC) Plan</b> ?	<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 <b>Integrated Disability Service (IDS)</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of IDS contact:		
Is the child under the <b>care*</b> 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 <b>yes</b> , 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>**

**\*\* This is not an application for a school place\*\***  
**Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## Parent/Carer reasons for requesting delayed entry for the child

<b>My child is due to start school in Reception in:</b>	<b>September 20.....</b>
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<b>I request that my child starts school in Reception in:</b>	<b>September 20.....</b>
---	--------------------------

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



**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**Please detail below the reason(s) why you are, or are not, able to support the parental request for this child to delay their entry to school:**



**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**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:**



**\*\* This is not an application for a school place\*\*  
Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## **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 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.

**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



**\*\*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
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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
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Does the school agree to the delayed entry request for this child? <i>(please circle answer)</i>	YES	NO
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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

**\*\* This is not an application for a school place\*\*  
 Even if the request is agreed, this does not mean your child will receive automatic admission into any of the schools you have listed on this form.**



## Parent Declaration

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

<ul style="list-style-type: none"> <li>• I confirm that I have read and understood the 'Policy for educating pupils outside of their normal chronological year group – Scenario 4';</li> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• I have attached all relevant documentation that I have referred to in my request.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
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**\*\* 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 \*\***

<b>Signature of Parent/Carer</b>	
<b>Parent/Carer Full Name and Title</b>	
<b>Date</b>	

**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 15<sup>th</sup> January of the year that the child would be due to start school, in their normal age group.**

For example, children born between 01/09/2019 – 31/08/2020 are due to start school in Reception in September 2024. Requests to delay entry to September 2025, for children in this cohort, must therefore be received by 15<sup>th</sup> January 2024, 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. There is no guarantee that requests received after 15<sup>th</sup> January will be considered before the child is due to start school in the following September.**

## Application for a First Time School Place in Year 1



Before completing this form please ensure that you have read the accompanying 'Policy for Educating Children Outside their Normal Academic Year Group – Scenario 3' Parents apply for a first time school place in Year 1 (compulsory school age), and are happy for their child to be educated in Year 1, with their correct chronological cohort. In this scenario, the nursery/early years setting will have delivered the Early Years curriculum and made all the Early Years Profile assessments and data returns to the local authority to be forwarded to the DfE. The Early Years Foundation Stage is complete. **Entry in September 20.....**

### Child's Details

<b>Child's Surname</b>		<b>Child's Date of Birth</b>	
<b>Child's Forename</b>		<b>Boy / Girl / Other</b>	

**Child's Home Address and Postcode:**

*If the child resides at more than one address during the school week then it is up to the parents / carers to nominate the address that will be used for school admissions purposes.*

Council Tax 'Property Reference' Number

**Is the child Looked After (In Care) or have they been previously? \***  
*\*Children in the care of, or provided with accommodation by, a local authority and children who after, but ceased to be so because they were adopted (or became subject to a residence order guardianship order).*

Yes  
 No

If yes, through which local authority? .....

**Does the child have an Education, Health and Care Plan?**  Yes  No

**Does the child receive Pupil Premium through their current school, or Early Years Pupil Premium through their current childcare provider?** *(check with current school or prov*  Yes  No

If yes, please confirm the date this started: .....

**Is the child now, or have they ever been, under a Child Protection Plan or a Child in Need Plan?**  Yes  No

If yes, please confirm the date this started: .....

### Parent / Carer Details

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
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**Relationship to Child**

**Telephone Number**

**Email address**

**Does this person have parental responsibility for this child?**  Yes  No

Please provide names of any other persons or parties who have parental responsibility for this child and their relationship to the child:

### Applications for Schools with a designated faith criteria

PLEASE TURN OVER

Please contact each school directly for detailed information about the criteria that they use for applications. Evidence of faith should be sent to the school concerned **directly**. Missing evidence could affect your child's application and priority for a place.

<b>Is your child Baptised Catholic?</b>	<input type="checkbox"/> Yes	Date of baptism	Copy of certificate submitted to school?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	Place of baptism		<input type="checkbox"/> No

<b>Is your child a worshipping member of a C of E church?</b>	<input type="checkbox"/> Yes	Are the parents/carers regular worshipping members of a C of E church?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

Name of church and full address:	
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<b>Does the child, or any parents/carers, follow another religion and regularly attend another place of worship?</b>	<input type="checkbox"/> Yes	<i>If yes, please provide name and address of place of worship:</i>
	<input type="checkbox"/> No	

**List the schools you wish to apply for, in your order of preference**  
*(We strongly advise that you name more than one school)*

If the child will have a brother or sister at any of the preferred schools in September 2022, please give their details in the columns on the right-hand side.

	<b>Name of School and Postcode</b>	<b>Sibling Name</b>	<b>Sibling Date of Birth</b>
1			
2			
3			
4			
5			
6			

**Are any parents/carers a member of staff at any of the schools listed on this application?**  
 Yes       No

If yes, which school(s)?.....

**Declaration**

- I confirm that I have read and understood the local authority's admission arrangements for applying for a school place, for entry in September 2023;
- I confirm that I have read and understood the admission arrangements for all own admission authority schools that I am applying for, for entry in September 2023;
- I confirm that the information I have provided is correct and understand that giving false or misleading information may result in any school place offered being withdrawn.

Signature	Print Name
	Date

Return by 15<sup>th</sup> January 2024 to: [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)