

# Oaklands Infant School

Acting Headteacher Miss Ellen Weston BA (Hons) PGCE

Butler Road, Crowthorne, Berkshire RG45 6QZ

Telephone: 01344 774644

e-mail: [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)    [www.oaklandsinfants.org](http://www.oaklandsinfants.org)



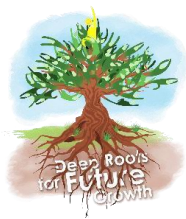
September 2024

## Process for Requesting Delayed or Deferred Admission

If you would like to request that your child's admission to school be delayed or deferred, please follow the process below:

- Email the school with your request at [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)
- Read the attached information and complete the form requesting supporting evidence.
- This information will be reviewed by Oaklands Admissions Committee and you will receive a response within 15 days of receipt.

**Oaklands Infant School Admissions Committee**



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**Date** Dear Parent/Carer of .....

## Re: Delayed Entry Request

**Name**

In response to your request for your child to be admitted into Reception instead of their chronological year group, Year 1, for September ....., please find attached some information and the opportunity to provide any further supporting evidence you feel may be useful to the Admissions Committee when making their decision.

We understand you have a right under the new Admissions Code to make this request without providing additional information, but we do feel it is in your child's best interests for the Admissions Committee to be fully informed.

We have your email of ... and as mentioned above, if you would like to add additional information please use the attached form and return it to:  
[admissions@oaklands-inf.wokingham.sch.uk](mailto:admissions@oaklands-inf.wokingham.sch.uk).

We will apprise you of our decision within 15 days of receipt of your email or further information.

Yours sincerely

**Oaklands Infants Admissions Committee.**

### Delayed and Deferred Admissions

Parents may seek a place for their child at Oaklands Infant School out of their normal age group. Parents do not have the right to insist that their child is admitted to a particular age group. This decision is for the Admissions Committee. The Admissions Committee will make decisions on the basis of each individual circumstance and in the best interests of the child concerned. The Corvus Trust will be fully informed of the outcome, but will not be part of the decision process.

The Admissions Committee will consider the parent's view, but please see listed below the additional reasons you may feel support your request for your child to delay or defer their entry to school. The Admissions Committee will look at the evidence you provide, consider the Headteacher's point of view and will set out clearly the reasons for their decision.

Where a parent delays their child's start until the September after their 5<sup>th</sup> birthday, they may request their child is admitted out of their normal age group (the phrase 'normal year group' to mean the year group a child would have been in had they entered school in the September following their fourth birthday) in order to start in Reception rather than in Year 1. In this situation, the school Admissions Committee is responsible for making the decision on which year group a child should be admitted to, but it is the parent who has taken the decision to delay their child's start at school. The Admissions Committee is required to decide about whether Reception or Year 1 is the best year group for the child on the basis of the circumstances of the case and in the best interests of the child concerned.

Parents have a statutory right to appeal against the refusal of a place at school for which they have applied, but **this right does not apply if they are offered a place at the school which is not in their preferred age group**. If a parent is unhappy with the admission arrangements made by Oaklands Infant School, they can contact the Schools Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

Oaklands Infant School will ensure that the response is clear and based on the best interests of the child and the decision has been made after due consideration of all the supporting evidence provided by the parent.

When considering submitting a request to delay your child's entry to school, you should be aware of a number of factors before we process your request:

- Your request only relates to Oaklands Infant School. It does not guarantee you entry in that year group in other schools (Infant, Junior, Secondary) These schools may not agree with your child being taught outside of their chronological year group and could result in your child missing a year of their education and being admitted into their chronological year group.
- This does not guarantee you a school place. This is simply the school agreeing to admit your child outside of their chronological year group, **should** an offer be made.
- Your child will be able to leave school before completing their GCSEs, as there is no legal requirement for them to remain. This is despite participation age now being 18, as statutory school age remains at 16.

Please complete the table below to state your reasons for requesting a delayed start for your child at Oaklands Infant School (please tick next to the section that applies) and attach any supporting evidence you feel is appropriate. Return all the documentation to the school office.

**To find the best solution for your child, please note the following alternatives available:**

- *Attend school in Reception part-time from September to December (2024) then full-time from January (2025)*
- *Attend in Reception part-time from September to December (2024) and continue part-time from January to March (2025), then attend full-time from April (2025)*
- *Attend in Reception part-time for the Autumn (2024), Spring and Summer terms (2025) and only go full-time the following September (2025) in Year 1*

Child's Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer to Complete: Reasons and Evidence to support a request for Delayed/Deferred Entry to Oaklands Infant School		
Reason Stated	Comments	Supporting evidence supplied
Parental choice		
Birth Date		
• Premature birth		
Academic Development		
Social and Emotional Development		
Medical History		
• Views of medical professional		
Previously educated out of normal age group		

Any other reason		
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**Please return completed form to Oaklands Infant School as soon as possible.**