



**PORTSMOUTH AND WINCHESTER  
DIOCESAN ACADEMIES TRUST**



# Delayed Admission to Reception Year Group Policy

**Date Agreed:** 19<sup>th</sup> February 2018

**Review Date:** September 2019

**Signed:** \_\_\_\_\_

**Chair of the Portsmouth and Winchester Diocesan Trust Board**

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Delayed Admission to Reception Year Group Policy**

**Revision Record**

Revision No.	Date Issued	Prepared By	Approved	Comments
1	19 <sup>th</sup> February 2018	AJ	DAT	New policy
2	22 <sup>nd</sup> February 2018	JP	LGB	Amendments to detail re: panel

**The Policy will apply to requests for summer born children to delay admission to Reception.**

**PLEASE NOTE, AT THE TIME OF PUBLISHING WE ARE WAITING ON THE RELEASE OF A CONSULTATION BY THE DFE ON PROPOSED CHANGES TO THE EXISTING SCHOOL ADMISSIONS CODE.**

**IF NECESSARY, THIS POLICY WILL BE AMENDED IN LINE WITH ANY CHANGES TO THE CODE PUBLISHED AT A LATER DATE.**

**Introduction**

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for an Education Health & Care Plan whose parent(s)/carer(s) should contact the Local Authorities Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

**Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission**

1. If a parent expresses an interest in applying for delayed entry to Reception, the academy should suggest that they arrange a meeting with the Principal to discuss their options.
2. If, after discussion with the Principal, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the Principal/Local Authority.
3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. **At no time will they be able to hold school offers for their child in two year groups.**
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about the child and the following information must be provided:
  - Clear reasons for the request
  - Information from the child's current nursery or pre-school if applicable
  - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check
7. In addition they may be asked to provide specific information/documentation such as:

- Early Years reports and assessments where this is available
  - Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
  - Health information
  - Other relevant information and documentary evidence
8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
  9. Parents along with the academy will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.
  10. As the academy resides within the Admissions Authority of the Portsmouth and Winchester Diocesan Academies Trust, the final decision on whether to allow delayed entry lies with the delegated authority provided to the Local Governing Body. However they will take note of The Panel's recommendation when making their decision.
  11. The academy write out to parents within 10 school days once a final decision has been made.

### **The decision making process**

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

This Panel will consist of:

- The Local Governing body admissions sub committee
- The Principal Educational Psychologist (PEP) (or representative)
- An Early Years Advisor (where appropriate)

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

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

### **Criteria for agreement to out of year admissions**

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

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

## **Right of appeal following the decision**

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

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

## Request form for decelerated/delayed admission to Year R

**This form is for parents seeking approval for their child to be admitted outside of their normal age group.**

Name of academy to which you are seeking approval to apply outside of the normal age group  
.....

Parent/guardian's full name: .....

Address: .....

.....Post code .....

Daytime telephone number: .....

E-mail address: .....

Child's full name: .....

Date of birth: day ..... month ..... Year .....

Gender: Male / Female (*delete as applicable*)

Is your child currently in receipt of early years provision: YES / NO (*delete as applicable*)

Name of early years provider: .....

Number of hours attended: .....

Was your child born prematurely? YES / NO (*delete as applicable*)

If yes, please provide your child's due date: day ..... month ..... Year .....

**Please provide reasons overleaf, why you consider decelerated admission to be in your child's best interests.**

**Please attach any and all supporting evidence with this application form, including:**

- From professionals
- Assessments provided by your child's current early years provider
- Assessments provided by the Health Visitor from issues raised at the 2 year old check

**Other information may be requested by the academy or Local Authority, as described in Section 7 of the Delayed Admission to Reception Year Group Policy.**

**Continued overleaf**

Communication and language reasons:

Personal, social and emotional reasons:

Physical reasons:

Other reasons:

**I/we confirm that the information provided on this form is true and accurate.  
I/we have read and understood the Delayed Admission to Reception Year Group Policy.  
I/we consent to this form being shared with the Principal, Local Governing Body of the academy to which my request for deceleration is being made and Local Authority.**

Signed:

Date:

Print Name:

Please return this form to the Principal at the academy/Local Authority –  
Jeremy Payne  
St. James' CE Primary Academy  
Pokesdown Hill,  
Christchurch Road,  
Bournemouth  
BH76DW

Academy/LA use only:

Date application form and supporting evidence received:

Signed:

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