

OVERVIEW

The Council believes that in general children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in very limited circumstances

However, parents may apply for out-of-year admission, either in a higher or lower year group. This may be appropriate, for example, if the child is gifted and talented or has experienced problems such as ill health. Requests for admission outside the normal age group will only be agreed in exceptional circumstances.

The admission authority for the school must consider your request and make decision in the best interests. The admission authority is the

- **Local Authority** – for community schools
- **Governing Body** – for voluntary aided schools
- **Academy Trust** – for academies and free schools.

MAKING A REQUEST

To apply for out-of-year admission to any other year group you must:

1. Submit an application for the correct year group (full details of how to apply are on our website at www.barnet.gov.uk/school-admissions;
2. Complete and submit the form below;
3. Provide supporting evidence (this must include the views of the current school).

You can support your request with information from any professionals (health, education, social care or other) who are involved with and know about your child.

You should fully consider the impact of your child being educated in a different age group. There is no automatic right for continued education outside the normal cohort if your child needs to transfer to another school, for example, at secondary transfer stage. You will need to ask the admission authority for the preferred school to admit your child out of their normal age group, all over again.

DECISIONS

In all cases, decisions must be based on the individual circumstances of the child and, in the case of summer born children, evidence of their particular circumstances will be expected rather than general factors which relate to a wider group of children born at the same time.

In reaching a decision the following will be taken into account:

- the parent's views;
- information about the child's academic, social and emotional development;
- the child's medical history, where relevant, and the views of a medical professional;
- whether the child has previously been educated out of their normal year group;
- the views of the head teacher and / or other teaching professionals.

Informing you of the decision

The admission authority will make a decision about what is best for your child by taking account of the information you have provided and the view of the school's headteacher. They will give you their decision in writing.

COMPLAINTS AND APPEALS

You can complain to the admission authority if you are unhappy with their decision to refuse your request for admission out of the normal age group. For further please contact our Customer Services on 020 8359 3151.

If your request for delayed entry is refused, you have no statutory right to appeal this decision. The statutory admission appeals process does not cover a decision to refuse delayed entry to school.



Admissions Team, 2 Bristol Avenue, Colindale NW9 4EW. Tel: 020 8359 7651

REQUEST FOR OUT-OF-YEAR ADMISSION APPLICATION FORM

(to be completed by parent)

Child's Details

Child's First Name(s)

Child's Surname/Last Name

Child's Date of Birth

 / / **Boy** **Girl**

Child's Home Address

Application Reference No:

Note: You must submit an application for the normal age group before completing this form.

Parent/Carer's Details

Title (please tick)

Mr

Mrs

Miss

Ms

Other

First Name

Surname

Relationship to child (please tick)

Mother

Father

Step-parent

Foster Parent

Social Worker

Other*

Home Tel No.

Mobile No.

Email

Application Details

Your child's normal year group

The year group you are requesting for your child

Reason for Request

Please list your reasons for applying for out-of-year admission. This may include:

- Information about child's academic, social and emotional development
- Relevant medical history and views of a medical professional
- Previous experience of education outside of the child's normal age group
- Premature children who would be in a lower age group if not born prematurely.

Parent's statement - please use a separate sheet if required

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Please list any documents you have attached.

Parent/carer's signature

Date

Print parent/carer's
name

Please return you form by email to ferzana.arif@barnet.gov.uk