

**Query received in relation to a child being educated outside of their normal age group.**

**The child is:**

**Summer-born and due to start school in Reception in the next entry round.**

Parent/carer must read the guidance available on our website, complete the LA's Summer-Born Delayed Entry request form in full and then return it to Admissions by the relevant deadline (January). An application for the normal age group must also be completed by the deadline, in case the request is not agreed.

Requests received by the deadline will be recorded and then considered by the LA's specialist Panel in February. However, decisions will only be made by the LA in respect of any LA maintained schools stated on the request form.

The LA will record the request and honour the decision of any school that is its own admission authority.

The LA will notify the parent/carer of the decision(s) made in respect of all schools named on the request form. Further, relevant information will also be provided in the decision letter(s).

Late requests received by the end of June will be considered in July. Requests received from July onward will be considered, as soon as possible, from September.

**Not summer-born but is due to start school in Reception in the next entry round.**

The child must be in full-time education by the time they reach CSA. The parent/carer can choose to defer the child's entry into Reception, up until the point that they reach CSA, however, the child will be educated with their normal age group.

No requirement to complete the LA's formal request form. It is the legal right of the parent/carer to defer entry until the child reaches CSA. An application should be made – and a school place offered – as part of the coordinated admissions process, for the child's normal age group. The parent/carer must accept the place offered if they wish to defer, as the child will still need to be put on roll at that school from September.

The child may attend nursery up until the point that they take up their school place, but any Early Years funding for a nursery place will only be available until the child starts school.

**Due to transfer from infant to junior school in the next entry round.**

Parent/carer must read the guidance available on our website, complete the LA's EOYG request form and then return it to Admissions by the relevant deadline (January). An application for the normal age group must also be completed by the deadline, in case the request is not agreed.

Requests received by the deadline will be considered by the LA's specialist Panel. However, decisions will only be made by the LA in respect of any LA maintained schools stated on the request form.

The LA will record the request and honour the decision of any school that is its own admission authority.

The LA will notify the parent/carer of the decision(s) made in respect of all schools named on the request form. Further, relevant information will also be provided in the decision letter(s).

Late requests received by the end of June will be considered in July. Requests received from July onward will be considered, as soon as possible, from September.

**Due to transfer to Yr7 at a secondary school in the next entry round.**

Parent/carer must read the guidance available on our website, complete the LA's EOYG request form and then return it to Admissions by the closing date for applying for school places in the normal age group (October). An application for the normal age group must also be completed by the deadline, in case the request is not agreed.

The LA will record the request and honour the decision of any secondary school that is its own admission authority (i.e. all of them).

The LA will notify the parent/carer of the decision(s) made in respect of all schools named on the request form. Further, relevant information will also be provided in the decision letter(s).

**Looking to Change School during the academic year**

Parent/carer must read the guidance available on our website and then complete the LA's EOYG request form. This must be submitted alongside the Change of School application.

Requests will be recorded and then considered by the LA's specialist Panel, in line with the timeframe for the In-Year Admissions process. However, decisions will only be made by the LA in respect of any LA maintained schools stated on the request form.

The LA will record the request and honour the decision of any school that is its own admission authority.

The LA will notify the parent/carer of the decision(s) made in respect of all schools named on the request form. Further, relevant information will also be provided in the decision letter(s).

**Currently attending a school and wishes to be educated out of year group at the same school.**

Once a child has been admitted to a school, it is for the head teacher to decide how best to educate them. Any decision to educate a child with a different age group should be based on sound educational reasons and should be made by the head teacher, in consultation with the parents.

Whilst the LA has no formal role in this scenario, the school must notify Admissions of the decision so this can be updated on the child's record.