

Excellence Together, Learning through Faith



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

OUT OF YEAR GROUP ADMISSIONS PACK 2021-22

CONTENTS

[Out of Year Group Policy 2021-22 \(in full below\)](#)

[The implications of my child entering out of year group](#)

[Social and medical need applications – policy and guidance](#)

[Supplementary Information Form 3 – published as a separate document](#)

[Supplementary Information Form 3A - Out of Year Group Application Form - published as a separate document](#)

[Compulsory school age \(extract from Department of Education Summer Born Guidance\)](#)

[Department of Education – Answers to some common questions](#)

Policy for admitting children Out-of-Year-Group 2021/22

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 SIF 3A](#) and send it to the school office with supporting evidence where possible
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 [Supplementary Information Form 3](#) and the [Out-of-Year-Group application form SIF3A](#) 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 regarding [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.

What happens next?

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 2021, 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 Mary's Governing Body is the admissions authority for St Mary's 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-Group entry can be found here: [The Implications of my child entering out of year group](#).

LINK 1 – The Implications of my child entering out of year group

What are the possible implications for my child of being educated Out-of-Year-Group?

St Mary's School follows the Department of Education guidelines on children educated Out-of-Year-Group [Department of Education Summer Born Guidance](#). In keeping with the caring ethos of the school the governors want to ensure that all parents of children considering an Out-of-Year-Group place to be fully aware of the possible implications of education Out-of-Year-Group so that the best interests of each child can be served.

There may be many reasons that parents would want a child to be educated Out-of-Year-Group. Some parents may envisage that as their child moves through the school they will eventually return to education within the normal year group. Other parents may wish their child to remain in an Out-of-Year-Group place throughout their education and into secondary school.

The Governing Body of St Mary's wishes all parents to be aware of the following:

1. Once the child is admitted to the school, the Head Teacher can determine which year group best meets the child's needs. Whilst St Mary's would always discuss the child's needs with the parents, the year group within the school is ultimately the decision of the Head Teacher and the child may later be moved into the normal cohort. All such decisions will be made for sound educational reasons and in the best interests of the individual child ([Moving children to their normal age group](#)).
2. The Governing Body is the admissions authority for St Mary's School Northchurch only. This means that decisions of St Mary's Governing Body cannot bind other admissions authorities (and vice versa). This could have the following implications:
 - a. When the child reaches secondary transfer the admissions authority of the secondary school is not **bound** to allow the child to continue in the Out-of-Year-Group place.
 - b. If the parent wishes the child to move schools as an In-Year applicant to another primary school, the admission authority of that school is not **bound** to allow the child to continue in the Out-of-Year-Group place.

Although parents should also note that other admissions authorities are obliged by the code to 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 (see [Transfer to junior and secondary school D of E guidance](#)).

Parents seeking an Out-of-Year-Group place are required to declare on SIF 3A that they have considered this document and read the Department of Education Guidance [Department of Education Summer Born Guidance](#).

Parents may find this extract useful [Department of Education – Answers to some common questions](#).

LINK 2 Compulsory School Age

Extracted from Department of Education Summer Born Advice September 2020

School starting age

All children are entitled to a full time school place in the September following their 4th birthday. This is when most children start school. Children born from 1 September in one year to 31 August the following year are normally educated together in one year group.

Children are not required, however, to go to school (or other suitable education) until the first day of the school term that follows their 5th birthday. The table below summarises the date at which the child reaches what is known as 'compulsory school age'. Children must be in suitable full-time education from this point.

For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school.

Summer born children do not need to start school until the September after their 5th birthday, a full year after they could first have started school. The guidance sets out some of the issues to consider in deciding whether to delay your child's start at school and how to make a request that your summer born child starts reception age 5.

A child born between:	... reaches compulsory school age on:	... and must be in suitable full-time education from:
1 September and 31 December	31 December	The beginning of the spring term following their 5 th birthday (usually in the first week of January)
1 January and 31 March	31 March	The beginning of the summer term following their 5 th birthday (usually following the Easter holidays)
1 April and 31 August (summer born)	31 August	The beginning of the autumn term following their 5 th birthday (usually in the first week of September)

LINK 3 – The submission of evidence by parents

Extracted from Department of Education Summer Born Advice September 2020

The submission of evidence by parents

It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.

In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

LINK 4 – Making a decision in the child's best interests

Extracted from Department of Education Summer Born Advice September 2020

The government agrees 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 outside their normal age group in very limited circumstances.

Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group. This is because parents have the right to decide whether their child will start school before compulsory school age and these parents must be able to make this decision confident that, if they decide not to send them to school until age five, the decision about the year group they should be admitted to at that point will be made in the child's best interests.

If a parent of a summer born child makes this request, the admissions authority is responsible for making the decision about whether the child should be admitted out of their normal age group.

This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. In effect, this means that the authority is making a decision about whether it would be in the child's best interest to miss the reception year. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

Social and Medical Need Applications

The Governing Body allows children for whom it can be demonstrated that they have a particular social or medical need to go to the school to apply for a place under rule 3. Social and medical need applications will be considered by a panel of governors and must be supported by evidence. Parents who are making a social and medical need application should state their reasons on supplementary information form 1 SIF1 and enclose evidence in support of their application.

Successful applications for social and medical need (rule 3) will include the following at the time the parent applies for a place:

1. Evidence that the child or their parent or carer can demonstrate a wholly exceptional social or medical need to attend the school and that **only** St Mary's school can meet the child's social or medical needs
2. Where there are other schools nearer to the child's home address, why each of these schools is unable to meet the child's needs
3. Recent independent and objective evidence establishing the parent's, carer's or child's social or medical need to attend the school (this may be from a GP, educational psychologist, social worker, police officer or other professional) or relevant family circumstances.

Applicants should note:

1. Social and medical need applications will only be considered at the time of initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted. **Information received after the closing date will only be considered if there is a significant change of circumstances.**
2. All Hertfordshire Local Authority schools are able to work with children with special educational needs and severe medical needs. It is therefore unlikely that applications on these grounds alone will succeed in demonstrating that **only** St Mary's Church of England Primary School Northchurch can meet the child's needs.
3. In medical cases applicants must provide a clear explanation of why the child's or parent's or carer's severity of illness or disability makes attendance at only St Mary's Church of England Primary School Northchurch essential
4. Applications on the basis of domestic arrangements, for example child care arrangements, will **NOT** succeed without evidence supporting compelling social and medical reasons.
5. Applications under rule 3 that fail to satisfy the governors that there is a compelling social or medical need to admit the child will be processed at the next highest admission criteria. Parents applying under rule 3 are therefore advised to also state on [Supplementary Information Form 1](#) the next highest criteria under which the child would qualify.
6. A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule on a case by case basis.

Out-of-Year-Group applications

1. Where an application for Medical and Social Need is being made for a child for whom the parent or carer is also asking the school to consider an Out-of-Year-Group application (see Out-of-Year-Group Admission Pack) then documentary evidence that admissions authorities of all schools nearer the child's address (usually the Local Authority) have declined an Out-of-Year-Group application will be necessary for the application to be considered under medical and social need to be approved. It is for this reason that the Governing Body advises any parent applying for an Out-of-Year-Group place at St Mary's to also apply independently for an Out-of-Year-Group place to the admissions authorities of all primary /infant schools nearer the child's home address.

Social and Medical Need Applications continued:

2. Parents should note that the criteria for Social and Medical Need will be applied separately and independently from the criteria for Out-of-Year-Group applications. Children applying under Social and Medical Need who are not also applying for an out of years place will be treated equally to those who are.

How to apply for social and medical needs:

1. Complete [Supplementary Information Form 1](#), entering rule 3.
2. Also enter the next highest ranking rule that could apply in case the school declines the social and medical need
3. In the *additional information* part of the Supplementary Information Form please give the reasons in writing why you believe the child qualifies under this rule.
4. List the documentary evidence in support of the application
5. Enclose copies of the documentary evidence (do NOT send the originals).

If you need more advice please contact the school.

LINK 6 – Moving Children to their normal age group

Extracted from Department of Education Summer Born Advice September 2020

Moving children to their normal age group

Once a child has been admitted to a school it is for the head teacher 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 head teacher in consultation with the parents. In some primary schools, of course, children are educated in mixed age classes.

Transition to junior, middle or secondary school

As children whose school start has been delayed move through the system, they will reach transition points. For children who have attended an infant school, this will be when they move up to junior school. In some areas of the country, this could be when the child moves to middle school. For other children, this will be when they reach secondary age. Parents will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents would apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.

Admission authorities must consider these requests in the same way as the original request but must also take into account the fact the child has been educated in a different year group up until this point.

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions should be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption should be that children remain outside their normal year group (that is, in the year which they have been educated so far).
12 If it is decided that a child would be better off being with their normal year group, you should ensure you have fully considered the impact of this on their wellbeing.

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

Free early education

All three and four year olds, and the most disadvantaged two year olds, are entitled to 15 hours of early education provision per week for 38 weeks of the year. Since September 2017, three and four year olds with eligible working parents have been entitled to 30 hours of early education per week for 38 weeks of the year. More information is available [here](#).

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 or 30 hours a week for 38 weeks of the year until they are admitted to school.

Funding for children educated out of their normal age group

The pre-16 funding formula is based on numbers at Key Stages rather than the age of pupils. 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. Pupils are funded up until they are 19 years old; for 16-19 funding purposes a child who is a year behind his or her chronological age group will be entitled to two years rather than three years 16-19 funding.

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. In some primary schools, of course, children are educated in mixed age classes.

Transfer to junior, middle or secondary school

As children whose school start has been delayed move through the system, they will reach transition points. For children who have attended an infant school, this will be when they move up to junior school. In some areas of the country, this could be when the child moves to middle school. For other children, this will be when they reach secondary age. Parents will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents would apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.

Admission authorities must consider these requests in the same way as the original request but must also take into account the fact the child has been educated in a different year group up until this point.

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions should be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption should be that children remain outside their normal year group (that is, in the year which they have been educated so far).
12 If it is decided that a child would be better off being with their normal year group, you should ensure you have fully considered the impact of this on their wellbeing.

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. Where required to do so (for example, at the end of key stages), schools report results to the Department for Education. There is no barrier to reporting the results for children who are educated out of cohort so, although children may ordinarily take Key stage 2 assessments in the academic year in which they turn eleven, there is no barrier to these assessments being taken and results reported for the year in which they turn twelve. 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 16¹. 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.

Parental appeals and complaints

Parents whose request for delayed entry is refused have no statutory right to appeal this decision. (The purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.) Admission authorities should ensure parents are directed to the relevant complaints procedure.

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 and Social Care Ombudsman.

¹ All young people are now required to continue in education or training until the end of the academic year in which they turn 17. Young people 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, compulsory school age remains unchanged.

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