



WADE DEACON
TRUST

A COMMITMENT TO EXCELLENCE

SUMMER BORN ADMISSIONS POLICY

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Link: Mr I Kirkham

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INTRODUCTION

This policy document sets out the process and criteria for considering requests for schools in Wade Deacon Trust. This policy applies to all pupils with the exception of those holding an Education Health & Care Plan whose parent(s)/carer(s) should contact the Local Authority Special Educational Needs (SEN) EHCP team for advice.

It is trust policy that pupils should normally be placed with their own age group, and be educated for the majority of the time with their age peer group. School staff within the trust know that children develop at different rates and have different starting points.

Primary Admissions

For parents of summer born children, who are considering delaying their child's entry to primary school until they reach compulsory school age, it is important to note that there is not a statutory right to offset admission, and that it is the relevant admission authority that will make decisions on the basis of the circumstances of each case. In this case the decision will be made by Wade Deacon Trust.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August), that their child is admitted to Reception one year later than their chronological age would normally determine.

The Local Authority is responsible for admissions of all reception places, including children already attending the school nursery provision.

Secondary Admissions

For parents of summer born children, where their child's entry to secondary school is later than their chronological age group admission, it is important to note that there is not a statutory right to 'out of year' admission. In this case the decision will be made by Wade Deacon Trust which will make decisions on the basis of the circumstances of each case.

The School Admissions Code requires that an admission panel consider such requests and takes account of the circumstances of each case. Following an application to the Local Authority, the Local Authority admissions team will contact the named school with the parental request. The application must be considered by the Executive Team of Wade Deacon Trust and not the Local Authority.

1. PROCESS FOR CONSIDERATION OF PARENTAL REQUESTS FOR SUMMER BORN BABIES TO BE ADMITTED TO RECEPTION A YEAR LATER THAN THEIR CHRONOLOGICAL AGE GROUP ADMISSION.

- 1.1. If an initial request is made by a parent/carer regarding policy, this policy will be shared. A follow up meeting with the Principal may be arranged if requested.
- 1.2. If, after considering the information that has been shared, parents still wish to pursue an 'out of year' admission, they will be asked to submit an application to their Local Authority together with supporting evidence. This is in line with all applications for Reception places. The supporting evidence required is documented in this policy.
- 1.3. On receipt of such a request from the Local Authority, the named school will contact the trust Executive Team and advise/remind them of the procedure for dealing with out of year group admission requests.
- 1.4. A panel will be convened to consider the request. This panel will consist of 3 members drawn from:
 - 1.4.1. The Director of Primary Education
 - 1.4.2. The Director of Secondary Education
 - 1.4.3. Chief Operations Officer
 - 1.4.4. Chief Executive Officer
- 1.5. A written response will be sent to the Local Authority admissions team informing the decision that has been made and the reasons for that decision.
- 1.6. Criteria for agreement to out of year admissions
 - 1.6.1. The following list 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
 - 1.6.2. Information that will be required in the request:
 - 1.6.2.1. The nature of the request
 - 1.6.2.2. Clear reasons for the request
 - 1.6.2.3. Information from the child's current nursery or pre-school if applicable
 - 1.6.2.4. Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2-year-old check
 - 1.6.3. Other Specific information/documentation which may include:
 - 1.6.3.1. Early Years reports and assessments where this is available

1.6.3.2. Existing professional reports and assessments e.g. educational psychology reports from LA where this is available

1.6.3.3. Health information

1.7. Criteria for agreement to out of year admissions

1.7.1. The following list 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.

1.7.2. 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:

1.7.2.1. 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;

1.7.2.2. whether delayed social, emotional, or physical development is adversely affecting their readiness for school;

1.7.2.3. relevant research into the outcomes of summer born and premature child.

1.7.2.4. Statement from the Principal of the school for which the application is made.

1.7.3. Parents should be aware that:

1.7.3.1. The child's admission may only be offset with the agreement of the panel

1.7.3.2. A child born prematurely is defined as a baby born before 37 weeks of pregnancy are completed.

1.7.3.3. Once a child has been admitted to a school it is for the Principal to decide how best to educate them.

1.7.3.4. 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.

1.7.3.5. Any decision to move a child to a different age group should be based on sound educational reasons and made by the Principal in consultation with the parents

1.7.3.6. Should agreement not be given and the parent still chooses to defer entry to the start of the school year after the child's fifth birthday, the parent will need to apply for a place in Year 1 which will be dependent upon a place being available at the time.

- 1.7.3.7. Any child not being educated in the year group in which their chronological age falls is regarded as "an offset admission". This may raise complications if the child transfers to another school or another local authority mid year: it will be for the admission authority of the receiving school to decide whether to admit the child out of their normal age group.
- 1.7.3.8. 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.
- 1.7.3.9. Transition to high school: Parents will need to apply again for an 'offset' place alongside an application for a high school place and should do so when their child is in year 5 to the high school's admission authority.

2. PROCESS FOR CONSIDERATION OF PARENTAL REQUESTS FOR SUMMER BORN BABIES TO BE ADMITTED TO YEAR 7, A YEAR LATER THAN THEIR CHRONOLOGICAL AGE GROUP ADMISSION. (OUT OF YEAR ADMISSION)

- 2.1. If an initial request is made by a parent/carer regarding policy, this policy will be shared. A follow up meeting with the Principal may be arranged if requested.
- 2.2. If, after considering the information that has been shared, parents still wish to pursue an 'out of year' admission, they will be asked to submit an application to their Local Authority together with supporting evidence. This is in line with all applications for Year 7 places. The supporting evidence required is documented in this policy.
- 2.3. On receipt of such a request from the Local Authority, the named school will contact the trust Executive Team and advise/remind them of the procedure for dealing with out of year group admission requests.
- 2.4. A panel will be convened to consider the request. This panel will consist of 3 members drawn from:
 - 2.4.1. The Director of Primary Education
 - 2.4.2. The Director of Secondary Education
 - 2.4.3. Chief Operations Officer
 - 2.4.4. Chief Executive Officer
- 2.5. A written response will be sent to the Local Authority admissions team informing the decision that has been made and the reasons for that decision.

2.6. On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information.

2.6.1. Information that will be required in the request:

2.6.1.1. The nature of the request

2.6.1.2. Clear reasons for the request

2.6.1.3. Information from the child's school if applicable

2.6.2. Specific information/documentation which may include:

2.6.2.1. Existing professional reports and assessments e.g. educational psychology reports from LA where this is available

2.6.2.2. Health information

2.6.2.3. Documentation from LA in regard to agreement to late entry into reception

2.7. Criteria for agreement to out of year admissions

2.7.1. The following list 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.

2.7.2. 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:

2.7.2.1. 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;

2.7.2.2. whether delayed social, emotional, or physical development is adversely affecting their readiness for school;

2.7.2.3. relevant research into the outcomes of summer born and premature child.

2.7.2.4. Statement from the Principal of the school for which the application is made.

2.7.3. Parents should be aware that:

2.7.3.1. The child's admission may only be offset with the agreement of the panel

2.7.3.2. A child born prematurely is defined as a baby born before 37 weeks of pregnancy are completed.

- 2.7.3.3. Once a child has been admitted to a school it is for the Principal to decide how best to educate them.
- 2.7.3.4. 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.
- 2.7.3.5. Any decision to move a child to a different age group should be based on sound educational reasons and made by the Principal in consultation with the parents.
- 2.7.3.6. Any child not being educated in the year group in which their chronological age falls is regarded as "an offset admission". This may raise complications if the child transfers to another school or another local authority mid year: it will be for the admission authority of the receiving school to decide whether to admit the child out of their normal age group.
- 2.7.3.7. 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.

3. RIGHT OF APPEAL FOLLOWING THE DECISION

- 3.1. There is no right of appeal if a child has been offered a place in the school but it is not in the year group the parent would like. However, parents can make a complaint through the Wade Deacon Trust complaints procedure, if a parent is unhappy with the way the panel has handled their request.