



Wigan Local Authority

Admission Out of Year Group

January 2015

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1. Introduction

Parent may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The admission authority for the school will make decisions on the basis of the circumstances of each case.

2. The process

Stage 1 – Request

Parents must submit a written request to the School Organisation Team (Local Authority) stating up to 3 preferred schools alongside any supporting evidence they wish to be considered.

Community and Voluntary Controlled Schools – requests for these types of schools will be considered by the Local Authority but will seek the views of the school.

Voluntary-aided, Foundation and Academy Schools – request for these types of schools will be referred onto the school to consider.

Stage 2 – Decision

When making a decision the schools admission authority will look at the following factors, but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them for being educated out of year group.
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – Outcome

Parents will be notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the parent will then be able to submit an application for the year group requested. Their application will be considered alongside all other applications for the school in accordance with the Schools Admission Arrangements.

There is no guarantee that a place will be offered at the preferred schools. 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.

Where a child has been educated out of their normal age group, the parent may again submit a written request for admission out of year group for when their child is meant to transfer to secondary school. It will be for the admission authority of the secondary school to decide whether to allow an application out of year group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the admission authority's complaints procedure.

Voluntary-aided, Foundation and Academy Schools – decisions are made by the schools Governing Body/Academy Trust. Please see each individual schools complaints procedure.

Community and Voluntary Controlled Schools – decisions are made by the Local Authority in conjunction with the schools Head Teacher and Governors. Please see the following web page for details on a complaint can be submitted [Council complaints \(wigan.gov.uk\)](http://www.wigan.gov.uk/council-complaints) .

3. When to submit a written request

A request should be made at the same time as applying for a school place at the normal point of entry in order to give sufficient time for the case to be considered prior to national offer days.

Delayed Entry to reception class – a request should be made by the closing date for applications 15 January.

Entry into Year 7 (lower year group than age cohort) – a request should be made by the closing date for applications 31 October. Please see section XX for further information.

Early entry into Year 7 – a request should be made before 31 October in the previous academic year.

In Year Admission – please see section XX for further information.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

4. Transferring to Secondary School from Primary School

If your child delayed entry at reception class you will still need to apply for a secondary school place by the closing date for applications when your child's normal entry to secondary school with a written request for admission out of year group. For example, if your child is being taught in Year 5 but age group is Year 6, you will need to apply before 31 October when your child is in Year 5.

The above process in section 2 will be followed for your request.

If a request is received after the closing date for applications, we cannot guarantee you will receive the outcome by national offer day 1 March, but we aim to respond as soon as possible.

If your request for admission out year group at a secondary school is refused, you will have to decide between 2 options:

- Accept the offer of a place in year 7 in the school year following your child's 11th birthday (meaning they would progress from year 5 to year 7)
- refuse that offer and make an i-year application for your child to be admitted to year 8 in the September following their 12th birthday (meaning they will progress from year 6 to year 8)

This means you have no option but for your child to miss either year 6 or year 7.

5. In Year Admissions

If you are submitting an in-year transfer application and wish to request your child's application, be considered outside of their normal age group you will need to complete an in-year transfer application form and alongside your application submit a written request with any support documentation.

The above process will be followed to consider your request.

If your preferred schools agree to an application out of year group, they will consider your application for a place for the year group you requested.

If your preferred schools refuse your request, we will still process your application for a place in the year group for your child's age group.

Applications are processed in accordance with the Wigan Local Authority In Year Admission Scheme and school admission arrangements.

Frequently Asked Questions

Q. What is delayed entry?

A. If your child is 'summer born' (born between 1 April and 31 August) you may choose not to send them to school until the September following their fifth birthday. In Wigan we call this delayed entry. you may request that your child starts school a year later than they normally would and that when they start, they are admitted out of their normal age group – to reception rather than year 1.

Q. Is delayed entry the same as deferred entry?

A. No. Instead of start school in September your child's entry to reception class can be deferred until later in the academic year when they would normally start school. Your child must start school the term after they turn five or at the start of the Summer Term whichever is earlier. A request for deferred entry can be made directly to the school once a place have been offered.

Q. How do I request delayed entry?

A. You must submit a written request to the School Organisation Team, stating which three schools you want to request delayed entry to with any supporting evidence you wish to be considered.

A request for delayed entry to reception class must be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) to allow enough time for your request to be considered before the offer of school places on 16 April.

Q. How will my request for admission out of year group be considered (this includes delayed entry requests)?

A. A decision will be made on the basis of the circumstance of each case.

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. The local authority will consult with the headteachers and governors of each school.

The following factors will be considered, but these are not exhaustive:

- Your (parent) views

- The needs of your child and the possible impact on them of being educated out of their normal year group
- Your child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they have been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school
- Any other information which you ask us to consider

Q. How will I be notified of the decision?

A. You will be notified of the decision in writing by the School Organisation Team. If your request was received before the closing date for applications you should receive the outcome by national offer day, please note requests received after the closing date may not receive the outcome by national offer day.

Primary offer day – 16 April

Secondary offer day – 1 March

Q. What happens if my request is agreed?

A. You will be able to apply for a school place the following year. Your applications will be considered alongside all other applications in accordance with the school admission arrangements. **There is no guarantee that a place will be offered at any of your preferred schools.** If your child is refused a place, you will have a statutory right to appeal.

If you change your mind about your school preference or are not offered a place at any of the schools for which admission out of year group or delayed entry has been agreed, we cannot guarantee to offer a place at any other school for which a request has not been made.

Q. If my request to delay entry is refused can I appeal?

A. There is no statutory right of appeal against the refusal of a request for delayed entry. However, if you are dissatisfied you have the right to complain through the admission authority's complaints procedure.

Voluntary-aided, Foundation and Academy Schools – decisions are made by the schools Governing Body/Academy Trust. Please see each individual schools complaints procedure.

Community and Voluntary Controlled Schools – decisions are made by the Local Authority in conjunction with the schools Head Teacher and Governors. Please see

the following web page for details on a complaint can be submitted [Council complaints \(wigan.gov.uk\)](http://wigan.gov.uk/council-complaints) .

Q. If my request is agreed can I change my mind?

A. Your application for a place in your child's normal year group will be processed alongside your request for admission out of year group or delayed entry. You will receive an offer of a school place in your child's normal year group on national offer day unless, following agreement to your request, you tell us in writing to withdraw your application.

Q. If I delay my child's entry to primary school do they automatically go to secondary school a year later?

A. No. The law currently doesn't allow this. However, the guidance from the Department for Education (DfE) is;

The admission authority of each school must make a decision based on the circumstances of the case and in the child's best interests. It should be rare for an authority to refuse a parent's request.

Q. My child is currently being taught out of year group, what happens if my request for admission out of year group is refused?

A. It is rarely in the best interests of a child to miss a year of school. If however, a request for admission out year group at a secondary school is refused you will have to decide between 2 options:

- Accept the offer of a place in year 7 in the school year following your child's 11th birthday (meaning they would progress from year 5 to year 7)
- refuse that offer and make an i-year application for your child to be admitted to year 8 in the September following their 12th birthday (meaning they will progress from year 6 to year 8)

This means you have no option but for your child to miss either year 6 or year 7.

Q. What happens when my child reaches the compulsory school leaving age?

A. 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.

Q. Is my child guaranteed a place their current nursery?

A. No, you would need to liaise with the nursery to confirm if there are places available and if the nursery is in agreement for your child to remain.

If places are not available, you can search for other childcare providers in your local area at [Our Town Directory \(wigan.gov.uk\)](http://wigan.gov.uk), if you are unable to find suitable childcare, please contact the Family Information Service [Our Town Directory | Family Information Service \(wigan.gov.uk\)](http://wigan.gov.uk) who will work with you to search for an alternative childcare provider.

Q. How many hours can the access if they remain in nursery?

A. You can access the Nursery Education Grant which is 15 hours per week, term time (38 weeks a year). Working parents may be entitled to increase up to an additional 15 hours a week to 30 hours. For full eligibility criteria please visit www.childcarechoices.gov.uk .

Q. My child has special educational needs, will they still receive support if they stay in nursery?

A. The setting will provide support appropriate to your child's identified needs through their general resources. If your child needs support over and above this, the setting/provision will liaise with the Early Learning and Childcare Team who will follow the graduated approach and consider if additional support is needed in line with your child's identified needs.

Q. Can I delay entry into special school provision?

A. The School Admissions Code and Summer Born Policy apply to admission to mainstream schools.

Although the Local Authority will consider requests on an individual basis, it is not felt to be in your child's best interests to delay entry into special school provision due to the differentiated curriculum, high levels of skilled and experienced staff and resources that special schools are able to offer. Special schools, where possible then to group by ability and additional needs to ensure children have appropriate chronological peer groups.

Q. My child has an Education, Health and Care Plan (EHCP) how do I request admission out of year group?

A. If your child has an EHCP you will need to discuss your request at your EHCP review with the Local Authority Special Educational Needs and Disability's Team.

Q. Will my child miss out on assessments and GCSEs if they are taught out of year group?

A. No, children are usually assessed when they reach the appropriate point in their education, not when they reach a particular age. There are no age requirements as to when children must take GCSEs or other assessments.

The exception is the phonics screening check, which should be taken in the year the child turns 6, but only if they have completed the year 1 programme of study.

Useful information and contact details

School Organisation Team

Webpage: [School admissions \(wigan.gov.uk\)](http://wigan.gov.uk/school-admissions)

Email: schoolplaces@wigan.gov.uk

Telephone number: 01942 489013

Special Educational Needs and Disability Service

Webpage: [SEND Local Offer \(wigan.gov.uk\)](http://wigan.gov.uk/send-local-offer)

Email: SENDAdmin@wigan.gov.uk

Telephone number: 01942 486136

Early Learning and Childcare Team

Webpage: [Childcare \(wigan.gov.uk\)](http://wigan.gov.uk/childcare)

School Admissions Code: [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk/school-admissions-code)

Summer born children – advice for parents: [Summer born children: advice for parents - GOV.UK \(www.gov.uk\)](http://www.gov.uk/summer-born-children-advice-for-parents)

Summer born children – advice for admission authorities: [Summer born children: advice for admission authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk/summer-born-children-advice-for-admission-authorities)