



# Accelerated/Delayed Admissions Policy

Nottingham City Council

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Team	School Admissions
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# 1. Policy Principles

As a general rule, children should be educated within their chronological year group. This ensures access to a broad and balanced curriculum, appropriate to their age and stage of development. Educating children within their age group promotes academic, emotional, social, and physical development.

This policy also aligns with the Department for Education's non-statutory guidance "Advice on the Admission of Summer Born Children: For Local Authorities and School Admission Authorities" (2015).

## 2. Key Definitions

- **Chronological year group:** The year group determined by a child's date of birth.
- **Delayed Admission:** The child starts school or transfers to the next phase of education later than their normal age group. This is educating out of chronological age.
- **Deferred Admission:** Parents accept the place for the child in their chronological age group but does not start until later in the academic year.
- **Accelerated Admission:** The child starts school or transfers to the next phase of education earlier than their normal age group.
- **Summer Born Child:** A child born between 1 April and 31 August.
- **Coordinated Admission Round:** The normal annual admissions process managed by the Local Authority (LA).
- **In-Year Round:** The process of applications received for places during the academic year.
- **Own Admission Authority:** A school which is responsible for its own admissions decisions (e.g. academies, foundation, voluntary-aided schools).

## 3. Summer Born Children

Parents of summer born children may request that their child starts Reception a year later than usual (delay) or at a later point in the academic year at the point they first become of statutory school age (defer).

- The LA and admission authorities will make decisions on the basis of the individual circumstances of each request and in line with the child's best interests, following the principles outlined in DfE guidance (2015).
- Parents must still apply for their child's chronological year group by the normal closing date (15 January), while simultaneously submitting a request to delay entry.
- Where a request is agreed:
  - The normal application for Reception can be withdrawn.
  - Parents will need to apply again the following year for Reception entry.
  - Parents are reminded that agreement to delay for Reception does not automatically apply to future phases of education. Secondary schools may make a different decision based on their own admission authority processes.

Request for Delayed Entry form for parents to complete is available via the School Admissions Team or online via our Frequently Asked Questions and Contact Form at [www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions).

*Please note carefully: If the request to be admitted out of age group is accepted and the child is admitted to a primary school out of chronological age group, parents must be aware of the process above. The application for secondary must still be made alongside the normal age group with a request to the preferred secondary schools for a delayed admission. If approved, an application for those schools can be made for the requested year. If refused, the child will either leave primary in Year 5 to join secondary school at the point of entry, or complete primary school and join secondary school in Year 8.*

*Parents also need to be aware that the decision made by one admission authority may not be honoured by another admission authority on admission out of the chronological age group. Therefore, any future changes of school may result in their child being placed back into their chronological age group.*

## **4. Deferred Admission Requests**

Parents have the right to defer their child's entry to school until later in the Reception year, provided that admission takes place no later than the term following the child's fifth birthday or by the start of the summer term (April) within the academic year for which the place was offered.

Where a place has been allocated, parents may choose for their child to start full-time, to attend part-time, or to delay their start date within the Reception year. Deferred entry requests should be made directly to the school, as soon as possible after an offer has been made, to allow the school to plan appropriately for the child's admission. Where a child's entry is deferred, the place offered will be held open for that child and will not be offered to another applicant during the agreed deferral period.

## **5. Circumstances That May Justify a Request**

Requests for such admissions should be considered in exceptional circumstances. Circumstances that may be considered include:

- Significant absence due to serious illness or medical condition.
- Complex special educational needs (but not where an EHCP applies — see Section 10).
- Children newly arrived from overseas with little or no prior formal education.
- Children born prematurely or are summer born.

Placement outside chronological year group should only be considered where appropriate support within the normal year group has been fully explored and exhausted.

## **6. Issues for Consideration**

The following factors will be taken into account:

- Emotional, social and developmental maturity.
- Impact of differing ages within the class as the child matures.
- Impact on future transitions (e.g. starting secondary school, leaving school, public examinations).
- Peer relationships and social integration.
- Infant class size regulations (Reception and Key Stage 1).
- The views of parents/carers and, where appropriate, the child.
- Whether the request is driven by parental preference rather than need.
- Funding implications for schools.

## 7. Decision-Making Responsibilities

Decisions on applications received during the coordinated round in relation to standard points of entry (Reception and Year 7) are coordinated by the local authority. The LA will seek a decision from own admission authorities during this time. For applications made during the academic year or for any other year group, the applications should be sent to the own admission authorities directly. The LA will still make decisions in-year for any applications for maintained community schools.

The 'Coordination Checker' available at [www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions) can be used to check the status of a school in the Nottingham city area.

### 7.1 Own Admission Authorities

- Each own admission authority (academies, foundation and voluntary-aided schools) is responsible for making its own decisions regarding requests for admission outside of the normal age group.
- Own admission authorities are not bound by decisions made by other admission authorities, including the Local Authority.
- Parents must make separate requests to each own admission authority they are applying to.
- Where decisions are made by own admission authorities, the outcome must be communicated directly to parents and also reported to the LA School Admissions Team for information.

### 7.2 The Role of the Local Authority (LA)

- The LA is responsible for coordinating applications during the coordinated admission round but does not make decisions on behalf of own admission authorities.
- For community schools (where the LA is the admission authority), the LA will make the decision based on all submissions as part of the application and the advice from relevant professionals.
- The LA will ensure that parents receive all decisions and outcomes through the coordinated admissions process where applicable.

## 8. The Coordinated Admissions Process (Normal Admission Round (Reception or Year 7 Admission))

All requests for delayed or accelerated admission to points of entry at a school should be submitted as part of the normal coordinated admissions process.

### 8.1 Submission of Request

- Parents/carers must apply for their child's chronological year group by the national application deadlines:
  - **15 January** for primary (Reception).
  - **31 October** for secondary (Year 7).
- A request for delayed or accelerated admission must be submitted at the same time as the normal application.
- Parents will complete a supplementary form and provide supporting evidence from relevant professionals.

## 8.2 Decision Making

- For community schools, the LA will:
  - Consider the information provided by the parent/carer and seek any additional views from the child's school and/or involved professionals.
  - Make a decision based on the child's best interests in line with this policy and national guidance.
- For own admission authorities:
  - Each school will consider the request independently.
  - The LA will coordinate and communicate the decision as part of the offer process.

## 8.3 Outcomes

- Decisions on such requests can take time to ensure full and proper consideration of information provided and for seeking views of other professionals. This can take upwards 20 working days but in some cases can take longer. Please be patient in awaiting an outcome.
- If all admission authorities applied to agree to the request, the application for the chronological year group will be withdrawn and parents will need to reapply for the agreed year group.
- If any admission authority refuses the request, parents must decide whether to continue with the normal year group application or withdraw entirely.

## 8.4 Applications to Secondary from children educated already out of chronological age

- Where a child has been admitted to Reception or progressed through primary school outside of their chronological age group, a new application for delayed admission to secondary school must be submitted at the appropriate time. This application should be made alongside the child's chronological age cohort.
- For example, a child who is in Year 5 due to delayed admission, while their chronological age group is in Year 6, would need to apply for secondary school placement at the same time as the Year 6 cohort. An application must be submitted for each secondary school the parent/carer wishes to be considered, on-time in accordance with the coordinated process, in addition to a request for delayed admission.
- Secondary schools (all of which are own admission authorities in Nottingham) will review and determine whether to accept the child's continued placement outside of their chronological age group. If the request is approved, the parent/carer may then submit an application in the following year, allowing the child to continue their education out of year group.
- If the request is declined, the parent/carer must decide either:
  - to proceed with an application for the child to enter Year 7, which would result in the child missing Year 6 of primary school; or
  - to withdraw the application and apply for entry into Year 8 the following year, which would result in the child missing Year 7.

## **8.4 Late Applications**

Parents are strongly encouraged to submit any request for delayed admission alongside their on-time application during the coordinated admissions round. Where a delayed admission request is submitted late, it will be considered on a case-by-case basis, taking into account the individual circumstances of the child, the reasons for the delay, and any supporting evidence provided. Parents should be aware that late submission may limit the time available for full consideration prior to offers being made and may affect the outcome of the request.

## **9. In-Year Accelerated/Delayed Admission Requests**

### **9.1 General Principles**

Requests made outside of the normal coordinated admissions round (i.e. in-year admissions) follow a different process and should only be requested where there are exceptional circumstances or an special educational need that means it would be in the child's best interest to be educated outside of chronological age.

### **9.2 Requests for Nottingham City Maintained Community Schools**

- Requests for delayed or accelerated admission to Nottingham City maintained community schools must be submitted directly to the LA School Admissions Team.
- The LA will assess requests as outlined in Section 7.2, following consultation with the child's current school and relevant professionals.
- The LA will communicate the decision directly to parents/carers and the school.

### **9.3 Requests for Own Admission Authority Schools (e.g. Academies, Voluntary-Aided, Foundation Schools)**

- Requests must be submitted directly to the school concerned.
- Each own admission authority is responsible for considering and determining its own decision.
- The outcome will be communicated directly to parents/carers by the own admission authority.
- Own admission authorities must notify the Nottingham City School Admissions Team of any decisions made, to ensure records are kept up to date and for wider coordination of pupil placements.

### **9.4 LA Coordination Role (In-Year)**

- The LA will not make decisions on behalf of own admission authorities for in-year applications but will maintain oversight and coordination of pupil movements and placements.

## 10. Appeals and Complaints

- There is no statutory right of appeal against a decision to refuse delayed or accelerated admission.
- However, if parents remain dissatisfied following the decision, they may submit a complaint via the standard complaints procedure for either:
  - Nottingham City Council (for community schools) via the Have Your Say process [Comments, Compliments & Complaints - Nottingham City Council](#).
  - The relevant own admission authority (for academies, foundation or voluntary-aided schools).
  - If there are complaints about the way an application has been handled, complaints can be lodged with the Local Government and Social Care Ombudsman for community schools. [www.lgo.org.uk](http://www.lgo.org.uk)
  - Complaints in relation the handling of applications by own admission authorities can be directed to [Complaints procedure - Education and Skills Funding Agency - GOV.UK](#).

## 11. Children with an Education, Health and Care Plan (EHCP)

Requests for delayed or accelerated admission for children with an EHCP will be considered as part of the EHCP Annual Review process, and any decisions will be recorded within the EHCP documentation. This process sits outside of the arrangements detailed above.

## 12. Request Forms and Templates

To support families and professionals, Nottingham City Council provides standard request forms available online at [www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions) and by visiting the Frequently Asked Questions and Contact Form.

# Parent Checklist for Delayed or Accelerated Admission Requests

Parents/carers are advised to use the following checklist when considering and submitting a request for delayed or accelerated admission:

## Before Submitting a Request:

- ☐ Read this policy in full to understand the process, requirements, and implications.
- ☐ Consider whether the request relates to *delayed admission*, *accelerated admission*, or *deferred admission*.
- ☐ Seek advice from relevant professionals, if appropriate (e.g. health visitor, GP, SENCO, educational psychologist, early years provider, school staff).
- ☐ Reflect on your child's individual needs, development, and best interests.

## When Submitting a Request:

- ☐ Submit a standard application for your child's **chronological year group** by the national deadline:
  - 15 January for Reception admissions.
  - 31 October for Year 7 admissions.
- ☐ Submit the delayed/accelerated admission request form at the same time as the standard application.
- ☐ Provide all supporting evidence and professional recommendations where applicable.
- ☐ If applying to own admission authority schools outside of the coordinated process (for Reception and Year 7 to start in September) (academies, foundation, voluntary-aided), ensure a request is submitted directly to each school alongside your application.

## After Submitting a Request:

- ☐ Await decisions — this may take 20 working days or longer depending on the case.
- ☐ If approved, ensure you reapply for the agreed entry year when applications open.
- ☐ If declined, decide whether to:
  - proceed with an application for the chronological year group, or
  - withdraw the application and consider applying for an alternative year group in the following admission round.
- ☐ If dissatisfied, review the complaints procedure outlined in Section 10 of this policy.