Policy relating to the education of children outside of their chronological year group

Guidance for parents, carers and schools, when considering requests for children to be educated out of their chronological year group.

Sept 2026

Dudley Metropolitan Borough Council
Children and Young People
School Admissions Service

Contents

SECTION 1: INTRODUCTION AND RATIONALE 3
INTRODUCTION 3
RATIONALE 3
SECTION 2: THE LAW 5
SECTION 3: STARTING SCHOOL 6
REQUESTING PART-TIME ADMISSION FOR CHILDREN DUE TO START SCHOOL 7
REQUESTING DEFERRED ENTRY FOR CHILDREN DUE TO START SCHOOL 7
DISADVANTAGES OF PART-TIME ADMISSION AND DEFERRED ENTRY 8
REQUESTING DELAYED ENTRY 8
THE SUBMISSION OF EVIDENCE BY PARENTS 9
DISADVANTAGES OF DELAYED ENTRY 10
STARTING SCHOOL A YEAR EARLY 10
SECTION 4: ACCELERATED ENTRY 11
DISADVANTAGES OF ACCELERATED ENTRY 11
REQUESTING ACCELERATED ENTRY FOR RECEPTION OR SECONDARY SCHOOL 11
SECTION 5: IN-YEAR ADMISSIONS 12
SECTION 6: WHAT TO DO NEXT 12
SECTION 7: APPEALS AND COMPLAINTS 13
Request to be educated out of year group Starting School in Reception – September 2027 1
In order for your request to be considered fully, this form must be completed in full and received by the Admissions Service by no later than **4pm on 15 January 2027** 6

SECTION 1: INTRODUCTION AND RATIONALE

INTRODUCTION

This document advises on Dudley Metropolitan Borough Council's (the 'Local Authority') process regarding educating pupils outside of their chronological year group. This relates to children where a request is received for them to be educated outside of their normal age range year group; that is that they are educated in the year group below, or the year group above, their chronological age.

This document applies to all schools where the Local Authority is the Admissions Authority: i.e.: all Community and Voluntary Controlled schools. Where the school is located within Dudley but is its own Admission Authority – for example, Voluntary Aided schools or Academies, application requests are made direct to the school.

This document <u>does not</u> relate to situations where pupils are in mixed-age classes.
Mixed age classes are where pupils may be taught in a class where a number or even the majority, of pupils are in an adjacent year group. As long as this arrangement will not affect the age at which the pupils will transfer to the next key stage in their education, then the pupil is not considered to be 'educated outside of his/her age group'.

RATIONALE

The Local Authority's (LA) policy is that pupils should be educated in the year group appropriate to their chronological age, for the following reasons:

- The LA is concerned with the development of the whole child. This includes physical and emotional maturity, the development of social and interactional skills and the pupil's ability to respond to the curriculum, which is age-appropriate, as well as suited to his/her, abilities.
- The LA promotes and provides inclusive teaching. Teachers are expected to match the pupils' learning objectives and the learning activities planned to the abilities, aptitudes and individual needs of pupils.
- The Early Years Foundation Stage Curriculum and the Programmes of Study in the National Curriculum incorporate flexibility within, and between, each key stage in order to support a diverse range of pupils' needs. Where a pupil's abilities are significantly out of step with other pupils of his/her age, then individual provision should be planned. This could include addressing special education needs. In almost all cases, such individual provision will be made within the pupil's own year group.
- The SEN Code of Practice outlines a 'graduated response' of special provision, assessments and review within schools which does not normally require pupils to be educated out of their correct year group. Where the pupil has an EHCP, parents should talk to their child's case officer in the first instance.
- Pupils have an entitlement to the Early Years Foundation Stage curriculum and the Programmes of Study of the National Curriculum, designed for their age group. The LA and all schools within this authority have a legal duty to make sure this is available.

- When a request is being considered, a long term view should be taken of the pupil's educational needs. The LA would wish to avoid the adverse consequences which frequently arise if pupils are educated out of their year group, including the possibility of a difficult transition back into their correct year group at a later date, if this is deemed appropriate. Additionally, pupils taught in a younger year group may be of an age to leave school before they have had the opportunity to acquire external qualifications. They may, in this way, become educationally disadvantaged.
- Teaching an older pupil in a younger year group may well extend the time which he/she spends at school. This will have significant financial implications for the use of public and/or designated funds. The LA has a public duty to resource education equitably and fairly, and the Funding Agreements in place for schools who are their own admission authority will have strict financial guidelines in place.
- Educational research has not demonstrated that accelerating more able pupils into older age-groups is in their best interests. Such acceleration inevitably brings emotional and social pressures which are not conducive to the well-being of the young person concerned. The advantages of accelerating the normal academic milestones, from developments in early years through to public examination, have not been shown to outweigh the personal and social costs which can be involved.

Requests for children to be educated outside of their year group who are already of compulsory school age will be considered on an individual basis, in line with this guidance.

Please ensure that you have read this document in full before submitting such a request.

SECTION 2: THE LAW

All admission authorities are legally required to follow the procedures as set out in the School Admissions Code (2021). This document, including any guidance, will be updated as and when such legislation is amended.

The following extracts are taken from the School Admissions Code, in relation to the education of children outside of their chronological year group:

Admission of children below compulsory school age and deferred entry to school

2.17 Admission authorities must provide for the admission of all children in the September following their fourth birthday. The authority must make it clear in their arrangements that where they have offered a child a place at a school:

a) that child is entitled to a full-time place in the September following their fourth birthday;
b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

2.18 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

2.19 Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

2.20 Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Any requests received in relation to the delayed entry of summer-born children will be considered alongside the following guidance from the Department for Education (DofE):

"Advice on the admissions of summer born children
For local authorities, school admission authorities and parents"
(December 2014)

Compulsory school age

Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

SECTION 3: STARTING SCHOOL

The majority of children will start school, and attend on a full-time basis, in the September following their fourth (4th) birthday. In Dudley, children will start their education at this point in the Reception year group.

However, in some cases it may be more appropriate that a child starts school on a **part-time basis** initially, or starts later in the school year – for example, in the spring term, after the Easter holidays. This is referred to as **'Deferred Entry'**.

There are many reasons that it may be appropriate to defer the point at which a child starts school., These could concern medical issues which a child has, special educational needs which are either confirmed or being assessed, or the child may not be emotionally, socially or psychologically 'ready' to start school during the term after their fourth birthday.

For some children – for example, in the case of some 'summer-born children' (those born between 1st April and 31st August) it may be appropriate to request that the child starts school a year later so that the child is educated in the chronological year group below where they should be. This is referred to as **'Delayed Entry'**.

The Law states that children have to be in full-time education by the start of the term following their fifth birthday. This is referred to as 'compulsory school age'.

It is important to note that if you opt to defer or delay your child's admission to school your child may not be able to remain in their current early years setting. Parents should discuss this with the setting before making their application.

REQUESTING PART-TIME ADMISSION FOR CHILDREN DUE TO START SCHOOL

When a child starts school in Reception, the offer of a place is made on the assumption that attendance will be on a full-time basis, from September. However, part-time admission can be agreed in certain cases. This is where the child will still start in Reception in September but will attend for fewer hours, either for a short period of more long-term. Part-time admission could be appropriate for a child who tires easily, possibly due to a medical condition.

An application for a school place **must** be made in line with the co-ordinated process and all relevant deadlines adhered to, so that a school offer can be made prior to the request for part-time admission being made by the parent/carer.

This request must be made in writing directly to the head teacher of the school at which an offer has been made and accepted. This may be a preferable alternative than deferred entry until later in the year as it will give the child the opportunity to settle in gradually but they will still be able to make friends and become familiar with the educational setting.

Children who are admitted to a school on a part-time basis are required to complete statutory assessments of the National Curriculum and Early Years Foundation Stage, as instructed and timetabled by the DfE, as part of the cohort in which they are taught.

If you wish to combine a part-time school place with any other childcare provider, your child's free entitlement will be used to pay for the school provision. You will need to pay the childcare provider for the hours used at the private provision.

The child must have started attending on a full-time basis by the time they reach compulsory school age.

REQUESTING <u>DEFERRED</u> ENTRY FOR CHILDREN DUE TO START SCHOOL

It may be appropriate for a child to start in Reception later in the school year, perhaps due to medical issues or because they are a summer-born child and are just not ready to start school in September.

An application for a school place **must** be made in line with the co-ordinated process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for deferred entry being made by the parent/carer.

This request must be made in writing directly to the head teacher of the school at which an offer has been made and accepted. If deferred entry is agreed then the school place will be held until the date it is agreed that the child will start school. The place will not be held beyond the first day of the final term.

This may be a preferable alternative than delaying entry completely until a whole year later as it will give the child the opportunity to settle into Reception, make friends and become familiar with the educational setting, and then be prepared to start in Year 1 the following September.

The parent/carer is responsible for sourcing any childcare provision which is required prior to the child starting at school later in the academic year, and the child will still receive their free entitlement until they start school.

The child must have started attending school on a full-time basis by the time they reach compulsory school age.

DISADVANTAGES OF PART-TIME ADMISSION AND DEFERRED ENTRY

Although there may be justifiable reasons why a child should start their education in Reception on a part-time basis, or start later in the school year as an approved deferred entry pupil, the parent/carer should give this route careful consideration prior to a request being made.

Part-time admission may mean that the child will miss out on a range of learning opportunities carried out in the Reception class, as well as some of the play-based curriculum. They may also take more time to develop the required physical stamina to meet the demands of attending for a whole school day. Whilst part-time admission will still give the child access to all relevant learning opportunities, there will be less time for the child to practice them, meaning that they may not become as proficient in the relevant learning which form part of the Early Years' Curriculum. This could also disadvantage the child in statutory assessments at the end of the academic year.

As well as the above, where deferred entry is being considered, it is also worth bearing in mind that this will mean that the child will miss out on a range of class activities which are administered at the start of the Autumn term, which are designed to help the children settle into school life and the routines of the school day. They will also be joining the year group at a later time than the majority of other children so friendship groups and social circles will already be well established.

Where a child has identified Special Education Needs and part-time admission or deferred entry has been agreed, it may be the case that funding or support in relation to those needs may not be consistent.

Where part-time admission (or flexi-schooling) has been agreed, any previous agreement in respect of School Transport Assistance may not continue, as these arrangements are usually put in place with contactors who work to normal school hours.

REQUESTING DELAYED ENTRY

A formal request for delayed entry should be made to the Admissions Service by no later than 15 January of the year ***before*** the child is chronologically due to start school. For example, for a child who is due to start in school in September 2027, the request for delayed entry should be made by no later than 15 January 2027.

An application for the child to start school must also be completed and sent with the request. This ensures that the child can still be considered for a school place which is relevant to their chronological age group, if the request for delayed entry is denied. If the request is approved then the application will be withdrawn and a new application must be made for the following year of entry, in line with the co-ordinated admission arrangements for that particular year entry.

The application form, and the form which must be completed in order to request delayed entry, can be found on the website: www.dudley.gov.uk/admissions. School admission authorities are responsible for making the decision on whether or not a child will be admitted outside their normal age group. The admission authority in the case of community and voluntary-controlled schools is the Local Authority and in the case of academies, foundation, trust, voluntary-aided and free schools, it is the academy trust or governing body of the school.

However, where a child has an Education, Health and Care Plan (EHCP), the decision rests with the Local Authority (LA) and must be confirmed in the EHCP. Parents should initially contact their childs's case officer.

Admission authorities are required to make a decision based on the circumstances of each case but must give regard to the views of head teacher of the school.

The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

However, parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

The parents of summer born children must be able to make a decision about whether their child is ready to go to school before compulsory school age confident that, if they decide not to send them to school until age five, the decision about the year group they should be admitted to at that point will be made in the child's best interests.

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.

It is in the interest of the parent/carer making the request to communicate with the head teacher of the school for which they are seeking delayed or deferred entry so that the interests and needs of the child in each specific case are given full and proper consideration.

The following will be taken into account when a request for delayed entry is being considered:

- The child shows a significant delay and/or little progress in their personal and emotional development;
- Social skills are not appropriate to the child's chronological age group;
- The child shows significant delay and/or little progress in intellectual development/educational skills across the subject areas, to an extent that it is not reasonable to expect curriculum differentiation within their correct year group to be successful;
- There is clear evidence that the child's needs will be met more effectively out of their chronological year group than would be possible within.

THE SUBMISSION OF EVIDENCE BY PARENTS

The Government notes that it is reasonable for admission authorities to expect parents to provide information in support of their request – since without it we are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's best interest 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. However, there is no expectation that parents will obtain professional evidence that they do not already have.

DISADVANTAGES OF DELAYED ENTRY

Whilst delayed entry may be the most appropriate option for some children, it is worth noting that there will be consequences if such a route is approved. The child will be educated out of their chronological year group and so will be a whole year older than the rest of their peers. This could affect the child on a long-term basis, both psychologically and emotionally, as they mature and begin to recognise that they may be different to the rest of their classmates.

Delayed entry may mean an extra year with an alternative early year's provider, which may not be able to offer the appropriate level of educational input through play that is available in Reception.

When your child transfers to Secondary school, there is no obligation for the next school to adhere to the agreement, which was put in place for delayed entry in Reception. If the new school disagrees that the child should be educated out of their chronological year group, they may be forced to join their appropriate age cohort and may therefore completely bypass a whole year of education.

Grammar schools carry out an 11+ testing process that is based on academic ability in order to consider possible candidates to those schools, it is also important to bear in mind that this will also be affected by delayed entry.

11+ tests are held annually and scores are standardised based on a cohort within a specific age range. Where a child falls outside of that age range, there is no guarantee that the 11+ test for that particular year of entry will be adaptable to a child who does not chronologically fall within the year group for which entry is being sought.

A child ceases to be of compulsory school age on the last Friday of June in the school year they come 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations and cannot therefore, be obliged to attend.

Where a child has identified Special Educational Needs and delayed entry has been agreed, it may be the case that funding or support in relation to those needs may not be consistent.

STARTING SCHOOL A YEAR EARLY

A formal request for **accelerated entry** should be made to the Admissions Service by no later than the 15 January of the year the child is asking to start school. For example, for a child who is due to start school in September 2028, but is seeking entry in September 2027 the request for accelerated entry should be made by no later than 15 January 2027.

An application for the child to start school must also be completed and sent with the request, as this will be considered if the request for accelerated entry is agreed.

SECTION 4: ACCELERATED ENTRY

Accelerated entry refers to a child who is educated in the year group above their chronological year group. For example, a child is educated in Year 5 but their age means that they should, chronologically, be taught in Year 4, with peers within the same age range. Parents/carers will usually make a request for the child to be accelerated into the year group above based on the child's academic ability.

However, a school will not normally request that a child is educated in the year group above their chronological age, or agree to such a request based simply on academic ability. This is because the curriculum can be adapted and differentiated to meet the needs of many ranges of academic ability within a cohort.

DISADVANTAGES OF ACCELERATED ENTRY

Whilst accelerated entry may be the most appropriate option in very exceptional cases, it is worth noting that there will be consequences if such a route is approved. The child will be educated out of their chronological year group and so will be a whole year younger than the rest of their peers. This could affect the child on a long-term basis, both psychologically and emotionally, as they mature and begin to recognise that they are different to the rest of their classmates. It could also have a serious impact on a child starting school in Reception where that child is only 3 years of age, due to the nature and length of the school day and the expectation for every child to participate fully in school life. They may not have the stamina to cope with such demands and may find the experience of formal schooling very stressful at that age.

When your child transfers to Secondary school, there is no obligation for the next school to adhere to any agreement which was put in place for accelerated entry previously. If the new school disagrees that the child should be educated out of their chronological year group, the child may then be forced to join their appropriate age cohort and may, therefore, repeat a whole year of education.

Grammar schools carry out an 11+ testing process that is based on academic ability in order to consider possible candidates to those schools, it is also important to bear in mind that this will also be affected by accelerated entry.

11+ tests are held annually and scores are standardised based on a cohort within a specific age range. Where a child falls outside of that age range, there is no guarantee that the 11+ test for that particular year of entry will be adaptable to a child who does not chronologically fall within the year group for which entry is being sought.

REQUESTING ACCELERATED ENTRY FOR RECEPTION OR SECONDARY SCHOOL

A formal request for accelerated entry should be made to the Admissions Service no later than 15 January of the year the child is asking to start school or transfer to secondary school. For example, for a child who is due to start in school in September 2028, but seeking entry in September 2027, the request for accelerated entry should be made by no later than 15 January 2027.

An application for the child to start school must also be completed and sent with the request, as this will be considered if the request for accelerated entry is agreed. The relevant request form and appropriate application can both be found on www.dudley.gov.uk/admissions.

SECTION 5: IN-YEAR ADMISSIONS

In some cases, children may need to move from one school to another during the academic year. This may be due to the fact that a family have moved into Dudley from another county, or from overseas. This is referred to as an 'in-year admission'.

Where a child is moving from one school to another as an in-year admission, and an agreement is already in place for them to be educated out of their chronological year group, this arrangement will normally continue, as long as the reasoning for delaying or accelerating entry in the first instance still applies. However, even if this is the case, if the school which is being applied for is its own admission authority then there is no guarantee that the arrangement for the child to be educated outside of their chronological year group will continue.

School admission authorities are responsible for making the decision on whether or not a child will be admitted outside their normal age group. The admission authority in the case of community and voluntary-controlled schools is the LA and in the case of academies, foundation, trust, voluntary-aided and free schools, it is the academy trust or governing body of the school.

However, where a child has an Education, Health and Care Plan (EHCP), the decision rests with the Local Authority (LA) and must be confirmed in the EHCP.

A formal request for **delayed or accelerated entry** as an in-year admission should be made to the Admissions Service at the same time as submitting the 'In-Year Transfer' application form. Further information about the in-year admissions process can be found on www.dudley.gov.uk/admissions.

SECTION 6: WHAT TO DO NEXT

A school place has been offered and accepted for entry in **Reception**, for the correct chronological year group, and you wish to make a request for **part-time** entry:

- Once you've been allocated a school place, speak to the head teacher as soon as possible to request part-time admission.

If you would like to request **deferred entry into Reception** until later in the academic year, for the correct chronological year group:

- You will still need to apply for a school place as if for September entry but this place will be held open for you until the time it is agreed that your child should start at the school. Once you've been allocated a place you will need to speak to the head teacher to make arrangements for deferred admission.
- Your child must start at the school by the beginning of the term after they turn five years old, at the latest.

If you would like to request **delayed entry** for your child to start school in Reception in the year below their chronological age (i.e.: a year later):

- You should speak to the head teacher at your preferred school, your early years provider, and any other professionals involved, and then complete and return the appropriate

request form which can be found at the foot of this policy and or at www.dudley.gov.uk/admissions

- You must complete an application for your child to start school at the point which is relevant to their age, and abide by all relevant deadlines associated with that process. This is to ensure that your child is still offered a school place if your request for delayed entry is not agreed.

If you would like to request **accelerated entry** for your child to start school in **Reception** in the year above their chronological age (i.e.: a year earlier):

- You should speak to the head teacher at your preferred school, your early years provider, and any other professionals involved, and then complete and return the appropriate request from which can be found at www.dudley.gov.uk/admissions
- You should also complete an application for your child to start school at the point for which accelerated admission is being sought. This is to ensure that your child is then considered for a school place if the request is agreed. If the request is not agreed then your application will be automatically withdrawn and you will be required to submit a new application for the relevant entry year.

If you would like to request for your child to be educated outside of their chronological year group, either in line with the automatic transfer from one key stage to the next, or as an in-year admission:

- You should speak to the head teacher at your child's current school and any other professionals involved, and then complete and return the appropriate request form which can be found at www.dudley.gov.uk/admissions

Please note places will not be held open beyond the first day of the summer term.

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. 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 other it will not. Any decision to move a child to a different age group should be based on sound educational reasons and should be made by the head teacher in consultation with the parents.

SECTION 7: APPEALS AND COMPLAINTS

Parents who are refused a place at a school for which they have applied, have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parent do not have a right of appeal if they have been offered a place and it is in preferred year group which is not their chronological year group. However, you may make a complaint about an admission authority's decision not to admit your child outside their chronological year group.

If your request for delayed or accelerated entry for your child has been refused then you can make a formal complaint through the following channels:

- Local Authority maintained schools (e.g.: Community and Voluntary-Controlled) = Local Authority complaints procedure. Further information can be found at www.dudley.gov.uk/complaints.
- Own Admission Authority schools (e.g.: Academies, Free and Voluntary-Aided) = the published complaints procedure of the school for which deferred or accelerated entry has been requested.

If you are unhappy with the way the Local Authority or maintained school has handled your complaint you may then refer your complaint to the Local Government Ombudsman.

If you are unhappy with the way an Academy has handled your complaint you may then refer your complaint to the Education Funding Agency who will consider the complaint on behave of the Secretary of State for Education. More information is available at www.gov.uk.

If you child has an Education, Health and Care Plan (EHCP) and your request for them to be educated outside of their chronological year group has been refused then you can ask the SEND team about your right to appeal through an SEN Tribunal. Further information can be found on the SEND website at www.dudley.gov.uk

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

Request to be educated out of year group Starting School in Reception – September 2027

Before completing this form please ensure that you have read the accompanying 'Guidance and Policy relating to the education of children outside of their chronological year group'.

This is **NOT** an application for a school place. You must complete a separate application form which can be found on our website at: www.dudley.gov.uk/admissions. This request **will not** be considered unless an application form for a school place is also completed.

This form should only be used for Community and Voluntary Controlled Schools. If your request is for an Academy or a Voluntary Aided School, please contact the relevant school direct.

Child Details			
Surname		Date of Birth	
Forename		Gender	
Current nursery/ Pre-school			
Child's home address			
	Post code		

Parent/ Carer Details					
Title		Forename		Surname	
Relationship to child					
Please name all persons who have Parental Responsibility for this child (Further evidence of Parental Responsibility may be requested at any stage)					
Telephone Number(s)	Daytime		Evening		Mobile
Email address					
If your home address is different to the child's address, please provide details below. Please note: the address used for allocating school places is the child's home address.					

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

Additional Information	
Does your child have **an Education, Health and Care Plan**?	☐ Yes ☐ No
	☐ Undergoing Assessment
***An EHCP** is a document written by the local authority which details the needs that a child has in learning at school, and the measures which the school will take to help them.*	
Is your child under the **care*** of a Local Authority?	☐ Yes ☐ No
**Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)*	

Supporting Evidence			
Have you sought the advice of your child's **current educational setting** in respect of this request?			
☐ Yes ☐ No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person
Have you sought the advice of a **medical professional** in respect of this request?			
☐ Yes ☐ No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person
Have you sought **any other professional** advice in respect of this request?			
☐ Yes ☐ No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

Reasons for requesting deferred/accelerated entry
My child is due to start school in Reception in September …….. *(please enter relevant year of entry)*
I request that my child starts school in Reception in September …….. *(please enter relevant year of entry)*
Please explain your reasons for wanting to defer or accelerate your child's entry into school ***(Continue on a separate page if necessary)***

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

School Details			
**** This is not an application for a school place****			
List the schools you would like to consider if your request for your child to be educated out of the chronological year group is agreed. You must contact the schools named below prior to submitting this request form and explain to them your reason for requesting for your child to be educated out of year group. The schools concerned must then confirm their acknowledgement and agreement to such an arrangement, if approved, by signing in the box below. There is no guarantee that the Local Authority will also agree to the request.			
Head teachers/Governing Bodies signing this form agree to the child being registered and taught outside of their chronological year group, and completing statutory assessments in the year which they are taught, should a place be offered to that child through the normal admissions procedure.			
Name of school (**This form should only be used for Community and Voluntary Controlled Schools. If your request is for an Academy or a Voluntary Aided School please contact the relevant school direct.**)	**Head teacher/Governing Body agreement**		
	Name	Signature	Date

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

Please Note: Your request form will not be processed until the above section has been completed and agreement has been received from at least one of the schools which you have named above. If the request form is not completed in full then it will be returned to you.

Any agreement which is subsequently made, for your child to be educated outside of their chronological year group, will only apply to the schools named above who have agreed to such an agreement.

**** This is not an application for a school place** Even if the request is agreed, this does not mean that your child will receive automatic admission into any of the schools you have listed on this form.**

Declaration
• I confirm that I have read and understood the 'Guidance and Policy relating to the education of pupils outside of the chronological year group' • I confirm that I have Parental Responsibility for the child named on this request form, and that I have notified all other persons of this request and that they are in agreement with the child being educated out of their chronological year group • I understand that, even if the request is agreed, this does not mean that my child will receive automatic admission into any of the schools I have listed on this form • I have completed, and enclose, a completed application form and I understand that this will be considered in accordance with the admission arrangements for the relevant entry year • I understand that the Local Authority may need to contact the schools and other professionals named on this request form for further information/clarification. This includes my child's current nursery/childcare provider • I have attached all relevant information which I have referred to in my request
All sections of this form MUST be completed in full. Failure to complete the form and attach all relevant evidence will result in the form being returned to you and this will delay the processing of your request

Signature of parent/carer		Print name	
		Date	

In order for your request to be considered fully, this form must be completed in full and received by the Admissions Service by no later than 4pm on 15 January 2027

Failure to comply with this deadline may mean that your request cannot be considered as part of the coordinated admissions process.

This deadline applies both where the request is for accelerated entry to commence in September 2027 and where a child is chronologically due to start school in September 2027 but a request is being made to defer entry until September 2028.