

Pear Tree Mead Academy Admissions Policy - Appendix 2

This appendix sets out the policy for responding to parental requests / school requests for children and young people's admission to Pear Tree Mead Academy into a year group different from that determined by their date of birth. This policy is for children who are already at Pear Tree Mead Academy who need to be in a different year group in September.

The process is as follows:

1. On receipt of such a request, by telephone or in writing, admission will be contacted for advice. This request could be from parents or the school, but usually it is completed together. Where both parties are in agreement.

2. There will then be a discussion with the headteacher with the parents and Inclusion manager and possibly the current class teacher. After this application documentation will need to be completed together with supporting evidence.

3. The application will need to complete for basic information about the child as well as:
 - The nature of the request
 - Clear reasons for the request
 - The child's educational history
 - Indication of the child/young person's wishes (opportunity for them to record their view directly where practical/age appropriate)

4. In addition they will be asked to provide specific information/documentation which may include:
 - School or other educational reports
 - Existing professional reports and assessments e.g. educational psychology reports from LA
 - Health information

5. Parents/carers will be informed of the date that the Governor / Headteacher will meet within 15 school days of receipt of their written request (application form and supporting evidence).

6. Parents/carers will be informed of the decision in writing within 5 working days of the meeting.

7. There is usually discussion about when (if possible) a child will be returned to their usual year group. Extra support will be sort to help support this decision. It is unusual for a child to stay in a year group that is not in their age bracket.

The decision making process

When requests for admission to a year group different to that determined by a child's date of birth are received, a meeting will be convened to consider the written application and supporting information/evidence provided by the parent(s).

On occasion there may be insufficient evidence for the governors/Headteacher to reach a decision. In this instance they may request additional information or a meeting with the parent(s)/carer(s) which may include the child or young person.

Criteria for agreement to 'out of year' education

The Headteacher will consider evidence relating to all aspects of the child's development and needs in coming to a decision.

Whether there is clear evidence that if the child was to be educated in a year group above or below that determined by their date of birth and that this has had positive benefits.

- Whether there is clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents/carers can make a complaint through the school's complaints procedure.

If a parent/carers is unhappy with the way the school has handled their complaint, the parent/carers may then refer their complaint to the Local Government Ombudsman <http://www.lgo.org.uk>