

# Bath and North East Somerset Council

## Delayed, Deferred and Accelerated Admissions Policy

### Aim

The aim of this policy is to establish a procedure which gives parents, schools and settings clear guidance on delayed or accelerated admission. When a delayed or accelerated request is made for an **own admission authority school** the decision rests with the school requested.

### Key Principles

- 1.1 All children and young people should normally be educated in their chronological year group.
- 1.2 Schools assess the learning needs of children and young people so that the curriculum they provide is relevant enabling them to make appropriate progress and maximise their achievement.
- 1.3 Admission of children outside their normal year group will be made in accordance with the School Admissions Code 2014 – Paragraphs 2.17 A and B.
- 1.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 1.5 The decision is made by the relevant Admission Authority, details of which are shown below:-

| Type of School       | Admission Authority |
|----------------------|---------------------|
| Academy              | Academy Trust       |
| Community            | Local Authority     |
| Foundation           | Governing Body      |
| Voluntary Aided      | Governing Body      |
| Voluntary Controlled | Local Authority     |

- 1.6 For children already in school in an existing year group the head teacher will make the decision on whether the child should be educated in a year group outside of their chronological age. For children moving in to the authority the admission will be considered against the child's chronological age group.

## 2. Deferred and Delayed Entry Reception Classes:

### Deferred Entry

- 2.1 The Early Years Foundation Stage spans pre-school to the reception age group within school, providing appropriate learning experiences for children aged 3 – 5 years.
- 2.2 Primary education is normally provided in primary schools although, in some areas, there are separate infant and junior schools. Children whose fifth birthday falls before 1 September, 1 January or 1 April become of compulsory school age on whichever of these dates follows their fifth birthday. However, so that all children can benefit from three full years of infant education children can be admitted to the reception year group at the beginning of the academic year starting in September.
- 2.3 Parents can request a deferred entry until later in the same school year as long as this does not go beyond the child's compulsory school age or beyond the academic year for which the original application was made.
- 2.4 Parents can request that their child takes up the reception place part-time until the child reaches compulsory school age. Once the child has started at the school parents cannot apply for delayed entry.

### Delayed Entry

- 2.5 Children whose 5<sup>th</sup> Birthday falls in the Summer Term do not legally have to send their child to school until the following September. **Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5<sup>th</sup> Birthday for the request to be considered.** A request for delayed entry must be made at the time the application is submitted.
- 2.6 **Parents should submit evidence which allows admission authorities to determine why it would be in the child's interests to be admitted to reception rather than year one.** In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.
- 2.7 Before deciding to delay their child's entry to school parents should visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be

able to allay any concerns the parent may have about their child's readiness for school.

- 2.8** Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration. In addition, as a consequence **of being born before their due date**, a child may fall into a different age group than if they had been born at full term. When considering the circumstances of the case, **admission authorities should take account of the age group the child would have fallen in to if born on time.**
- 2.9** For Community and Voluntary Controlled Schools the final decision on delayed or accelerated transfer will be taken by **the Local Authority's Delayed School Entry/Accelerated Admissions Panel** in consultation with the Headteacher of the school[s] requested. Parents will be informed in writing clearly setting out the reasons for the decision. The Delayed School Entry/Accelerated Admissions Panel is made up of representatives from Admissions and Transport, the Educational Psychology Service and the Early Years SEND Inclusion Panel.
- 2.10** **If a request to delay is approved**, parents should withdraw their application for the normal age group. Parents will then need to make a **new application** as part of the main admission round for the following year.
- 2.11** **If your request to delay is refused**, parents will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.
- 2.12** Where a parent's request is agreed the application will be processed as part of the main admissions round. Lower priority will not be given on the basis that the child is being admitted out of their normal age group.
- 2.13** **Parents should note** that where their request to delay is agreed this does not guarantee a place at a particular school. **Parents must apply again as part of the following admissions** round and their application receives equal consideration with all others received. In the event of a school being oversubscribed the admissions criteria will be used to determine the allocation of places and a delayed applicant does not receive any higher priority.

### **3. Delayed or accelerated Admission to Junior Schools and delayed transfer to Secondary Schools**

- 3.1 Children and young people should transfer to the next phase of education (junior schools ) with their peer group

Decisions relating to delayed or accelerated transfer in exceptional cases should be informed by a report from relevant professionals which highlight the reasons why delaying or accelerating a child's admission is in their best interest.

- 3.2 The implications for delayed pupils reaching statutory school leaving age before completing Key Stage 4 and social emotional issues for delayed or accelerated pupils must be considered when making any decision.
- 3.3 The final decision on delayed or accelerated transfer will be taken by the relevant admission authority. For Community and Voluntary Controlled Schools the final decision on delayed or accelerated transfer will be taken by the Delayed School Entry/Accelerated Admissions Panel in consultation with the Headteacher of the school[s] requested. The decision will be based on sound educational reasons in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

### **4. Accelerated admission to Secondary School**

- 4.1 Children and Young People should normally transfer to the next phase of education [secondary schools] with their peer group.
- 4.2 If a request for accelerated transfer is made the final decision will be taken by the requested secondary school[s] being their own admission authority. Details of each schools policy will be available directly from the school concerned. It must, however, be noted that a receiving school may decide to review any previous decisions made which may result in the child being taught in their chronological age group.

### **5 Pupils with an Education Health and Care Plan**

- 5.1 Due to their specific needs children with an Education Health and Care Plan may have it recognised that it is necessary to be taught outside their chronological year group. This decision will be made by the SEN Assessment Panel.

**This Policy will be reviewed annually.**

**Admissions & Transport Team June 2016.**