



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

Admissions Policy and Application Procedure for Academic Year 2020/21:

Policy for admitting children Out-of-Year-Group

This policy has been created taking into account the Department of Education Summer Born Guidance

Where parents are considering an Out-of-Year-Group place they should contact the school at the earliest opportunity to discuss their concerns. Parents do not have to wait until the start of the admissions round to have an Out-of-Year-Group place considered by the Governing Body

1. St Mary's School follows the Department of Education advice that, in general, children should be educated in their normal age group with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances.
2. Where parents wish a child to enter the school Out-of-Year-Group the Governing Body will consider each such request on a case by case basis.
3. Parents who are considering an Out-of-Year-Group application should first discuss their concerns with the Head Teacher. If they wish to continue with the application they will need to complete an Out-of-Year-Group application form and send it to the school office with supporting evidence where possible [Out of Year Group Application Form \(SIF 3A\)](#)
4. All parents making an Out-of-Year-Group application are required to demonstrate that they have considered the implications of the child being educated Out-of-Year-Group [The implications of my child entering Out-of-Year-Group](#)
5. Where the child is already at the school this is not an admissions issue and the parents should discuss their concerns with the Head Teacher.
6. Where an Out-of-Year-Group application is refused and the child is offered a place within the normal cohort there is no right to appeal the decision although a complaint may be made to the Governing Body.
7. **The Governing Body is the admission authority for St Mary's Primary School only – the Out-of-Year-Group decisions of one admission authority cannot bind another admission authority. Parents are advised to make separate Out-of-Year-Group applications to the admissions authorities of each school to which they apply.**

When should parents apply for an Out-of-Year-Group place?

1. Any child applying for a place at the school can apply to have an Out-of-Year-Group place considered by the governors before or at the time of applying for a place at the school. This includes In-Year applications.
2. Children who are summer born (1 April – 31 August) applying for a place in reception are advised to apply before or at the time of the admissions round of the child's normal age group. If the application is granted the parents will need to reapply for a reception place in the following admissions round and will be considered on an equal footing to other applicants.
3. Parents who do not apply for an Out-of-Year-Group place until the child reaches compulsory school age [Compulsory school age](#) risk losing the opportunity for the child to spend time in reception if the Out-of-Year-Group application is declined by the governors.

What evidence do I need to provide?

1. Parents should fill in the Out-of-Year-Group application form [Out of Year Group Application Form \(SIF 3A\)](#) stating in writing the reasons they think it would be in their child's best interests to be admitted Out-of-Year-Group.
2. Parents should mention any special circumstances that support the case such as premature birth, developmental delay, illness affecting the child or previous educational history.

3. Parents should, wherever possible, provide evidence in support of their application. This could be evidence from professionals working with the child. Parents should note the Department of Education advice [The submission of evidence by parents](#)
4. In most cases the Head Teacher will wish to speak to the parents before making recommendations to the Governing Body about whether the child should be educated Out-of-Year-Group. The Head Teacher will wish to ensure that the parent understands the implications of the child being educated Out-of-Year-Group.

The process the school will follow:

1. The Head Teacher will consider the application and supporting evidence and make a recommendation to the Governing Body
2. A panel of governors will consider the Head Teacher's recommendation and the parent's representations. Parents may be asked if they would like to come to the school to discuss the case with the governors.
3. The governors will take into consideration the factors described in the Department of Education Guidance [\(Making a decision in the child's best interests\)](#)
4. The governors will consider, on a case by case basis, what is in the individual child's best interests.
5. Where the child is a summer born (1 April – 31 August) applying for a place in reception the governors will take into account the previous educational history of the child in accordance with the Department of Education Guidance [Department of Education Summer Born Guidance](#)
6. The panel will provide a reasoned decision to the parents in writing.

If the governors have allowed the Out-of-Year-Group place

1. If the child is a summer born (1 April – 31 August) and the parents have applied at the same time as the normal age group (ie when the child will still be aged 4 on 31 August prior to admission) the parents can decide to apply for entry to reception in the following year's admission round when the child has reached compulsory school age [Compulsory school age](#).

But parents should note:

- a. A reception place cannot be deferred into the next academic year.
 - b. There is a risk that the child may not rank highly enough under the admissions criteria to secure a place the next academic year (see point 4 below).
2. If the child is a summer born (1 April – 31 August) and the parents have applied when the child will be aged 5 on 31 August 2018, then they can apply for a reception place at the school. The child will be ranked alongside all other applicants for a reception place.
 3. All other children where the governors have agreed to an application for an Out-of-Year-Group place will be treated as In-Year applicants for the agreed year group.
 4. A successful Out-of-Year-Group application does not guarantee the child a place at the school. The child will be ranked alongside other applicants for the same year group. An Out-of-Year-Group decision by the governors does not bind any other admissions authority and parents are advised to make Out-of-Year-Group applications to other schools. Where parents can provide proof that they have been declined Out-of-Year-Group places at all schools nearer to the child's home address then the parents may be eligible to seek a place the following year under rule 3 [Social and medical need applications - policy and guidance](#). The governors will make a separate decision on whether social and medical need applies. Out of years applicants will be treated on equal footing to any other child applying for a place under social and medical need.

What happens if the Out-of-Year-Group decision is declined?

1. If the Out-of-Year-Group decision is declined and the child is offered a place at the school there is no right of appeal. The parents may complain formally to the Governing Body.
2. If the child is summer born (1 April – 31 August) and has applied for a place at the same time as the normal cohort then the parents can choose whether to continue their application for a reception place and defer entry or attend on a part time basis until compulsory school age [Compulsory school age](#) or to reapply to the school the following year as an In-Year applicant for Year 1.
3. If the child is summer born (1 April - 31 August) and will be aged 5 on 31 August of the year of the admission round then they can only apply for a Year 1 place as an In-Year applicant
4. Any other children will be treated as In-Year applicants for their normal cohort

Parents should be aware that St Marys Governing Body is the admissions authority for St Marys Primary School Northchurch only and Out-of-Year-Group decisions made by the Governing Body do not bind the admissions authorities of other schools.

Parents are required to demonstrate that they have understood the implications of an Out-of-Year-Group decision before the Governing Body will allow an Out-of-Year-Group entry – the implications of an Out-of-Year-Group entry can be found here [The implications of my child entering out of year group](#).