

## **Guidance for Parents**

### **Delayed Entry to Primary School Summer Born Children**

All children are entitled to a full-time school place, starting in the September following their fourth birthday. However, 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. Children may also attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Compulsory School Age is a legal term. Children reach compulsory school age on a set day following their fifth birthday (or on their fifth birthday if it falls on the set day). The set days are 31 December, 31 March and 31 August.

The Department for Education advises that, in general, children should be educated in their normal age group, and that they should only be educated out of their normal age group in very limited circumstances. In a very few circumstances a parent may feel that their child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning year 1.

This guidance sets out the process to request delayed entry to a Tameside school and answers some common questions.

#### **1. When should my child normally start school?**

All schools in Tameside provide for the admission of all children in the September following the child's fourth birthday.

#### **2. When should I make my application for a school place?**

Parents must submit an application from 1 September following their child's third birthday. This is called the normal admission round. This application must be submitted even if a parent wishes to request that their child's entry is delayed. The closing date for on time applications is 15 January.

#### **3. What is the difference between deferred and delayed entry?**

Deferred entry is where a child starts school later in the normal school year. Delayed entry is where a child is admitted a year later than other children in the same age range. In both cases an application must be made in the normal admission round for the child's age range.

#### **4. How do I request that my child's entry is delayed?**

Your request should be made direct to the relevant school. You must approach each of your preferred schools separately to discuss the circumstances of your case. The School(s) will be able to explain the arrangements to defer entry, 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 parents may have about their child's readiness for school.

Each school will work with you to complete a request form. The information provided will be used to reach a decision on your request.

#### **5. How will the decision be made?**

The application for admission to the normal year group will be processed in the usual way whilst the request to delay entry is considered.

Each school, with its admission authority, will consider the information you have provided and will reach a preliminary decision.

It is important to note that parents do not have the right to insist that their child is admitted to a particular age group. However, each admission authority must consider your request on the basis of the circumstances of the case and in the best interests of the child concerned.

Tameside is the admission authority for all community and voluntary controlled schools in Tameside. In all other schools; faith schools and academies, the governing body or academy trust is the admission authority. It is important to note that one admission authority cannot be required to honour a decision made by another admission authority.

The final decision will be made by Local Authority officers taking into account the information submitted and the individual decisions made by the schools before reaching a final decision.

#### **6. How will I know if my request is agreed?**

You will know the outcome of your request at the end of March. If the request is agreed, following National Offer Day you can ask for your allocated school place for the normal age group to be withdrawn and the place will be offered to another child.

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place in the next admission round. Where a parent's request is agreed, their application will be considered alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools a place will be allocated at the nearest participating school with a vacancy.

#### **7. If my request is agreed, what happens when my child moves to secondary school?**

It will be for the admission authority of the secondary school to decide whether to admit the child out of their normal age group.

#### **8. What if my request is refused?**

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16 April. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint through the relevant complaints procedure.

## Request for Delayed Entry – Summer Born Children

This form is to be completed by the Head Teacher of a preferred school with the parent(s) of a summer born child, who are requesting delayed entry for their child, out of their normal age group.

The purpose of this form is to allow the Head Teacher to gather sufficient information for the decision making process. A copy of the completed form; signed by the parent and the Headteacher, will be provided to the parent. A copy of the completed form, along with the Head Teacher's Decision Sheet will be considered by Tameside Local Authority Officers.

<b>SECTION A: TO BE COMPLETED WITH THE PARENT (Continue on separate sheets if necessary)</b>	
<b>CHILD'S DETAILS</b>	
First Name:	Gender:
Surname:	Date of Birth:
Child's Address:	
Is the child currently receiving nursery provision? <span style="float: right;">YES      NO</span>	
Early Years Provider:	
Number of hours attended:	
<b>PARENT / CARER'S DETAILS</b>	
First Name:	Telephone:
Surname:	Mobile:
Address	
Email:	
<b>CIRCUMSTANCES FOR CONSIDERATION</b>	
<p><b>1. Premature Birth</b> - 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. Premature children may also have medical and/or developmental issues to consider.</p>	
<p><b>2. Social/Emotional Development and 'school readiness'</b> - It is important to consider carefully the emotional and social impact of children joining a lower age group. Successful learning and achievement are underpinned by feelings of emotional security and social wellbeing. Children spend much of their time adapting socially to fit into a peer group; making changes to a child's social "map" can have a significant effect on their adjustment and must be considered carefully: for example; as they progress through the school, children may feel under pressure to explain to their peers why they are not within the normal age range for that class. Conversely, younger children can take</p>	

longer or struggle to adjust to the expectations of a reception class. Such experiences can lead to some behavioural and learning issues.

**3. Educational Development** – the child’s development and abilities against the recognised expected levels for their age range as measured by the Early Years Foundation Stage assessments. Nationally, summer born children do not achieve as well by the end of the reception year as other children. Of course, this does not apply to all children but parents and schools may wish to consider the impact on attainment of delayed entry. This should also be considered in the context of a child’s progress through school and the implications for entry into secondary education.

**4. Health Information** - Medical history and the views of a medical professional if available.

**5. Parents’ individual case and the needs of the child**

**6. Any other issues**

**7. School’s view**

#### **DECLARATION**

I confirm that the information provided on this form is true and accurate. I have read the guidance provided by Tameside Council and consent to this form being shared with the relevant decision makers.

**SIGNED (PARENT)**

**DATE:**

**SIGNED (HEAD):**

**DATE:**

## SECTION B: HEADTEACHER'S DECISION SHEET

To be completed by the Headteacher following the information gathering process in Section A

**DECISION:**    **AGREED / REFUSED** (delete as applicable)

The reasons for the decision will be included in the notification letter which will be sent to the parent by end of March.

<b>1. Premature Birth</b>
<b>2. Social/Emotional Development</b>
<b>3. Educational Development</b>
<b>4. Health Information</b>
<b>5. Parents' individual case and the needs of the child;</b>
<b>6. Any Other Issues</b>
<b>SIGNED (Head)</b> <span style="float: right;"><b>DATE:</b></span>

PLEASE RETURN THE COMPLETED COPY TO [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)