

## **Reception Admissions**

### **Guidance on deferred entry to school, part time attendance, and the admission of children outside their normal age group**

(Deferment and offsetting of children)

#### **Applying for a Reception place**

Parents must apply for a Reception place by 15 January in the academic year that their child turns four. Their child will be offered a Reception school place on the 16 April (or the nearest working day) in the same year. Their child will usually start their Reception place in September. Once a child has completed their Reception year, they will move in to Year 1 in the following September.

#### **Compulsory school age**

All children are entitled to a full time place in the September following their fourth birthday. However, the compulsory school age (CSA) for full time education is the start of the term following the child's fifth birthday.

#### **Deferred entry**

- parents can defer (or delay) the date their child is admitted to school until later in the same school year. Their child must start school when they reach compulsory school age (the term after their fifth birthday). The place cannot be deferred beyond the beginning of final term of the Reception year.

#### **Part-time attendance**

- children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

A parents should discuss deferred entry or part-time attendance with their child's Head teacher once a Reception place has been offered. An agreement should be made between parents and the school without the need for the involvement of any other professional or service.

#### **Summer born children**

If a child is born in the summer term, then they will reach compulsory school age in September when their child starts Year 1. Parents of summer born children can only defer the school place until the beginning of the Reception summer term (in line with every other parent).

If a parent of a summer born child would like their child to start school at the beginning of Year 1 (at the point their child reaches compulsory school age), they must decline the Reception place they are offered on 16 April and apply for an in-year place in Year 1 the following year.

However, caution is advised against a child missing the critical Reception year. It is also advised that most schools will be full in year 1 which means a child may not be offered a place at one of the preferred schools or the child may have to travel further to a school with an available place. Some parents of summer born children may consider applying for admission outside their child's normal age group.

### **Applications for admission outside the normal age group (offsetting)**

Where any parent, including parents of summer born children, believe the needs of their child are such that they would benefit from starting their Reception place a year later than their peers, they may request this using the Local Authority's *'Request to Offset' form (see below)*.

Admission authorities will make decisions on the basis of the circumstances of each case. The local authority is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for voluntary aided, foundation and trust schools, and the academy trust is the admission authority for academies.

You will be notified of the decision in writing and if your application for admission outside the normal age group is agreed, you will be asked to complete another Reception application by 15 January in the academic year your child turns five.

### **Considering requests for admission outside the normal age group**

It is the local authority's view that generally children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that children should only be educated out of their normal age group in very limited circumstances. However, all applications will be carefully considered and the decision will be made based on the circumstances of each child.

Requests for admission outside the normal age group will be considered by a panel consisting of an Early Years Educational Psychologist, Early Years Achievement Officer, a Primary School Head teacher and the Strategic Lead for Admissions. It is important that the view of the Head teacher of the school that the child may be attending is taken into consideration, therefore it is important that families also meet with the schools listed on their form to discuss their request.

Requests for an 'offset' admission into reception for a child with significant special educational needs must be supported by a relevant educational professional such as an Educational Psychologist or pre-5 Specialist Teacher.

Where this is not possible, the parent/carer will need to obtain a written recommendation from other education or health professionals involved with the child, such as a consultant paediatrician, speech and language therapist, etc. These cases may be considered by the SEN Panel, if necessary.

When considering a request for admissions outside the normal age group all the information provided by the parent will be carefully considered alongside any relevant information listed below:

- the needs of the individual child, as supported by professionals working with the child;
- any delayed, social emotional or physical development which may be adversely affecting the child's readiness for school (supported by a relevant professional);
- any significant learning or special educational needs (supported by a relevant professional);
- where relevant, the child's medical history and views of a medical professional
- if the child was born prematurely, what year group the child would have fallen into, if the child had been born on time
- an educational professional's view on the best interests of the child
- pupil forecasting and sufficiency of early years' places (to ensure there are sufficient places)
- effective use of resources and public funds
- the social implications for children educated with their chronological peers
- the fact children will reach school leaving age earlier than other children, if they are educated with younger children.
- The fact there is no guarantee that other admission authorities will honour the decision when the child transitions to another school
- The School Admissions Code and other relevant admissions legalisation
- Department of Education document 'Admission of summer born children'
- Department of Education 'Summer born children starting school; advice for parents'

The panel will not be able to consider applications from parents who wish to educate their child out of year group because they have not been offered a place at a preferred school.

There is no right for your request to be agreed and the admission authority's decision will be final. If a request is refused, there is no right of appeal.

## Summary of application procedures

Action	Date
Parents should visit schools they want to list on their Reception application	Between 1 September and 15 January in the academic year a child turns four
Reception application completed	By 15 January in the academic year a child turns four
Parents who wish to apply for their child to be educated outside the normal age group should complete the application form at the back of this document, with a covering letter and supporting documents from relevant professionals working with their child.	By 15 January in the academic year a child turns four
Applications received after 15 January may not be able to be considered before the start of term in September, depending on when they are received and the availability of a Panel to consider the request.	Any applications received after 15 January

The Strategic Manager for Admissions will write to the parents to inform them of the outcome of the application to offset	Before 16 April (if application was received on time)
If the allocated school is a voluntary-aided, foundation, trust school or academy where the governing body is the admission authority, the final decision will be made by the governors, taking into consideration the decision of the Local Authority.	As soon as possible
If the decision is that the child will be offset, the parent will need to re-apply for a Reception place the following year, on a paper form, however, there is no guarantee that a place will be offered at the preferred school or that the allocated school will offer a Reception place.	By 15 January the following year
If agreed, the child should remain offset throughout their educational career and the transfer to secondary school will take place a year later than usual. However, a different Local Authority or admitting authority in a different school may not abide by the decision and could revert to the chronological year group.	For consideration when a child next changes school (either at the point of secondary transfer or if a school move is requested 'in-year')

Please detach and submit the following form to:

Rachel Phillips,  
Strategic Manager,  
School Admissions,  
Margaret McMillan Tower,  
Bradford BD1 1NN

Email [primaryadmissions@bradford.gov.uk](mailto:primaryadmissions@bradford.gov.uk)

**Request for a child to be educated outside their normal year group**  
**Bradford District Primary School**

Child's name ..... DOB .....

Parent's/carer's name .....

Parent's/carer's address .....

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Tel no: ..... Email: .....

Name of person completing the application (if different from above) .....

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Reason for requesting an offset place for you child (see attached guidance) .....

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Who is supporting the request?

Paediatrician ☐

Educational Psychologist ☐

Specialist Teacher ☐

Speech therapist ☐

Other (please specify) ☐

Headteacher ☐

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**Consideration of the request may be delayed unless supporting information/documents (eg letters or reports from professionals) are attached and the request is received at the time of application or by 15<sup>th</sup> January at the latest.**