



The Priory Church of England VA Primary School
Admissions Appendix C: Application for Placement of a child outside their normal
age group

This form is to be completed when applying for an existing enrolled pupil to be placed outside of their normal year group.

Parents are advised to refer to the following Documents:

1. Department for Education – Advice on the admissions of summer born children -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf

2. Priory School Admissions Policy Appendix A - Guidance on the Placement of a Pupil Outside His or Her Normal Age Group

Child Details

Name of Child: _____ Date of Birth: _____

Permanent Home Address: _____

Name of School: _____

Current year group: _____

Confirmation of request

Having read both the Department for Education and Priory School Guidance I wish for my child to be placed in the following year group _____, which is a year above / below their normal age group.

Confirmation of meeting with the school prior to application

I confirm that a meeting has been held with the Headteacher / Deputy Headteacher regarding this application.

Reason for request

Please explain all your reasons for requesting your child be admitted outside their normal year group attaching any reports and information that you have that are relevant to your application. **Any request should be discussed with the school in advance.**

Useful information/documentation might include:

- *Your child's educational history*
- *Indication of your child's wishes where practical/age appropriate*
- *School or other educational reports*
- *Existing professional reports and assessments e.g. educational psychology reports*
- *Health information eg from your child's specialist*
- *Exam courses being followed where appropriate*

Please use a separate page if necessary.



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Please note that it is your responsibility to ensure that any documents are obtained and attached to this form so that the full circumstances of your request can be considered by the school.

Declaration

You may only submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

I have parental responsibility for or look after the child named above. To the best of my knowledge, the information I have given is correct and complete. I understand that the provision of false or misleading information may lead to the withdrawal of the offer of any school place either prior to or during the school term. I also understand that the information I have submitted on this form is covered by the Data Protection Act 2018.

I confirm that I understand that:

- when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school.
- another school or local authority is not required to continue the placement of a child outside their normal year group.
- once a child is admitted to a school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not.
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the headteacher in consultation with the parents.

Signed

Parents/Guardian Name _____ **Date** _____

Parent (s) signature: _____

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on our school website.

In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.



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For the school to complete:

School Decision

The school has / has not agreed for the above named child's entry to be placed outside their normal age group.

School reason for refusing to place the child outside their normal age group

Parents whose request is refused have no statutory right to appeal appeal this decision. *(The purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.)*

Head Teachers Name _____

Signature _____ Date _____

A copy of this to be retained by the school, a copy to be retained by the parent and one to be sent to BCP School Admissions as appropriate.