

## **Pear Tree Mead Academy Admissions Policy - Appendix 1**

**This appendix sets out the policy for responding to parental requests for children and young people's admission to Pear Tree Mead Academy into a year group different from that determined by their date of birth. This includes delayed admission to reception for summer born children**

The process is as follows:

1. On receipt of such a request, by telephone or in writing, the admissions team will confirm to the parent(s)/carer(s) that their request is to a year group different to that determined by a child's date of birth and advise them to discuss this with the headteacher(s) of the schools (up to a maximum of 3 schools) they are interested in applying to in the first instance.
2. Admissions will also contact the headteacher and advise/remind them of the procedure for dealing with 'out of year' group admission requests.
3. If, after discussion with the headteacher, the parents/carers still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
4. The application form will ask for basic information about the child as well as:
  - The nature of the request
  - Clear reasons for the request
  - The child's educational history
  - Indication of the child/young person's wishes (opportunity for them to record their view directly where practical/age appropriate)
5. In addition they will be asked to provide specific information/documentation which may include:
  - School or other educational reports (from the previous school or Early Years Setting where this is available)
  - Existing professional reports and assessments e.g. educational psychology reports from LA
  - Health information
  - Exam courses being followed
6. Parents/carers will be informed of the date that the Governor / Headteacher will meet within 15 school days of receipt of their written request (application form and supporting evidence).
7. Parents/carers will be informed of the decision in writing within 5 working days of the meeting.
8. In the meantime, if the child is already attending a school, he/she should continue to attend the current school.

### **The decision making process**

When requests for admission to a year group different to that determined by a child's

date of birth are received, a meeting will be convened to consider the written application and supporting information/evidence provided by the parent(s). A member of the Admissions Team will minute the meeting and inform the parent/carer of the outcome.

On occasion there may be insufficient evidence for the governors/Headteacher to reach a decision. In this instance they may request additional information or a meeting with the parent(s)/carer(s) which may include the child or young person.

### **Criteria for agreement to 'out of year' admissions**

The Trustees will consider evidence relating to all aspects of the child's development and needs in coming to a decision.

For requests for change of year group where a child is already in school, issues to be considered will include:

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children the school will consider the following:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- 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 social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children.

### **Right of appeal following the decision**

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents/carers can make a complaint through the school's complaints procedure.

If a parent/carer is unhappy with the way the school has handled their complaint, the parent/carer may then refer their complaint to the Local Government Ombudsman <http://www.lgo.org.uk>