



**THE HARMONY TRUST**

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# **Protocol for Deferring or Delaying Entry to Primary and Infant School Reception Classes**

## **For admissions from September 2019**

This applies to:

- All Harmony Trust academies at primary/infant phase
- All parent/carers and carers seeking admission to school for a child in their care.

**Policy dated: September 2019**



### **Deferred Entry:**

Parents/carers 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. Your child must start school the term after they turn five.

A request for deferred entry can be made directly to the academy once a place has been offered.

### **Delayed Entry (Summer born pupils):**

If your child is '**summer born**' (born between 1 April and 31 August) you may choose not to send them to school until the September following their fifth birthday. You may request that your child starts school a year later than they normally would and when they do start, they are admitted to Reception rather than year 1. This would mean they are admitted out of their normal age group also known as out of cohort.

### **The process to apply for Delayed Entry:**

A formal request **must** be made, in writing, to the Harmony Trust stating which academy you wish to be considered for delayed entry. Any supporting evidence must be submitted that you wish to be considered.

A request for delayed entry to Reception class **must** be made at the same time as applying for a place for normal entry. This will allow enough time for your request to be considered before the national offer day in April.

Such an application should be supported in writing by an educational, medical or social care professional independent of the family, demonstrating a serious detriment to the child if he or she were not to be allowed delayed entry.

### **The decision-making process for Delayed Entry:**

The Harmony Trust CEO will be the decision-maker regarding requests for delayed admission. They will be guided by the views of the academy Principal

In most circumstances the decision will be considered and communicated before the national offer day in April. The decision will be given in writing.

Factors that may be taken into consideration include:

- The needs of the child and the possible impact of them entering the year 1 class without having first attended the reception class;
- In the case of children born prematurely, the fact that they may have naturally been born into the lower age group if they had been born on their expected date of birth;



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- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;

### **Successful application for Delayed Entry:**

You can apply for a reception place for your child the following year. Your application will be ranked alongside any other applications in accordance with the oversubscription criteria for the Academy / Trust. There is no guarantee that a place will be offered at any of your preferred schools. If your child is refused a place you will have a statutory right to appeal.

If you change your mind about your school preferences or are not offered a place at any of the schools for which delayed entry has been agreed, we cannot guarantee to offer a reception class place at any other school for which a delayed entry request has not been made.

### **Unsuccessful application for Delayed Entry:**

There is no statutory right of appeal against the refusal of a request for delayed entry. However, if you are dissatisfied you have the right to complain through Harmony Trust's Complaints policy.

### **Moving to Junior or Secondary School for a pupil already admitted under Delayed Entry:**

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. They must make a decision on the basis of the circumstances of each case and in the child's best interests and will need to bear in mind the age group the child has been educated in up to that point.

### **General Information and Contacts**

#### Harmony Trust

0161 260 0482

[info@theharmonytrust.org](mailto:info@theharmonytrust.org)

#### School Admissions Team

0161 770 4213

[ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk)

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ  
0161 260 0482 | [info@theharmonytrust.org](mailto:info@theharmonytrust.org) | [www.theharmonytrust.org](http://www.theharmonytrust.org)



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SEND Team

0161 770 4269

[ehcinfo@oldham.gov.uk](mailto:ehcinfo@oldham.gov.uk)

**Useful links;**

Department for Education

Telephone 0870 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

Office of the Schools Adjudicator

[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)