



Procedure for Deferred and Delayed Admission to Crofty MAT Schools

Audience:	All staff and Governors
Reviewed:	
Other related policies / procedures	<p>Starting School: Guidance for parents and carers, early years settings, schools, professionals and admission authorities (Cornwall Council)</p> <p>Admission of summer born children: advice for local authorities and school admission authorities (Department for Education)</p> <p>Crofty MAT Admissions Arrangements</p>
Owner	
Policy / procedure model	<p>MAT policy: all Crofty schools use this policy</p> <p>Aligned:</p>

Introduction

1. This policy applies to those schools where Crofty MAT is the admission authority. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time.
2. This policy complies with the Department for Education School Admissions Code 2021 and all relevant guidance on the admission of summer born children into primary and infant schools, specifically:
[Starting School: Guidance for parents and carers, early years settings, schools, professionals and admission authorities \(Cornwall Council\)](#)
[Admission of summer born children: advice for local authorities and school admission authorities \(Department for Education\)](#)
3. The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not, unless explicitly stated in the relevant oversubscription criteria for that school, give a child any priority within the admissions policy for admission to an infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.
4. General advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions is available on the Cornwall Council website: <https://www.cornwall.gov.uk/schools-and-education>
5. The admission of children with an Education, Health and Care plan is covered by different admission regulations, and decisions on the delayed or deferred entry to school of these children should be directed to the relevant Local Authority Special Educational Needs team.

Contents

- A. Admissions into Reception
- B. Part-time provision
- C. Deferred Entry
- D. Delayed Entry and Handling Delayed Entry Requests
- E. Complaints
- F. Timetable

Appendix A – Sample letter when parents/carers have failed to contact the school after an intended or previously communicated start date.

A. Admissions into Reception

1. Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 5. All children will be offered the opportunity of a full-time place from September in the year of entry.
2. Children must be attending school on a full-time basis when they reach statutory school age - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December is of statutory school age from 01 January after they turn
 - A child born between 01 January and 31 March is of statutory school age from 01 April after they turn 5.
 - A child born between 01 April and 31 August (a summer born child) is of statutory school age from 01 September after they turn 5.
3. Parent/carers who do not wish for their child to take up a full-time place from September in the school year their child turns 5 have several options available to them, although these depend on their child's date of birth, including the right to:
 - request their child has a **part-time** school place for some of the Reception year, until they are of statutory school age
 - request their child can **defer** starting school full-time until they are of statutory school age, but in the same year group
 - request their child can **delay** starting school full-time until they are of statutory school age, but in the following year group
4. Information on these three options are included Sections C-E of this policy, together with an example timetable in Section G.
5. Whether or not parent/carers decide to investigate these options further, an application for a school place for starting primary school should still be made between September and January in the school year a child turns 4. Further advice, key dates and information can be found on the Cornwall Council website: <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions>

B. Part-time provision

1. After being allocated a school place on National Offer Day, parent/carers who are interested in starting their child at school on a part time basis should ask their allocated school what part time provision can be offered.

Parent/carers should inform schools of their intention to start their child on a part time basis by 31 May.

2. Children must be attending school on a full-time basis when they reach statutory school age - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December can be part time only from 01 September to 31 December.

- A child born between 01 January and 31 March can be part time only from 01 September to 31 March.
- A child born between 01 April and 31 August (a summer born child) can be part time for the whole first Reception year of school.

C Deferred Entry

1. After being allocated a school place on National Offer Day, parent/carers who are interested in deferring the start of their child's schooling can do so only until their child is of statutory school age.
2. In these circumstances, parent/carers should clearly communicate their intended start date with their allocated school and keep in regular contact regarding any changes to this intended date. Parent/carers should inform schools of their intention to defer their child's start date by 31 May. There is no need to reapply for a school place as part of the decision to defer admission into the same year group, unless deferring a summer-born child to the following September. In this event, an application to Year 1 will need to be made at the correct time.
 - A child born between 01 September and 31 December can defer the start of full-time school no later than 01 January.
 - A child born between 01 January and 31 March can defer the start of full-time school no later than 01 April.
 - A child born between 01 April and 31 August (a summer born child) can defer the start of full-time school no later than 01 September. As a result of a deferred start date, this will be a place to start in Year 1. The child would then continue alongside their age-related peers for the duration of their time at school.
3. In the 20 school days before the intended start date, parent/carers should contact the school to make arrangements for the admission of their child.
4. Should a parent/carer not contact a school in the 20 school days before an intended and/or previously communicated start date, schools should make all reasonable efforts to contact the parent/carer by telephone and in writing at any known physical or email addresses. In any letters after failure to establish contact, the parent/carer should be informed that the allocated place may be withdrawn if they do not make contact within 10 school days. Schools should also then follow the relevant procedures for children who may be missing in education and if necessary, seek the advice of the EWO.

A sample letter is included as an Appendix to this policy.

5. School places may only then be withdrawn by the admission authority for the school, where C4 as above has been implemented fully and only where the allocated school has tried and failed to contact a parent/carer on a number of occasions.

D. Delayed Entry and Handling Delayed Entry Requests

Delayed Entry

1. Parent/Carers of summer born children, that is children born between 01 April and 31 August, may request to delay their child's entry at the date of statutory school age in the following September into the Reception year – a younger year group.
2. Parent/Carers wishing to do this should still apply for a school place at the normal time – that is between September and January in the school year their child turns 4. At this time parent/carers should also put in writing that they wish to delay entry for their child to start Reception in the following September, by emailing the headteacher of the preferred school/s.

Handling Delayed Entry Requests

The Trust requests that all requests to delay entry are made in the Autumn term and no later than 1st December.

In considering requests for delayed entry to the Reception year, Crofty MAT schools will follow the below procedure:

1. Parent to notify the headteacher of their preferred school/s of their wish to delay their child's entry to Year R.
2. The headteacher will provide the parent with a Delayed Entry Request Form and agree a date for a face-to-face meeting to discuss the circumstances of the request.
3. Parents to attend the meeting with completed Delayed Entry Request Form and any additional information, where relevant.

Where a child has additional educational needs or involvement with health/social care professionals, it may be useful for the parent to submit this information in advance of the meeting so that the SENDco and/or SaLT can be invited to attend.

4. The headteacher will pass all information gathered at the meeting to the Director of Education for consideration. Circumstances which the Director of Education will take into account include parent/carers wishes; information about the child's academic, social and emotional development; whether they have previously been educated outside their normal age group; and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.
5. The guidance makes it clear that decisions to delay entry to Year R must be made on a case-by-case basis and in the best interests of the child.

Taking into account parents view and any other information provided, the Director of Education may approve the request or, if further additional information is required, may refer the request to a panel of Trustees.

- Where the Director of Education believes that is in the best interest of the child to delay entry to Year R, they will approve the request, and will notify the parent and the headteacher.
 - Where the Director of Education requires further information to make a decision in the best interest of the child, they will refer the request to a panel of Trustees. The parent/s will be invited to attend a meeting of the Trust Admissions Panel to discuss the matter in greater depth. The Panel will make a decision and notify the parent, Director of Education and headteacher within 5 school days (excluding weekends and holiday periods).
6. If such a request is approved, then the application and preferences originally submitted by the January deadline will be withdrawn. No decisions will be made on the basis of the original application.
 7. Places are not held open for children who delay entry, so parents/carers must then reapply the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools or request different schools from their initial application.
 8. Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a delay does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed delayed entry until National Offer Day (April) in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.
 9. Should parent/carers in later years apply for a school place for their child in a different chronological year group than their age-related peers, any decision made under this policy is not binding on other admission authorities.
 10. When starting school the following September, all summer-born children who have delayed entry will have already reached the age of 5 and so will be of statutory school age from the first day of the school year. As such, the child will be required to start school on a full-time basis from the first day of term in September.
 11. If the request is not approved, parent carers will be notified of the results of their original application and preferences on National Offer Day. The options open to parent/carers in these circumstances are outlined above in Sections B-C (i.e they may choose part-time entry or deferred entry).

E. Complaints

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. **However, they do not have the right of appeal if they have been offered a place and it is not in the year group they would like.** If a parent is unhappy with the way that their request for delayed entry has been handled, they may raise a complaint with the Education and Skills Funding Agency:

Complaints Team
Education and Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

G. Timetable

Please note that this timetable does not give specific dates, which vary slightly year on year. Please refer to the Cornwall Council website for specific key dates, relevant to your round of application.

In the school year the child turns 4 years old	
September	Opening date for applications for all applicants, including those that wish to defer entry and those that wish to delay entry. 'Apply to start school or transfer to junior, secondary or KS4 school in September' portal open, and online applications start to be accepted at https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions
January	Closing date for all applications. Those summer born children wishing to delay entry should also by this date write to formally request the delay, including any reasons, and documentation from relevant professionals.
16th April (or next working day)	National Offer Day for all applicants. Those summer born children who have had delayed entry agreed must decline their offer of a place and must apply again in the next school year.
16th April to 31st May	Parent/Carers of children wishing to defer the start of full-time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term (September)	Start of the school year. All children may start full-time school from the start of the autumn term.
Start of the Autumn Term (September)	Requests for delayed entry can no longer be made. Instead, the parent/carer should discuss their reasons with the allocated school and discuss alternatives (part-time entry, possible deferral).
	Opening date for applications for summer born children who have had a delayed entry agreed in the previous year. 'Apply to start

September	school or transfer to junior, secondary or KS4 school in September' portal open, and online applications start to be accepted at https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions . Parents should make clear in their application that delayed entry has previously been agreed as the date of birth range for the required admissions round.
Start of the Spring Term (January)	Children born between 01 September and 31 December may not defer the start of full-time school beyond this date as they will have reached statutory school age.
January	Closing date for applications for summer born children who have had delayed entry agreed in the previous year.
Start of the Summer Term (April)	Children born between 01 January and 31 March may not defer the start of full-time school beyond this date as they will have reached statutory school age.
16th April (or next working day)	National Offer Day for applications for summer born children who have had delayed entry agreed in the previous year. There is no guarantee that an offer will be received from the same school as the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term (September)	Children born between 01 April and 31 August (summer born children) may not defer the start of full-time school beyond this date as they will have reached statutory school age. Those that have deferred entry to this date will start in Year 1. Those that have delayed entry to this date will start in the Reception year.

Appendix A

Deferred entry – sample letter when parent/carers have failed to contact the school after an intended/previously communicated start date.

<Date>

Dear Parent/Carer,

Re: Delayed entry to <School> for <Child Name>

I am writing to you after we have failed to make contact with you by telephone regarding <Child Name>'s deferred entry to Reception and intended start date at our school.

We ask that in these circumstances, parent/carers contact the school to confirm your plans within 20 school days of the start date and communicate any changes of circumstances to the school as soon as possible throughout the school year. This enables us to adequately plan for <Child Name>'s admission in the Reception year.

According to our records, you last informed us on <date informed> that you intended to defer the start date of <Child Name> from the start of the school year in September <year> until <intended date>.

As we have now passed this date, we have yet to hear from you and our attempts at making contact with you have failed, I would be grateful if you could contact us as soon as possible to confirm your intended start date for <Child Name> at our school.

It may be that you now have moved address, or arranged for a school place for <Child Name> elsewhere. If this is the case, please contact us so we can formally withdraw this school place and offer it to another child.

Should you fail to respond to this letter, and not make contact with us by <date 10 school days from receipt of this letter> this school place may be withdrawn by the admission authority for the school, which is Crofty MAT.

Yours sincerely,
<Headteacher>