

## **Admission of children outside their normal age group - application**

This is an application form for admission to Initio Learning Trust schools into a year group different to that determined by date of birth, including delayed admission to reception for summer born children.

Please complete and return this form and supporting information to the school's office, either in hard copy or by email

### **TO WHICH SCHOOL DOES THIS REQUEST RELATE?:**

#### **CHILD'S DETAILS**

Name:

Date of birth:

Gender:

Address:

Current school, pre-school or nursery (if any):

Does your child have an Education Health & Care Plan (EHCP)?:

Is this an application for a local authority 'Looked After' child (i.e. in foster care) or previously Looked After child?:

**YOUR DETAILS**

Name:

Address:

Contact number:

Email address:

What is your relationship to the child?:

Are all parties with Parental Responsibility in agreement with this request?:

If not, why not?:

**QUESTIONS:**

- 1) Please set out clearly whether you are asking for your child to be educated in a higher year group than normal for their chronological age or to be educated in a lower year group than normal for their chronological age:

2) Please explain all your reasons for requesting your child be admitted outside their normal year group attaching any reports and information that you have that are relevant to your application. (Use a separate sheet or provide additional documentation as appropriate)

- Useful information/documentation might include:
- Your child's educational history
- Indication of your child's wishes where practical/age appropriate
- School or other educational reports
- Existing professional reports and assessments e.g. educational psychology reports
- Health information e.g. from your child's specialist
- Exam courses being followed where appropriate

If you have other information specific to your child that you feel would be helpful that does not appear on this list above please forward this with your application. Please note that it is your responsibility to ensure that any documents are obtained and attached to this form so that the full circumstances of your request can be considered by the Panel.

**PLEASE NOTE**

This is not a school application form. You must also complete a school preference form for your child to be considered for a place at your preferred school(s).

The information I have submitted on this form is covered by the Data Protection Act 2018.

You may only submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted.

By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

**DECLARATION**

I have parental responsibility for or look after the child named in this application.

To the best of my knowledge, the information I have given is correct and complete.

**Signature**

**Date**

**Name**