

# Bristol City Council

## Delayed, Deferred and Accelerated Admissions Process

### Aim

The aim of this document is to establish a procedure which gives parents, schools and settings clear guidance on delayed or accelerated admission. When a delayed or accelerated request is made for an **own admission authority school** the decision rests with the school requested.

### 1. Key Principles

1.1 All children and young people should normally be educated in their chronological year group.

1.2 Schools assess the learning needs of children and young people so that the curriculum they provide is relevant enabling them to make appropriate progress and maximise their achievement.

1.3 Admission of children outside their normal year group will be made in accordance with the School Admissions Code 2021.

1.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. There is no right of appeal against the decision not to delay or accelerate a child's entry to school/year group.

1.5 The decision is made by the relevant Admission Authority, details of which are shown below:

Type of School	Admission Authority
Academy	Academy Trust
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body
Voluntary Controlled	Local Authority

1.6 For children already in school in an existing year group the head teacher will make the decision on whether the child should be educated in a year group outside of their chronological age. For children moving into the authority, the admission will be considered against the child's chronological age group.

## 2. Deferred and Delayed Entry Reception Classes:

### Deferred Entry

2.1 The Early Years Foundation Stage spans pre-school to the reception age group within school, providing appropriate learning experiences for children aged 3 – 5 years.

2.2 Primary education is normally provided in primary schools although, in some areas, there are separate infant and junior schools. Children whose fifth birthday falls before 1 September, 1 January or 1 April become of compulsory school age on whichever of these dates follows their fifth birthday. However, so that all children can benefit from three full years of infant education children can be admitted to the reception year group at the beginning of the academic year starting in September.

2.3 Parents can request a deferred entry until later in the same school year as long as this does not go beyond the child's compulsory school age or beyond the academic year for which the original application was made.

2.4 Parents can request that their child takes up the reception place part-time until the child reaches compulsory school age. Once the child has started at the school parents cannot apply for delayed entry.

### Delayed Entry

2.5 Children whose 5<sup>th</sup> birthday falls in the Summer Term do not legally have to send their child to school until the following September. **Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5<sup>th</sup> birthday for the request to be considered.** A request for delayed entry must be made at the time the application is submitted.

2.6 **Parents should submit evidence which allows admission authorities to determine why it would be in the child's interests to delay entry to school and join the Reception year group a year later than their peers in the same chronological year group. Parents may also wish to provide evidence as to why it is in their child's best 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. 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. **Parents must also submit with their application for each school preference, the headteacher's written response to the request to delay entry to school.**

2.7 Before deciding to delay their child's entry to school, parents should visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school.

2.8 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a

child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. 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. 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. In addition, as a consequence **of being born before their due date**, a child may fall into a different age group than if they had been born at full term. When considering the circumstances of the case, **admission authorities should take account of the age group the child would have fallen in to if born on time.**

2.9 For Community and Voluntary Controlled Schools the final decision on delayed or accelerated transfer will be taken by **the Local Authority's Delayed School Entry/Accelerated Admissions Panel** in consultation with the Headteacher of the school[s] requested. Parents will be informed in writing clearly setting out the reasons for the decision. The Delayed School Entry/Accelerated Admissions Panel is made up of representatives from Admissions, the Educational Psychology Service, School Partnerships, the Early Years Service, and where appropriate, the HOPE Virtual School.

2.10 **If a request to delay is approved**, the application will be withdrawn and you will need to make a new application for the main admissions round for the following school year by the closing date of 15 January.

2.11 **If a request to delay is refused**, parents will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

2.12 Where a parent's request is agreed to delay entry to school the application will be processed as part of the main admissions round. Higher or lower priority will not be given on the basis that the child is being admitted out of their normal age group.

**2.13 Parents should note** that where their request to delay is agreed this does not guarantee a place at a particular school. **Parents must apply again as part of the following admissions** round and their application receives equal consideration with all others received. In the event of a school being oversubscribed the admissions criteria will be used to determine the allocation of places and a delayed applicant does not receive any higher priority.

2.14 Parents need to understand that their child will be at school in the year below their chronological age, with children younger than them. If a child changes school, for example transfers from primary to secondary education at the end of Year 6, or transfers from infant to junior education at the end of Year 2, the child may, at the discretion of the receiving school, be placed in their chronological age group. This could mean a child will have to miss a year of the national curriculum.

2.15 A delayed transfer into a school is agreed with the existing headteacher; if there is a change of Head Teacher in the existing school the replacing headteacher may not agree to continue the delayed arrangement. In this case, the child would have to join their chronological year group, missing a part or a whole year of education.

### **3. Delayed or accelerated Admission to Junior Schools and delayed transfer to Secondary Schools**

#### **Delayed and Accelerated Admission Infant to Junior Transfer**

3.1 Children and young people should transfer to the next phase of education (junior schools) with the year group in which they are currently being educated. Decisions relating to delayed or accelerated transfer in exceptional cases should be informed by a report from relevant professionals which highlight the reasons why delaying or accelerating a child's admission is in their best interest. This point only relates to Broomhill Junior School, Sefton Park Junior School and Chester Park Junior School. In the case of Sefton Park Junior and Chester Park Junior who are federated with their partner infant school, it is expected that children should transfer to the next phase of education with the year group they are currently being educated. All other junior schools are their own admissions authority.

In the following situations, parents will need to complete a new application for delayed entry for the requested school:

- A child currently attending an infant school who is requesting a junior school that is not paired with the infant school.
- A child currently attending an infant school who is requesting a place in a primary school
- A child currently attending a primary school who is requesting a place in another junior or primary school.

#### **Delayed Transfer to Secondary School.**

3.2 The implications for delayed pupils reaching statutory school leaving age before completing Key Stage 4 and social emotional issues for delayed or accelerated pupils must be considered when making any decision.

3.3 The final decision on delayed or accelerated transfer will be taken by the secondary schools, being their own admission authority.

### **4. Accelerated admission to Secondary School**

4.1 Children and Young People should normally transfer to the next phase of education [secondary schools] with their peer group.

4.2 If a request for accelerated transfer is made the final decision will be taken by the requested secondary school[s] being their own admission authority. Details of each schools policy will be available directly from the school concerned. It must, however, be noted that a receiving school may decide to review any previous decisions made which may result in the child being taught in their chronological age group. Any parent considering accelerating entry to secondary school should contact the LA for advice on the admissions process.

### **5. Pupils with an Education Health and Care Plan**

5.1 If a child has additional needs and has an Education, Health and Care Plan (EHCP), or is being assessed for an EHCP then a decision about delayed school entry will be made during the Annual Review process or assessment process.

5.2 The decision will be made in line with professional 'advice and information' submitted during the EHC Needs Assessment or Review.

5.3 Special educational needs may not necessarily be a reason to delay entry to school. All schools and teachers are trained to teach children with special educational needs and schools must use their best efforts to make suitable provision available for all pupils who have SEN or a disability as set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 Years.