



PETERBOROUGH DIOCESE BOARD OF EDUCATION
NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL
ADMISSION POLICY 2025 – appendix



Process for delaying a child's start to school until the September after their 5th birthday:

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point.

However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

They have 2 options:

- 1.** Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full in Year 1 and unable to offer a place;
- 2.** If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline.

If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at Newbottle and Charlton CEVA Primary School for the September following their child's 5th birthday, **should** be made in writing (email should be sufficient) to the school in the first instance.

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority (the governing body) who have to decide if they will allow the request. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

What happens next?

Parents/carers will be informed of the admission authority's decision on which year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

What happens if the request is approved?

If the request to be admitted outside normal age group is approved by the admission authority of the school, parents/carers will need to forward this approval to their local authority's School Admissions team to ensure that an application will be accepted in the normal admission round for the September following the child's 5th birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

What happens if the request is refused?

If the request to be admitted outside normal age group is rejected by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Process for requesting a place out of normal age group (*not Summer Born*)

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. If parents/carers wish to do so, they must contact the headteacher at the School.

The Admission authority will 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 will also take into account the views of the head teacher.

What happens next?

When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

What happens if the request is approved?

If the 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 will 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.

The admission authority 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