



**Southern
Education
Trust**

Admissions 2027/28

Note: This policy is to cover mainstream schools in both Dorset and Bournemouth, Christchurch and Poole Local Authorities

Review Body/Role: Trust Board	Date: 10 February 2026
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Please note that this policy is one of the suite of SET Policies for Local Governing Boards to acknowledge.	

SOUTHERN EDUCATION TRUST
Admissions Policy 2027/28

Southern Education Trust is the Admissions Authority for the schools listed below. The Trust is responsible for the policy and decisions made in regard to it. This policy should be read in conjunction with the Parents' Guide and website of the appropriate local authority.

School	Normal point(s) of entry	PAN	Local Authority	Page in policy for Admissions Criteria
Broadstone First School	Reception	60	Bournemouth, Christchurch and Poole	Page 8
Broadstone Middle School	Year 5	150	Bournemouth, Christchurch and Poole	Page 9
	Year 7	30		
Ferndown First School	Reception	60	Dorset	Page 10
Ferndown Middle School	Year 5	150	Dorset	Page 11
Parley First School	Reception	60	Dorset	Page 12
Winton Primary School	Reception	120	Bournemouth, Christchurch and Poole	Page 13

Children with Education, Health and Care Plans

Children with an Education, Health and Care Plan issued by a local authority naming a specific school will be admitted before preferences are considered for admission in September.

Local Authority Co-ordinated Admissions Schemes

All schools within Southern Education Trust fully participate in their Local Authority's published co-ordinated admission schemes.

Excepted pupils for infant classes (Years R, 1 and 2) (*not relevant to Middle Schools*)

An infant class may exceed 30 children with a single schoolteacher in limited exceptional circumstances. These are when the pupils are:

- Children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school.
- Looked After Children and Previously Looked After Children admitted outside the normal admissions round.
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.
- Children admitted after an independent appeals panel upholds an appeal.
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- Children of UK service personnel admitted outside the normal admissions round.
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

- Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In these circumstances a child admitted is an 'excepted child'.

In Year Fair Access

Southern Education Trust schools fully partake in the relevant Local Authority's In-Year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

In-year admissions – Looked After Children

A Looked After Child (see Notes) may be admitted to Southern Education Trust Schools above the Published Admission number if it is felt by the local authority that a particular school is the most appropriate placement to meet the needs of the individual child.

Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

Change of Address for Main Entry applications

When applying for point of entry, the admissions authority will not accept a change of address once the national closing date has passed. The national closing date for point of entry to Reception is 15 January and for point of entry to Year 7 is 31 October. This means that if your moving date is after the closing date, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record.

If you move house after you have submitted your application but before the national closing date, you must inform the local authority before the national closing date to ensure your application is considered from the new address. The main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

Applicants can be asked to provide additional evidence to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.)

The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

Change of Address (In Year Applications)

In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application.
- a tenancy agreement confirming the renting of a specific property relevant to the application.
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application.

To be considered all evidence must be submitted at the time of application.

UK Service Personnel and Crown Servants:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admissions authority will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The admissions authority will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this).

Applications from separated Parents/Carers

Only one application and one address can be accepted for each child. Where parents and carers are separated, it is essential that agreement is reached by both parties about which schools are named on the application form by the closing date.

Southern Education Trust is unable to mediate in any dispute between parents. If parents are unable to agree lines of communication between themselves on issues involving their child, they may wish to seek independent legal advice and explore other options. These might include referring the matter to non-court dispute resolution, such as mediation.

If parents cannot agree through mediation, they should resolve the issue through the court system, for example a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences.

If more than one application is submitted for the same child, or it becomes apparent that the application was made without the agreement of all parties with parental responsibility, the application will not be processed. A new application will be required, and confirmation of agreement must be provided by all parties involved. If this single application is submitted after the closing date, it will be treated as a late application.

In the event that a place has already been allocated, that place may be withdrawn in accordance with the School Admissions Code, which allows for withdrawal of places offered in error or obtained through

a fraudulent or intentionally misleading application. Any decision to continue processing or to withdraw an application will be made based on the specific circumstances of the case, with the child's safeguarding and welfare as the highest priority.

Where a child spends part of their week with one parent or carer and part with the other, only one address can be provided. This must be the address at which the child spends most of their time during term time.

If a child spends equal time with each parent, both parties must come to an agreement about which address to use on the application, as well as preferences made.

Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

Waiting Lists – schools within Bournemouth, Christchurch, Poole Local Authority

Where a waiting list is held for places at Southern Education Trust schools, all waiting lists will cease on the 31 August annually. Parents wishing to remain on the waiting list for the following school year must submit a new application from 1 June. There is no guarantee of a school place by remaining on the waiting list.

When a child is added to the waiting list it must be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list.

Waiting Lists – schools within Dorset Local Authority

The local authority operates a limited waiting list policy. Parents can apply to have their child's name placed on a waiting list for a period of one term following a refusal. If parents wish to keep a child on a waiting list beyond this term, they will need to write in for an extension. There is no guarantee of a school place by remaining on the waiting list.

Notes to Over-Subscription Criteria

The criteria to be used in the event that a school is oversubscribed are set out in the relevant school's appendix to this policy. These explanatory notes relate to all schools' over-subscription criteria.

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who, after being Looked After, became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. This category also includes Internationally Adopted Previously Looked After Children (IAPLAC). These are also children outside of England, who were deemed to have been in the care of the State (or by the third sector where no state provision is

available) prior to their adoption.

Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.
3. “Sibling” means:
 - a full brother or sister who lives with one or both parents or carers in the same property during the school week.
 - a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
 - an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
 - a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
 - non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

4. Calculation of Distance

a) Schools in Bournemouth, Christchurch, Poole Local Authority

The distance between the child’s home and preferred school will be determined by the shortest straight-line measurement calculated using the local authority’s geographical information system in use at the time of allocation. The system at the time of setting the policy is Servelec Synergy and it takes the measurement between the address mapping points of the school and the applicant’s home. Please note that eligibility for school transport assistance is based on walking distance measurements.

b) Schools in the Dorset Local Authority

If over-subscribed within any of the priority order categories, places will be allocated on the basis of the shortest straight-line measurement using a geographical information-based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations.

5. If there are insufficient places to accommodate all applicants and the distance criterion is used, the local authority will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. This process will be conducted in the way outlined in the

relevant local authority's admissions policy for maintained schools. Please see Bournemouth, Christchurch and Poole or Dorset local authority websites for further information.

[BCP School Admissions](#)

[Dorset School Admissions](#)

6. Staff are defined as all employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident stepparent.

A demonstrable skill shortage refers to a post which the school has had difficulties fulfilling. For priority to be given on this basis, the school must have taken part in a recruitment drive to fill the post where the post was not filled after two attempts at recruitment have been made.

If applicants wish to be considered under this criterion, then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

7. The over-subscription criteria will be applied to:-

- (a) All entry year applications received by the closing date and to applications received after the closing date, if places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with.

- (b) All admissions outside the normal September main entry intake, with the exception of children whose EHCP names the school, or children who are considered and placed under the In Year Fair Access Protocol.

Appeals

If your child has been refused a place at your preferred school and you wish to appeal this decision, please see the relevant school website for details of the appeals process. The decision of the appeal panel is binding on all parties.

Repeat appeals by the same applicant for the same school in the same academic year will not be considered unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrants a fresh appeal will be determined by the admissions authority.

Withdrawal of an offer of a place

The admissions authority may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error. Where the parent has not responded to the offer, the parent will be given a further opportunity to respond and advised that the offer may be withdrawn if no response received. Where an offer is withdrawn on the basis of misleading information (or incomplete/fraudulent), the application will be reconsidered using the correct information, and, should a place be refused, the parent will be offered their right of appeal.

Broadstone First School Over-subscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 60 for the admission year group:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend the school at the time of admission. This includes applicants who have a sibling in Year 4 and have applied for Year 5 at Broadstone Middle School. [Note 3]
4. Children who live in the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend that school at the time of admission. [Note 3]
5. All other children who live in the school's catchment area.
6. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend the school at the time of admission. This includes applicants who have a sibling in Year 4 and have applied for Year 5 at Broadstone Middle School. [Note 3]
7. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend that school at the time of admission. [Note 3]
8. All other children who live outside the school's catchment area.

If a school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority according to the Local Authority's policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Link Resource Base. Children can only be admitted to The Link if the provision is named on the EHCP.

Details of the school's catchment area, including a map, can be found on the BCP website.

<https://www.bcpCouncil.gov.uk/schools-and-learning/school-admissions/school-catchment-areas>

Broadstone Middle School Over-Subscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number for the admission year group of 150 for Year 5 and 30 for Year 7:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend the school at the time of admission. [Note 3]
4. Children who live in the school's catchment area who have a sibling at Broadstone First School who is already on the roll of the school and will continue to attend that school at the time of admission. [Note 3]
5. All other children who live in the school's catchment area.
6. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend the school at the time of admission. [Note 3]
7. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend that school at the time of admission. [Note 3]
8. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority, according to the Local Authority's policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Link Resource Base. Children can only be admitted to The Link if the provision is named on the EHCP.

Details of the school's catchment area, including a map, can be found on the BCP website.

<https://www.bcpCouncil.gov.uk/schools-and-learning/school-admissions/school-catchment-areas>

Ferndown First School Over-Subscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 60 for the admission year group:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Ferndown First School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Ferndown First School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority, according to the Local Authority's policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

Details of the school's catchment area, including a map, can be found on the Dorset Council website.

<https://www.dorsetcouncil.gov.uk/schools-in-your-catchment-area>

Ferndown Middle School Oversubscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 150 for the admission year group:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Note 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Ferndown Middle School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Ferndown Middle School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority according to the Local Authority's policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

Details of the school's catchment area, including a map, can be found on the Dorset Council website.

<https://www.dorsetcouncil.gov.uk/schools-in-your-catchment-area>

Parley First School Oversubscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 60 for the admission year group:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Parley First School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Parley First School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority according to the Local Authority's policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Pod Resource Base. Children can only be admitted to The Pod if the provision is named on the EHCP.

Details of the school's catchment area, including a map, can be found on the Dorset Council website.

<https://www.dorsetcouncil.gov.uk/schools-in-your-catchment-area>

Winton Primary School

Over-subscription Criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 120 for the admission year group:

1. Children who are “Looked after” by a Local Authority or a child who was previously looked after but immediately following being looked after subject to an adoption, residence, child arrangements or special guardianship order. (See Note 1).
2. Children living in the designated catchment area of the school who will have a brother or sister (see note 3) attending the school at the time of admission.
3. Children living in the designated catchment area of the school.
4. Children living outside the designated catchment area of the school who will have a brother or sister (see note 3) attending the school at the time of admission.
5. Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 4).

If the school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority according to the Local Authority’s policy. [Notes 4 and 5]

Please ensure you read the Over-Subscription Criteria Notes 1 to 7 for further information.

Details of the school’s catchment area, including a map, can be found on the BCP website.

<https://www.bcpCouncil.gov.uk/schools-and-learning/school-admissions/school-catchment-areas>

Entry to Reception including deferred entry (*not relevant to Middle Schools*)

All children can start in Reception on a full-time basis in the September following their fourth birthday. Parents/carers may discuss with the Headteacher as to whether their child should start on a part-time basis, but the final decision will rest with the parent/carer of the child. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

For children born between 1 September and 31 March, parents and carers can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday.) For children born between 1 April and 31 August, parents can also delay their child’s start date; but not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

Policy on the placement of a pupil outside their chronological age group:

Acceleration	The decision to educate a child in the cohort above their chronological peers.
Deceleration/ Back-yearing	The decision to educate a child in the cohort below their chronological peers
Deferred Entry	To defer participation in the Reception cohort until later in the academic year but not beyond the child’s 5 th birthday or the start of the last term of the year
Delayed Entry	To seek a place in a mainstream school after the child’s 5 th birthday – either as a Reception child (a request by parents) or as a Year 1 child (a choice of parents)

**Applications for a place in any year group different to that determined by date of birth
Including delayed entry to reception for Summer Born children**

This guidance sets out the process and criteria for considering requests to delay admission to Southern Education Trust schools for summer born children. This guidance applies to all pupils with the exception of those holding or undergoing assessments for an Education, Health and Care Plan who should contact the Special Educational Needs Team for advice.

The placement of a child outside their normal age group is not usually an appropriate measure for meeting special educational needs. This is in recognition of the significant and long-term impact on children who are placed outside of their normal year group.

Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31 October) to ensure a decision has been made by the admissions authority before the national closing dates (15 January for Reception and Year 5; 31 October for Year 7).

It is policy that children attending schools within the Southern Education Trust normally be placed with their own age group and be educated for the majority of the time with their age peer group.

Parents/carers do, however, from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases, differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

The School Admissions Code requires school admission authorities to provide for the admission of all children in September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August), that their child is admitted to reception one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case.

Process for consideration of requests

- If a parent/carer expresses an interest in applying for delayed entry to another year group than that determined by the date of birth, they should arrange a meeting with the Headteacher of the school in question, to discuss their options.
- If, after discussion with the head teacher, the parent/carer still wishes to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence, to the admissions authority.
- The application form will ask for basic information about the child and the following information must also be provided:
 - The nature of the request
 - Clear reasons for the request
 - The child's educational history
 - Indication of the child's wishes (with opportunity for the child to record their views directly where practical/age appropriate)

- In addition, they will be asked to provide specific information/documentation which may include:
 - School or other educational reports (from the previous school or Early Years Setting where this is available)
 - Existing professional reports and assessments e.g. educational psychology reports
 - Health information
 - Exam courses being followed
- The parent/carer will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (application form and supporting evidence).
- The parent/carer will be informed of the decision of the panel in writing within 5 working days of the meeting.
- In the meantime, if the child is already attending a school, they should continue to attend their current school.

The decision-making process

When requests for admission to a year group different to that determined by a child's date of birth are received, a panel will be convened to consider the written application and supporting information provided by the parent/carer. The requirements for the panel will be met by our external providers but the headteacher of the school will be involved, as well as the SENCo if appropriate.

On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or may request to meet either the parent/carer or child or both.

Criteria for agreement to 'out of year' admissions

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered will include, but may not be limited to:

For requests for a change of year group where a child is already in school

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
- Whether there is clear, documented evidence that placing the child in their normal age group would be detrimental to their educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date

of birth.

For requests for delayed admission for summer born children the Panel will consider the following:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children; and
- relevant advice, guidance and legislation from the Department for Education.

Parents/carers who are considering a delayed entry to Reception for their summer born child should refer to this document from the Department of Education for more information:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Right of appeal following the decision

There is no right of appeal if a parent/carer is offered a place in their preferred school and it is not in the year group they would like. However, parents/carers can make a complaint through the Southern Education Trust's complaints procedure.

If a parent/carer is unhappy with the way that the Trust has handled their complaint, they can then refer their complaint to the Department of Education (DfE).