



Admission of children outside the normal age group (including summer born children)

Admission authority - For community and voluntary controlled schools within Nottinghamshire, the admission authority is Nottinghamshire County Council. For academies and voluntary aided schools, the admission authority is the academy trust or the governing body of the school.

Compulsory school age - A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Therefore your child must be attending school the term following their fifth birthday.

Summer born children – Children who are born between 1 April and 31 August.

Starting school in reception

All children can start school full time in reception in the September following their fourth birthday.

If you do not wish your child to start school in September, you can request to defer taking up the place until later in the school year.

Child's 5 th birthday	Latest starting date in reception
1 September – 31 December	spring term
1 January – 31 March	summer term
1 April – 31 August	start of summer term

You will see that admission to reception cannot be deferred beyond the point at which your child reaches compulsory school age or beyond the start of the final term of that school year.

You may also wish to consider your child attending school part-time until they reach compulsory school age. All requests to defer admission in the reception year should be discussed directly with the allocated school.

Summer born children

If your child was born between 1 April and 31 August, you may choose not to send them to school until the September following their fifth birthday (the point at which other children in their age range are beginning year 1). You should consider carefully if you want your child to miss reception completely and start in year 1, or start in reception the following year. You should also consider whether this may affect your funding in relation to early years.

If you apply for a reception place the following year, your application will be considered as part of the main admissions round.

You may not be able to get a year 1 place at your preferred school(s) as all of the places may already have been offered to children when they were in reception. However your child will be offered a school place.

If you are a Nottinghamshire resident, you should submit a request in writing to Nottinghamshire County Council's school admissions team stating whether you wish your child to be admitted into the reception year or year 1 the following academic year.

You should ensure that your request is submitted as early as possible before the closing date of the admissions round (15 January). Any applications received after the closing date are considered as late applications and will be processed after all on-time applications.

If your request to defer admission is not agreed you will need to apply on time for a school place in the normal admissions round.

Requests can be sent to admissions.ed@nottsc.gov.uk

Designated officers will make a decision based on the circumstances of each case and in the best interests of the child concerned. You will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for the decision. If the request to delay is agreed, you will need to apply for a school place the following academic year. If you have already submitted an application for the current year, this application will be withdrawn from the admissions round and you will need to reapply in the following year.

When a deferred admission for a summer born child has been agreed, the admissions team will issue an information pack to parents within the normal admissions round for the following year. If you do not receive an information pack please contact us because it is your responsibility to apply for a school place for your child.

Requesting admission outside the normal age group

If your child has been previously educated outside of their normal age group it will be your responsibility to request admission out of the normal age group again when the child transfers to junior or secondary school. This request should be submitted in writing to the school admissions team at the point where the transfer round opens for your child's normal age group.

It is also possible for parents to seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It will be for the admission authority of the preferred school to decide whether to admit the child outside of the normal age group. The admission authority will make a decision based on the circumstances of each case and in the best interests of the child concerned.

This will include taking into account information such as:

- the views of the parent(s)
- information about the child's academic, social and emotional development
- the child's medical history and the views of a medical professional, where relevant
- whether the child has previously been educated outside of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school concerned.

If agreed, the child's application will be processed as part of the main admissions round unless the request is too late for this to be possible. It will be considered on the basis of the determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application must not be given lower priority because the child is being admitted outside of their normal age group.

Parents will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for that decision.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in the preferred age group.

Contact us:

Phone: 0300 500 80 80

Monday to Friday: 8am to 6pm

(Calls cost no more than calls to standard geographical numbers (01 and 02) and will also be included in inclusive minutes and discount schemes).

Email: enquiries@nottsc.gov.uk

Website: www.nottinghamshire.gov.uk

Minicom: 01623 434993

If you need the information in a different language or format contact us.

Internet access is available at public libraries and some schools may allow you to use their computers to apply.