Star

NURTURING TODAY'S YOUNG PEOPLE,
INSPIRING TOMORROW'S LEADERS

ADMISSION OF CHILDREN OUTSIDE THE NORMAL AGE GROUP

The Olive School, Birmingham

Admission of children outside the normal age group

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

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.

Parents of children who are already of school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children seeking admission to reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the school will consider applications to reception from parents of children outside their normal age group, please note that the school is not bound by decisions made by another admission authority.

The school will make a decision on the request before the Primary national offer date, if at all possible.

If the request is agreed, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parents must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the school for admission to Year One for the September following their child's fifth birthday.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1)
- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The school is required to take into account the views of the Headteacher on the application as well as the information from the parents. The school will make their decision on the basis of the

circumstances of each individual case, and in the best interests of the child concerned. The school will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to Star Academies about the decision not to admit their child outside their normal age group.