

# Kingsleigh Primary School



## Delayed Admission to Reception Year Group Policy 2022- 2023

**Date of last review: October 2020**

**Date of next review: October 2021**

## **POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP 2022-23**

**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 a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Local Authority's Special Educational Needs Team for advice.

All other application forms should be submitted directly to the Local Authority 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 suggest that they arrange a meeting with the Headteacher to discuss their options.
2. If, after discussion with the Headteacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit a 'Delayed Admission Application Form, together with supporting evidence to the School. This application form is available directly from the school.
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 Local Authority where this is available
  - Health information
  - Other relevant information and documentary evidence
8. A School Panel will meet to consider the request. The School Panel will be a mix of individuals with different roles and responsibilities and may include: the Headteacher of the school preference; an Early Years professional; a healthcare professional; an educational psychologist; an educational professional (in addition to the Headteacher of the school preference); an admissions officer; the parent/s of the child. The parents will be informed of the date that the School Panel will meet within 15 school days of receipt of their written request (application form and supporting evidence).
9. Parents along with the Local Authority will be informed of the recommendation of the School Panel in writing within 5 working days of the meeting.
10. As the Academy is its own admitting authority, the final decision on whether to allow delayed entry lies with them, taking note of the School Panel's recommendation.
11. The Academy will write out to parents within **5 working days** once a final decision has been made.

### **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 School Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The School's 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 school but it is not in the year group they would like. However, parents can make a complaint through the Academy's complaints procedure.

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