Guidance

Requesting a child is educated out of their normal age group (including the admission of Summer Born Children)

(November 2018)

Summary Flow Charts and a request form are included at the end of this guidance document
Admission of children outside chronological age group
It is the general view of Kirklees Council that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the local authority that moving children into older or younger year groups is usually not in their best educational, social or emotional interests. This includes early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all children. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should ensure that a pupil’s curricular needs are met without early or delayed transfer to the next phase of schooling being necessary, other than in exceptional circumstances.

There is no statutory barrier to children being educated out of their chronological year group however, there is no duty either for an admission authority to agree such a request and a parent/carer cannot insist their child is educated out of their normal year group. The admission authority for the school ultimately has responsibility for making the decision.

Possible impact on the child
Parents/carers are strongly advised to consider the impact a decision to educate a child out of chronological age may have in the future before making a request.

Placement in an older age group
A child placed in a year group ahead of their chronological age may well receive, a higher level of intellectual stimulation and feel less frustrated than if placed in their chronological group, however this may not apply across all subject areas and the child’s intellectual strengths and achievements may not be uniformly ahead of age expectations. Physical, social and emotional maturity may fail to match exceptional intellectual maturity, in which case a child may be presented with physical, emotional or social demands, with which they are unable to cope. The self-esteem and other negative emotional consequences of this may be considerable, particularly during adolescence.

However, where overall maturity is broadly in line with intellectual maturity, then there is anecdotal evidence that placement a year ahead of chronological age can lead to successful outcomes for the child but these outcomes can be achieved through an enriched curriculum within the same chronological age group. Once a year group change has been made, there is a risk that the child may not be able to finish their education at 15. This is because when the child reaches the next phase, transfers or leaves school a year ahead of their chronological age they may not be able to transfer early to a Sixth Form or Further Education College.

Placement in a younger age group
There are important considerations to make for children who delay their start date to school and are then working in a year group below their chronological age. Where summer born children may show lower levels of achievement and maturity than their class peers, parents/carers may feel that this can be addressed by working in the year group below, however it is usual for all classes to have a wide range of social, emotional and academic needs, and this is usually managed well within the class group, through normal differentiation of the curriculum. Over time the summer born children’s maturity will usually have less of an impact on their attainment compared to older children in their class.

Children are seldom uniformly delayed in their intellectual development and may well have different maturity gaps across different areas of the curriculum, meaning they may not be able to maximise their potential in all areas of strength when working in the class below.
In the nursery and reception class, children are assessed by age related expectations so a child who is a year older than other children in their class, will still be assessed as working below the expectations for their chronological age, even if they are working at the same level as their peers.

**Requesting for a child to be educated out of their chronological age, when they are already on a school roll.**

If a child is already on roll at a school and parent/carer requests their child is educated out of their chronological age group, the parent/carer should discuss this with the headteacher of their child’s school who will consider their request. Placing a child in a year group different to that of their chronological age is referred to as “offset”. An agreement can be made between parents/carers and the head teacher of the school without involvement of any other relevant professional however it should be noted that for requests that relate to the reception year group, year 1 and year 2, if class size legislation applies in the school and the year group is full it is important that this is taken into consideration by the head teacher.

Parents/carers need to be aware that an arrangement approved by one admission authority, may raise complications if the child moves address and/or needs to change school. A new admission authority may not agree with the decision made by another admission authority and this could mean that a child will have to revert back to their chronological year group /age group.

**Requesting for a child to be educated out of their chronological age, when they are starting school for the first time.**

Where a child is not currently on roll at any school and a parent/carer wishes to request that their child starts school for the first time out of their chronological age group, it is for the admission authority for the school to take account of the child’s individual needs and abilities and to consider which year group these can best be met in.

For Kirklees community and voluntary controlled schools, the admission authority is Kirklees local authority. The admission authority for other types of schools, known as own admission authority schools which include foundation schools, voluntary aided schools, academies, trust schools and free schools are shown below;

<table>
<thead>
<tr>
<th>Type of School</th>
<th>The Admission Authority is</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community School</td>
<td>Kirklees Local Authority</td>
</tr>
<tr>
<td>Voluntary Controlled School</td>
<td>Kirklees Local Authority</td>
</tr>
<tr>
<td>Foundation School</td>
<td>The Governing Body of the school</td>
</tr>
<tr>
<td>Voluntary Aided School</td>
<td>The Governing Body of the school</td>
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<tr>
<td>Academy</td>
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<tr>
<td>Trust School</td>
<td>The Academy Trust for the school</td>
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<tr>
<td>Free School</td>
<td>The Academy Trust for the school</td>
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</tbody>
</table>

Admission authorities must make clear in their admission arrangements their process for parents/carers to request admission out of the normal age group.

The local authority can deal with requests from parents/carers on behalf of all admission authorities in Kirklees and provide professional advice to them. The final decision will be made by the admission authority for the school.
Child’s legal starting age
The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child’s fifth birthday and parents/carers may request that their child’s entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age. Further details about this are available in the Kirklees Admissions Guide for parents.

Attending part time or deferring entry in the child’s chronological age group.
Parents/carers can request that their child attends primary school part-time until they reach compulsory school age, or that the date their child is admitted is deferred until later in the same academic year. In these circumstances, an agreement can be made between parents/carers and the head teacher of the allocated school without involvement of any other relevant professional. It is important to note that such requests may be difficult for schools to deal with as there are significant operational issues for them to manage. It is also important to note that a child deferring entry to school will not have access to the whole of the Early Years Foundation Stage (EYFS) curriculum and this could impact on their ability to manage the national curriculum in Year 1.

Further information about the EYFS is available on the Gov.uk website.

Requests for a child to be educated out of their chronological age group when they are a summer born child - (children born between 1 April and 31 August)
The local authority and other admission authorities for Kirklees schools receive a small number of enquiries from parents/carers whose children are ‘summer born’, to defer their entry to school until the September following their fifth birthday.

Where a request is made for the deferred entry of a ‘summer born’ child, a place would normally be offered in Year 1 as this enables the child to remain within their chronological age group. However, parents/carers are able to request that their application is considered for a place in school in the following school year (i.e; reception class place in the next academic year group). In this case the school’s admission authority will make a decision on whether the child should be admitted into the Year 1 class, with peers who have the same chronological age or into reception class the following academic year. Where a child is admitted to the Reception class in the following academic year this means that they would be educated outside of their chronological age group.

The Department for Education (DfE) advice guidance on the admission of summer born children – December 2014 is non-statutory guidance, and has been produced to help local authorities and admission authorities fulfil the duties imposed on them by the statutory School Admissions Code.

All requests are generally dealt with by the local authority on behalf of and in consultation with the majority of other admission authorities for Kirklees schools. It is ultimately the admission authority for the schools named as preferences by the parent/carer who will make the final decision.

Where parents/carers feel that their child has specific needs which would indicate they need to start school a year later, they may submit a request to do so by contacting Kirklees local authority (Pupil Admissions). A local authority panel will meet to consider the request and make the decision as the admission authority for Community and Voluntary Controlled schools and can consider and provide advice to the admission authorities for own admission authority schools.

The local authority will always make decisions and provide advice on the basis of the circumstances of each individual case and what is considered to be in the best interests of the child.
Children with SEND

Requests to admit a child outside their chronological age group for a child with significant special educational needs and disability must be supported by a relevant educational professional such as an Educational Psychologist or Specialist Teacher and 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.

Making a request for admission outside chronological age group for a summer born child

Requests relating to admission to primary school or delaying transfer to junior, middle or high school must be made in the year in which the child is eligible to apply for a school place or transfer schools according to their chronological year/age group. Parents/carers are advised to submit their request when they complete their online admissions application for a school place.

If a request is for a child to start or transfer school a year earlier, parents/carers must submit their request to the local authority at the earliest convenience.

Requests for children to be educated out of their chronological year group link closely with the school admissions application process and this is the reason why the local authority are able to co-ordinate requests on behalf of all other admission authorities and provide advice to them.

The role of the local authority in this process is different for the different types of schools named by the parent/carer as their preferred schools on their application;

- For Community and Voluntary Controlled Schools – the local authority will collate supporting information, consider the request, make the decision and inform parent/carer and school named as a preference of the outcome of their request.

- For all other types of schools/academies – the local authority will collate supporting information, consider the request and provide advice to the admission authority for the school named as a preference and inform the parent/carer of the outcome given by the admission authority.

A local authority panel will meet and consider requests, the panel includes a senior officer from Learning & Skills, an admissions manager, an educational psychologist, an early years officer and an a SEND manager. The panel will consider each request in consultation with the admission authority for the school and will take the following into consideration:

- parents’/carers’ individual case and the needs of the child;
- DfE document ‘Advice on the admission of summer born children’;
- Social, emotional or physical development which may be adversely affecting the child’s readiness for school (supported by relevant evidence);
- any significant learning or special educational needs (supported by relevant evidence);
- pupil forecasting and sufficiency of early years places
- effective use of resources and public funds
- view of the school named as a preference

If parents/carers and/or other relevant professionals involved with the child are of the opinion that the child’s admission to Reception or their transfer to Junior, Middle or High School should be delayed until the following school year, the request should be made in writing.
A request form for parent/carer to complete is available (appendix 1). The form can be completed and sent to Kirklees Pupil Admissions, Kirkgate Buildings, Huddersfield, HD1 1BY (postal address only) or by email to pupiladmissions@kirklees.gov.uk.

Timescales and deadlines must be followed in accordance with the determined admission arrangements and these are explained in full in the Kirklees Parent Guides to Admissions. If requests are received after the normal application rounds have closed, parents/carers will need to provide the local authority with additional information setting out why a late request is being made. The local authority panel will meet to consider on-time requests during November/December for transfers to High Schools and during February/March for admission to Primary & transfer to Junior/Middle schools to allow time for the statutory admissions allocation process to operate.

Late requests will not be considered until after National Offer Days have taken place.

All requests should be submitted with supporting information from parent/carer and evidence from any professionals involved explaining why the child is not ready for full time education or is not ready to transfer to Junior, Middle or High School and why it would be of benefit for the child to start /transfer a year later/earlier. Supporting evidence can include reports from early years’ professionals, health care professionals, educational psychologists or educational professionals etc, and should relate to the child’s academic, social and emotional development.

Decision/outcome of request
When the local authority panel, in consultation with the admission authority for the school make a decision, the local authority will provide written confirmation to the parent/carer. It is important for parents/carers to be aware that an approval of a request does not guarantee that a place will be or can be offered at parent/carers’ preferred school. School places must always be allocated according to a school’s published admission arrangements and oversubscription criteria and not based on the approval of a request for a child to be educated out of their chronological age group.

Where a request has been approved for primary school and they have educated out of their normal age group, the parent/carer will also need to request admission out of the normal age group again when they are due to transfer to junior, middle or secondary school. The admission authority must then always make a decision on the basis of the circumstances of each case and in the child’s best interests, bearing in mind the age group the child has been educated in up to that point.

In the case of a primary school application, if the decision made by the admission authority is that the child should be educated within their chronological age/year group and the parent/carer still chooses to defer their entry to school, the parent/carer will need to give up any allocated place in the Reception year group and then apply for a place in Year 1 for the start of the next school year. Parents/carers can apply for a school place in Year 1, one term in advance (after the Easter Holiday) by completing an In Year Common Application Form.

If a parent/carer is unhappy with the local authority panel decision made for Community and Voluntary Controlled Schools they should follow the Kirklees Council complaints procedure.

If a parent/carer is unhappy with the another Admission Authorities decision (for Foundation Schools, Voluntary Aided Schools, Academies, Trust Schools and Free Schools) they should follow that individual admission authority/school complaints procedure.
Summary flowchart 1 - Requests to delay a summer born child's entry to school or delay a summer born child's transition to the next phase of education.

1. Parent/carer should complete an on-time, online application according to their child's chronological age and submit it before the closing date - Refer to Kirklees Council website and Parents Guide to Admissions for closing dates

2. Parent/carer to also send a request form (appendix 1) and supporting information by email to pupiladmissions@kirklees.gov.uk or by post to; Kirklees Pupil Admissions, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

3. A Local Authority officer will contact parent/carer and confirm date of panel meeting and may request further information. (Panel meetings takes place November/December for Secondary School requests and February/March for Primary/Middle School requests)

4. Local Authority will provide details of request and supporting information submitted to all of the schools named as preferences by parent/carer.

5. Local Authority will collate details and information from parent/carer and the view of the schools named as preferences and present these to the local authority panel

6. Local authority panel will meet in Nov/Dec (Secondary Schools) and Feb/Mar (Primary and Middle Schools) for on time applications. Requests are considered on an individual basis. A decision or advice given is based on the circumstances of the individual case.

7. Local authority panel provides advice to the schools named as preferences within 5 working days of the panel meeting taking place

8. For own admission authority schools, the Headteacher will be asked to provide confirmation that the admission authority agrees or disagrees with the local authority panel advice within 5 working days of receipt

9. If the decision by the admission authority for the school is to approve the request, the local authority will inform the parent/carer and request that they withdraw their online application for their child’s chronological age group. A new application form for the child to be educated out of chronological age group will be sent to parent/carer on the first working day in September of the following year to complete and submit before the relevant closing date.

10. If the decision by the admission authority is not to approve the request, the online application already made by the parent/carer for a place in the child’s chronological age will be processed in the normal way and a school place will be offered on the relevant National Offer Day.

IMPORTANT INFORMATION
A parent/carer request for a child to be educated out of their chronological age group will not guarantee that a place can be offered at one of the parents/carers preferred schools. School places must always be allocated according to a school’s published admission arrangements and oversubscription criteria and cannot be based on the outcome of a request for a child to be educated outside their chronological year/age group and any arrangement approved by one admission authority, may raise complications if the child moves address and/or needs to change school. A new admission authority may not agree with the decision made by another admission authority and this could mean that a child will have to revert back to their chronological year group/age group.
A parent/carer request for a child to be educated out of their chronological age group **will not** guarantee that a place can be offered at one of the parents'/carers' preferred schools. School places **must** always be allocated according to a school’s published admission arrangements and oversubscription criteria and cannot be based on the outcome of a request for a child to be educated outside their chronological year/age group and any arrangement approved by one admission authority, may raise complications if the child moves address and/or needs to change school. A new admission authority may not agree with the decision made by another admission authority and this could mean that a child may have to go into their chronological year group/age group.
Child’s Name: _______________________________________________________________

Child’s Date of Birth: ____________________________

Parent/Carer’s Name: _________________________________________________________

Address: ___________________________________________________________________

___________________________________________________________________________

Post Code: _________________

Tel. No: ______________________ Email: __________________________________________

School Preferences

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

Are there any agencies involved with your child? if yes please provide more details below.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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____________________________________________________________________________

For Summer Born Children born between 1 April and 31 August starting school for the first time

Is your child in an Early Years Setting/Nursery:   Yes  /   No

Name of Early Years Provider/Setting/Nursery: ___________________________________

Number of hours attending each day: _____________________________________________

Number of hours attending each week: ____________________________________________

Was your child born prematurely:   Yes  /  No

If yes, please provide your child’s estimated due date ________________________________
Please provide the reasons below for your request for your child to be educated out of their chronological age group and include the reasons why you consider this to be in your child’s best interest. If you wish to provide additional information or professional evidence to support your request it can be submitted with this form. Please sign the form and return it to: Kirklees Pupil Admissions, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY (postal only) Email: pupiladmissions@kirklees.gov.uk

Declaration: I have full parental responsibility for the child named on this form and I give consent for my request to be discussed and the information provided by me to be shared with local authority officers and the school(s)/admission authorities for the schools I have named as preferences.

Signed_______________________________________(Parent/Carer) Date: __________

Please print your name __________________________________________________________