



St Mary's Voluntary Aided Church of England Primary School, Northchurch

Admissions Policy and Application Procedure for Academic Year 2020/21

Extracted from Department of Education Summer born advice December 2014.

Answers to some common questions (Out-of-Year-Group)

Free early education

Where a parent chooses to defer or delay their child's entry to school, the child remains entitled to a funded early education place of 15 hours a week for 38 weeks of the year until they are admitted to school. More information about free early education is available on GOV.UK.

Funding for children educated out of their normal age group

Primary schools are funded for the number of pupils they have on roll, regardless of their age, though local authorities may choose to weight that funding according to age. Similarly, secondary schools are funded on the basis of the number of pupils they have in years 7-11, regardless of their age, which again may be weighted according to age by local authorities.

Moving children to their normal age group

Once a child has been admitted to a school it is for the headteacher 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 others it will not. Any decision to move a child to a different age group should be based on sound educational reasons and made by the headteacher in consultation with the parents.

Transfer to junior and secondary school

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. They must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Tests and performance tables

Children are assessed when they reach the end of each key stage, not when they reach a particular age. There are no age requirements as to when children must take their GCSEs or other assessments. The department reports on pupils' performance when they reach the end of a key stage – regardless of age.

School leaving age

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 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.

The government is changing the law so that all young people will be required to continue in education or training until the end of the academic year in which they turn 17 in 2013 and until their 18th birthday in 2015. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full time employment combined with part time education. However, the date on which they cease to be of compulsory school age will remain unchanged.

Answers to some common questions (Out-of-Year-Group) continued.

Parental 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, parents 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 about an admission authority's decision not to admit their child outside their normal age group.

They may also make such a complaint if they have not made, or do not yet know the outcome of, their formal application for a school place. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Local authorities will also have a complaints procedure.

In the case of foundation and voluntary aided schools, academies and free schools, parents may make a complaint using the school's complaints procedure – because the governing body or academy trust is the admission authority. In the case of community and voluntary controlled schools, they may complain to the local authority – because they are the admission authority.

If a parent is unhappy with the way a local authority or maintained school has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.

If they are unhappy with the way an academy has handled their complaint they may complain to the Education Funding Agency who will consider the complaint on behalf of the Secretary of State for Education. More information is available on www.gov.uk.