

# MOORDOWN ST JOHN'S CE PRIMARY SCHOOL



## PROCESS FOR DECELERATED (DELAYED) ADMISSION TO RECEPTION YEAR GROUP (2023/24)

The process will apply to requests for summer born children to decelerate (delay) admission to Reception

### Introduction

This document sets out the process and criteria for considering requests to decelerate (delay) admission to school for summer born children. This 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 Borough's 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 decelerated entry to Reception, they should contact the Academy to 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 an application form together with supporting evidence to the Academy's Admissions Clerk.
3. The application form will ask parents to confirm that they understand the process. 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 parents 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 decelerated admission is submitted after an offer of a school place in the child's chronological age group has been made, and the request is subsequently approved that the child can delay admission, the original offer will be withdrawn and offered to the next child on the waiting list.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, pre-school or Early Years Development Officer 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 where 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. As the Academy is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.
10. The Academy will write to parents within 10 working days advising of the final decision.

### **The decision making process**

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

This Panel may consist of:

- The Academy's Headteacher
- The Academy Director with responsibility for Admission (or a representative)
- The Academy's Inclusion Leader
- An Educational Psychologist (EP) (or a representative)
- An Early Years Advisor (where appropriate)

A clerk will minute the panel's meeting.

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 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 Education and Skills Funding Agency (ESFA).