

## Applying to start Primary School

Information about Summer born children and deferred entry to school.



[www.enfieldlearningtrust.org](http://www.enfieldlearningtrust.org)

In response to the Department for Education (DfE) guidance and the statutory requirements in the School Admissions Code, the Enfield Learning Trust has updated its admissions guidance to address the options available to parents of summer born children (those born between 1 April and 31 August). This information covers the most frequently asked questions in relation to starting school.

### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- Children born between 1 September and 31 December reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).
- Children born between 1 January and 31 March reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- Children born between 1 April and 31 August reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

### When do I need to apply for my child's school place?

Date of Birth	Start School	Application Period
1 Sept 2014 – 31 Aug 2015	Sept 2019	Oct 2018 – 15 Jan 2019
1 Sept 2015 – 31 Aug 2016	Sept 2020	Oct 2018 – 15 Jan 2020
1 Sept 2016 – 31 Aug 2017	Sept 2021	Oct 2018 – 15 Jan 2021
1 Sept 2017 – 31 Aug 2018	Sept 2022	Oct 2018 – 15 Jan 2022

### What options do I have available?

Enfield provides for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (*four-year olds*) may request a pattern of part-time attendance or delay if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for **summer born children** (those born between 1 April and 31 August) only:

- defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferring a child's admission are provided below.

## How do I organise for my summer born child's admission to be deferred for a whole year?

Before deciding to ask to defer your child's admission, you should contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception Year, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval **from the admission authority which in the case for the schools listed below, is the Enfield Learning Trust.**

Bowes Primary School	
Carterhatch Junior School	
Chesterfield Primary School	
Delta Primary School	
Grange Park Primary School	
Hazelbury Primary School	

The Enfield Learning Trust is the admission authority for all its schools. You will need to write to the Enfield Trust Schools Admission Service to request deferred admission.

As well as asking for approval for your request to defer, you should make an application as part of the main admission round for the year group that your child would normally be admitted to school. This must be submitted by the closing date of 15<sup>th</sup> January, until a decision on your request to defer has been reached. Wherever possible, you should also make your application for deferment by 15<sup>th</sup> January. A form is available on the Enfield Learning Trust website to enable you to do this.

All information, including any preferences you make, must be submitted by you to the Local Authority by the required dates. The Primary Information booklet can be found on Enfield's website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions) and has details of the admission arrangements for schools in Enfield as well as information about the pattern of admissions for community schools.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. For your information, the Admission Authority will seek the views of the Headteacher of the school(s) concerned.

If you have made your application by the required date, we aim to let you have a response by the 15<sup>th</sup> March of the offer year, setting out clearly the reasons for the decision.

- **If your request to defer is approved**, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year. At the moment, you will need to request a paper application as you cannot make an online application if your child will be out of their chronological year group.
- **If your request to defer is refused**, your application will be considered for the normal year group. You will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

## Do I need to provide medical evidence or reports from an educational psychologist?

You will already have considered the social and emotional development of your child when considering whether to ask to defer your child's entry to school. You may provide evidence in

support of your request, such as letters from pre-school, nurseries or other professionals involved with your child if you wish but it is not an essential requirement.

### **Will all schools agree to my summer born child deferring for a year?**

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. It is important, therefore, that you seek approval to defer your child's admission at *all* of your preferred schools.

### **Am I guaranteed a place for my summer born child?**

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria.

We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate a deferred child.

### **Can I appeal?**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents 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 about an admission authority's decision not to admit their child outside their normal age group using the School's complaints procedures.

### **What happens when my summer born child transfers to the next level of schooling (either to junior school or secondary school)?**

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request to defer will need to be reassessed. Therefore, when your child's natural cohort are applying to transfer to junior or secondary school, you will need to speak to the Headteacher of your preferred school(s) to obtain their agreement to continue your child's deferment. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

### **Does deferring my summer born child's admission impact on when my child can leave school?**

If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

### **My child is a summer born child and started in Reception Year this year but is struggling. What should I do?**

You must speak to your child's school about your concerns. Together with the school, you may consider schooling on a part-time basis or defer their entry until the Summer Term. As we have already processed your application, you may not apply for a reception place for the following year.

### **Can I apply for a Reception place for my summer born child twice?**

No - We are asking parents to consider very carefully before they request to defer their child. Therefore, it is important to note that we can only process an application for a Reception place at a school once.

**I'm still not clear, who can I contact?**

Please contact staff within Enfield Learning Trust: [contactus@enfieldlearningtrust.org](mailto:contactus@enfieldlearningtrust.org)

## Summer Born Children

### Request for Deferred Admission to Reception for Summer Born Children



Before completing this form please read the guidance on deferred entry admission for summer born children available on the council website [www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions) and the Enfield Learning Trust website [www.enfieldlearningtrust.org](http://www.enfieldlearningtrust.org)

Summer Born children have a birthday between 1 April and 31 August.

**This is not an application for a school place.**

Child's full name:	
Date of birth:	
Gender:	Male / Female (delete as applicable)
Address:	
Daytime telephone no:	
Email address:	

Name of school/s for which you are seeking approval to apply outside the normal age group. You should contact the schools you are considering and discuss this with the Headteacher prior to applying for deferred entry:

1.	2.
3.	4.
5.	6.

Please tell us why you are requesting deferred admission for your child into a reception class. For example, it would be helpful for you to let us know that your child was born prematurely.

Please continue on page 2 if required

I confirm that this information provided is true and accurate. I have read the guidance on the Council and the Enfield Learning Trust website and consent to this form being shared with the Headteacher of the school(s) to which my request for delayed entry is being made.

Please note the Enfield Learning Trust will make the decision for all Trust schools in Enfield. Also note the local authority will make the decision for all community schools in Enfield. If you are applying for schools in another local authority please check how you need to do this with the authority concerned.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Name of Parent \_\_\_\_\_

Please return the completed form along with any additional documentation to Enfield Learning Trust, Hazelbury Primary School, Haselbury Road, London N9 9TT. If you wish to receive an acknowledgment please include a stamped addresses envelope.