



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# ADMISSION OF CHILDREN OUTSIDE THE NORMAL AGE GROUP

**Tong Leadership Academy**



## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online).

Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted. The school will make a decision on the request before the secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

To enable the school to consider if the request for admission outside the normal age group is in the best interests of the child concerned, the school will consider:

- Parent's views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of the medical professional
- If the child was born prematurely, what age group would the child have fallen in, if the child had been born on time
- Views of the headteacher

It is for parents to decide the professional evidence they wish to submit in support of their application for admission outside the normal age group. However, there is no expectation on parents to provide the professional evidence that they do not already have. The school will consider all requests regardless of whether any professional evidence is submitted. The supporting information could include:

- Any evidence from a health or social care professional who is involved in the care or treatment of the child, for example speech and language therapist, occupational therapist, social worker or paediatrician.
- The view of the headteacher of the school that he / she currently attends and any records of the child's development and progress.
- What can the year group in which a place is sought offer that their chronological year group would not?

The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to Star Academies about the decision not to admit their child outside their normal age group.