

**** This is not an application for a school place****
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Request to be Educated Out of Year Group

This request form is for parents of summer-born children due to start school in the September following their fourth birthday, where parents have chosen to delay their start until the following September (when they reach compulsory school age) and are requesting for their child to be educated out of year group in Reception rather than going straight into year 1 with their chronological year group

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

Child Details			
Surname		Date of Birth	
Forename		Gender	
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 <small>(Further evidence of parental responsibility may be requested at any stage)</small>			
Telephone Number(s)		Daytime	Evening
			Mobile
Email address			
If your home address is different to the child's address, please provide details below. Please note: the address used for allocating school places is the child's home address.			

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Additional Information

Does the child have an **Education, Health and Care (EHC) Plan**?

Yes No

Undergoing Assessment

An EHC 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 **Integrated Disability Service (IDS)**?

Yes No

Name of IDS contact:

Is the child under the **care*** of the Local Authority currently, or have they been previously?

Yes 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 child arrangements order or special guardianship order)*

If **yes**, please confirm current status by ticking the relevant box(es)

Full care order	<input type="checkbox"/>
Interim care order	<input type="checkbox"/>
Special guardianship order	<input type="checkbox"/>
Child arrangements 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"/>

Parent/Carer reasons for requesting delayed entry for the child

My child is summer born and is due to start school in Reception in:

September 20.....

I have chosen to delay their start for one year until they are of compulsory school age and request that they are educated out of year group in Reception rather than going straight in at Year 1 in:

September 20.....

Please explain your reasons for requesting for your child to be educated out of year group (Continue on a separate page if necessary)

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

If your child attends an Early Years setting, please provide details below. The setting may provide supporting information for the EOYG Panel to consider if applicable

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 on behalf of the EY provider:

This person's role in the early years setting:

Parents have chosen to delay their child's entry to school until they reach compulsory school age the following academic year. They have requested for their child to be educated out of year group and start school in Reception rather than going straight into year 1 with their chronological year group.

Please provide any details below that the EOYG Panel should consider when reaching its decision and whether, in your professional opinion you support the EOYG request.

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

Does the child have any medical reason(s) that you believe should be considered as part of this request?

YES

NO

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

Please note this section does not need to be completed by a medical professional. Parents may include any relevant medical reports to support their application

Parents have chosen to delay their child's entry to school until they reach compulsory school age the following academic year. They have requested for their child to be educated out of year group and start school in Reception rather than going straight into year 1 with their chronological year group.

Please provide any details below that the EOYG Panel should consider when reaching its decision and whether, in your professional opinion you support the EOYG request.

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

Name of the organisation:

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

Parents have chosen to delay their child's entry to school until they reach compulsory school age the following academic year. They have requested for their child to be educated out of year group and start school in Reception rather than going straight into year 1 with their chronological year group.

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

You must contact the schools where you are interested in applying for a school place prior to submitting this request form

You should explain that:

- you have chosen to delay your Summer Born child's entry to school until they reach compulsory school age the following academic year, and
- you are requesting that your child is educated out of year group and starts school in Reception rather than going straight into year 1 with their chronological age group.

Headteachers of Community and Voluntary Controlled Schools may provide comments, but the EOYG Panel will make the decision.

Headteachers for own admission authority schools that have chosen to adopt the LA's EOYG process may provide comments, but the EOYG Panel will make the decision.

The relevant admission authority for own admission authority schools that have chosen not to adopt the LA's EOYG process will make the decision. Please ensure you have read and followed the admission arrangements for the school(s) if different.

Own admission authority school's (that have chosen not to adopt the LA's EOYG process) are not legally obliged to agree to educate a child out of year group, even if the LA's EOYG Panel agrees to support the request.

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 made by the EOYG Panel, for your child to be educated outside of their chronological year group, will only apply to voluntary controlled and community schools, and any own admission authority schools who have adopted the LA's EOYG process.

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

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The Headteacher of each of the schools named in this request must complete a copy of pages 7 and 8 so that it can be submitted with your request

Guidance on handling admission requests for summer born children

Children are not required to attend school until they reach compulsory school age. Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school.

Parents have the right to delay their child’s entry until they reach compulsory school age. They do not require permission to make this decision. However, they **must** request their summer born child is admitted out of their normal age group at this point – to enable them to be educated in Reception, otherwise they will start school in year 1 with their chronological year group.

If a child is admitted to primary school out of their normal age group, the parent may make further requests, for example, when they transfer from primary to secondary school.

The admission authority of each school must make a decision based on the circumstances of the case and in the child’s best interests.

It should be rare for an admission authority to refuse a parent’s request for a summer born child to be educated in Reception rather than missing a year of education and going straight into year 1 when they reach compulsory school age.

As explained above, an admission authority may **not** decide that a child should start school before they reach compulsory school age (even if their previous experience is that summer born children do well, being educated in their chronological year group) - that is the parent’s decision.

<u>Headteacher’s views</u> on the request to educate a summer born child in Reception when they reach compulsory school age rather than year 1.		
Name of school:	Name of Head teacher:	
	Signature of Head teacher:	
	Date:	
School Type (voluntary controlled, community, Academy etc.)		
If the school’s admission authority is NOT the local authority, has the admission authority chosen to adopt the LA’s EOYG Process?	YES	NO
Does the school believe it would be in the child’s best interest to be educated in Reception when they reach compulsory school age?	YES	NO

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Please provide any comments below

Continue on a separate page, if required

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Parent Declaration

- 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.
- I confirm that I have read the associated guidance that explains the adverse effects that may be caused to a child educated outside their chronological age group and am happy to continue with the request.
- I confirm my child's birthday is between 1 April and 31 August and therefore they are deemed summer born child for the purposes of admission to school.
- I have chosen to delay my summer born child's entry, by one year, until they are of compulsory school age, and I am formally requesting for them to be educated outside of their chronological age group in Reception rather than them starting school in year 1.
- I understand educating my child outside their chronological age group will mean they will be one year behind peers of their age for the duration that the agreement is in place within the relevant education setting.
- I have contacted the schools, I wish to apply for, and they have had an opportunity to comment on the request for my child to be educated outside of their chronological age group.
- I have checked the admission arrangements for any own admission authority schools and followed their process where different.
- I understand that all applications for school places will be processed in line with the relevant school's admission arrangements.
- I understand any agreement allows me to apply for a place for my child in the relevant year group, but this does not guarantee that a place will be offered if there are more applications that places available.
- I understand that:
 - if a subsequent school does not agree to continue any educated out of year group arrangements, my child may be required to miss a year - for example moving from year 5 to year 7.
 - my child will reach 16 in year 10 when means they would not qualify for any free transport assistance in their final year.
 - my child's wellbeing may be adversely affected (for example if their peer group is developing at a different rate and they feel different).
 - once my child has started school, the Headteacher is responsible for deciding how best to educate my child and that on occasion, this may include deciding a child should be moved to a different age group. This means my child could be moved back to their chronological year group if there are sound educational reasons to do so.
- I accept that the decision to delay my child's start until they reach compulsory school age is my parental right and not the recommendation of Warwickshire County Council or the DfE as it is believed most children will thrive if they are admitted to school in the September following their fourth birthday

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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 ****

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

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

For example, children born between 01/09/2020 – 31/08/2021 are due to start school in Reception in September 2025. Requests to delay entry to September 2026, for children in this cohort, must therefore be received by 15th January 2025,

Requests received after the deadline will not be considered until after National Offer Day

If the request is agreed that your child can be educated out of year group, you will need to:

- withdraw the application you made for a school place for the September after your child's fourth birthday
- make a new application for a school place for the September after your child's fifth birthday when the relevant round opens for applications

It is possible the school will not be able to offer your child a place. If there are more applications than places available, places will be allocated in accordance with the oversubscription criteria for the school. This is why it is important to consult all the schools you plan to apply for.

If your request is refused, you can either:

- accept the school place you are offered for the September after your child's fourth birthday - your child will be admitted to the reception class
- make an **in-year** application for your child to start school in **year 1** in the September after their fifth birthday

If you decide to accept the reception place following your child's fourth birthday, you can:

- agree a part time timetable, with the school where you child has been offered a place, until later in the school year but not beyond the beginning of the summer term
- delay your child's school start until later in the school year, but not beyond the beginning of the summer term)

Any school place you were offered for the September after your child's fourth birthday will be lost if they do not take it up by the start of the summer term.

If you decide to have your child start school in year 1 following their fifth birthday, it is important you make an in-year application. It is possible that the year 1 class will be full so you may need to think about making an application to more than one school.