



Tauheedul  
Education Trust

This guidance is in line with the Mission Statement of the Trust

***To create outstanding organisations that promote educational excellence, character development and service to communities.***

## **ADMISSION OF CHILDREN OUTSIDE THE NORMAL AGE GROUP**



## **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 children who are already of secondary school age must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group) will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note the Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary 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for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.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 a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

Parents seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parents to provide the Governing Body with all relevant information relating to this request which is outlined below:-

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely.
- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group.
- Letter from the Headteacher at the current school regarding the child's social and emotional development and the likely impact of the admission.
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist.
- Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents.

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body 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 about the Governing Body's decision not to admit their child outside their normal age group.