

SCHEME FOR THE DELAYED ENTRY OF SUMMER BORN CHILDREN



1. **Background**

A revised School Admissions Code came into effect on 19th December 2014. The revised Code made new provisions allowing the parents of summer born children to apply to an admission authority for delayed entry to the reception cohort.

In a very few circumstances, a parent may feel that their summer born child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed, so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning Year 1.

2. **Request Process**

Parents will be required to approach all the preferred schools to discuss their child's circumstances. Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form.

3. **Decision Making Process**

A Decision Panel will be constituted. The Panel will include at least 3 headteachers; this will be the headteachers from all the preferred schools and any other nominated headteachers and 2 officers from Trafford's primary Team. The Panel will consider the decision outcomes from the relevant schools and a final decision will be agreed. All schools participating in the Scheme will abide by the final decision of the Panel.

4. **Notification of Decision**

Parents will be advised of the outcome of their request by 16th April. Where the request is agreed, the application for the normal age group will be withdrawn and no place will be offered.

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16th April. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

5. **Application/Allocation Process**

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools a place will be allocated at the nearest participating school with a vacancy. Again, the

parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of schools participating in the Scheme they should complain through Trafford's complaints procedure. For all other schools or academies, parents should make a complaint under the school's complaints procedure.

The following schools are participants in Trafford's Scheme. Although it is the case that one admission authority cannot be required to honour a decision made by another admission authority, all participating schools agree to abide by the decision of the Panel and will consider the delayed entry application if required, in accordance with the published oversubscription criteria, for admission in the next admission round.

Acre Hall Primary School	Partington Primary School
All Saints' Catholic Primary School	Seymour Park Community Primary School
Altrincham C.E. Primary School	Springfield Primary School
Barton Clough Primary School	St. Alphonsus R.C. Primary School
Bowdon C.E. Primary School	St. Anne's C.E. Primary School
Broadheath Primary School	St. Ann's R.C. Primary School
Brooklands Primary School	St. Hilda's C.E. Primary School
Broomwood Primary School	St. Hugh of Lincoln R.C. Primary School
Cloverlea Primary School	St. Hugh's Catholic Primary School
Davyhulme Primary School	St. Joseph's Catholic Primary School
Elmridge Primary School	St. Margaret Ward Catholic Primary School
English Martyrs' R.C. Primary School	St. Mary's C.E. Primary School (Davyhulme)
Firs Primary School	St. Mary's C.E. Primary School (Sale)
Flixton Infant School	St. Matthew's C.E. Primary School
Forest Gate Academy	St. Michael's C.E. Primary School
Gorse Hill Primary School	St. Monica's R.C. Primary School
Heyes Lane Primary School	St. Teresa's R.C. Primary School
Highfield Primary School	St. Vincent's Catholic Primary School
Holy Family Catholic Primary School	Stamford Park Infant School
King's Road Primary School	Templemoor Infant and Nursery School
Kingsway Primary School	The Bollin Primary School
Lime Tree Primary School	Tyntesfield Primary School
Moss Park Infant School	Urmston Infant School
Navigation Primary School	Victoria Park Infant School
Old Trafford Community Academy	Well Green Primary School
Oldfield Brow Primary School	Wellfield Infant and Nursery School
Our Lady of Lourdes Catholic Primary School	Willows Primary School
Our Lady of the Rosary R.C. Primary School	Woodheys Primary School
Park Road Academy Primary School	Woodhouse Primary School
Park Road Sale Primary School	Worthington Primary School

Other Relevant Documents:

- Delayed Entry – Guidance for Parents
- Delayed Entry – Guidance for Schools
- Request for Delayed Entry – Interview Sheet (including Decision Sheet)