

**** This is not an application for a school place**
 Even if the request is agreed, this does not mean
 that your child will receive automatic admission into
 any of the schools you have listed on this form.**



Request to be educated out of year group
Transfer to all year groups, including transfer to the next key stage
(eg: starting secondary school in Year 7)

Before completing this form please ensure that you have read the accompanying 'Guidance and Policy relating to the education of children outside of their chronological year group'.

Child Details			
Surname		Date of Birth	
Forename		Gender	
Current School			
Child's home address			
	Post code		
Council Tax reference number			
Parent/ Carer Details			
Title		Forename	
		Surname	
Relationship to child			
Please name all persons who have Parental Responsibility for this child (Further evidence of Parental Responsibility may be requested at any stage)			
Telephone Number(s)	Daytime	Evening	Mobile
Email address			
If your home address is different to the child's address, please provide details below. Please note: the address used for allocating school places is the child's home address.			

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Additional Information	
Does your child have a Statement of Special Educational Needs or Education, Health and Care Plan ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undergoing Assessment
<p><i>A Statement of Special Educational Needs or ECH Plan is a document written by the local authority which details the needs that a child has in learning at school, and the measures which the school will take to help them.</i></p> <p><i>If your child has been assessed for one of the above then this will have been carried out by the Warwickshire SENDAR team: 01926 742060</i></p>	
Is your child under the care* of the Local Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>*Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)</i></p>	
If yes , please confirm current status by ticking the relevant box(es)	Full care order <input type="checkbox"/>
	Interim care order <input type="checkbox"/>
	Special guardianship order <input type="checkbox"/>
	Kinship order <input type="checkbox"/>
	Adopted through LA <input type="checkbox"/>
	Child Protection Order in place <input type="checkbox"/>

Supporting Evidence			
Have you sought the advice of your child's current childcare provider in respect of this request?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person
Have you sought the advice of a medical professional in respect of this request?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person
Have you sought any other professional advice in respect of this request?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name and Position:		Please attach any evidence or advice that you have received from this person

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Reasons for requesting deferred/accelerated entry

My child's chronological year group is
(year group as defined by age)

My child is currently in Year
(please enter relevant year group)

I request that my child transfers to Year (year group)
in (expected date)

**Please explain your reasons for wanting your child to be educated outside of
their chronological year group**
(Continue on a separate page if necessary)

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School Details

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List the schools you would like to consider if your request for your child to be educated out of the chronological year group is agreed.

You must contact the schools named below prior to submitting this request form and explain to them your reason for requesting for your child to be educated out of year group. The schools concerned must then confirm their acknowledgement and agreement to such an arrangement, if approved, by signing in the box below. There is no guarantee that the Local Authority will also agree to the request.

Head teachers/Governing Bodies signing this form agree to the child being registered and taught outside of their chronological year group, and completing statutory assessments in the year which they are taught, should a place be offered to that child through the normal admissions procedure.

Name of school	Head teacher/Governing Body agreement		
	Name	Signature	Date

Please Note: Your request form will not be processed until the above section has been completed and agreement has been received from at least one of the schools which you have named above. If the request form is not completed in full then it will be returned to you.

Any agreement which is subsequently made, for your child to be educated outside of their chronological year group, will only apply to the schools named above who have agreed to such an agreement.

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Declaration

- I confirm that I have read and understood the 'Guidance and Policy relating to the education of pupils outside of the chronological year group'
- I confirm that I have Parental Responsibility for the child named on this request form, and that I have notified all other persons of this request and that they are in agreement with the child being educated out of their chronological year group
- I understand that even if the request is agreed this does not mean that my child will receive automatic admissions into any of the schools I have listed on this form
- I have completed, and enclose, a completed transfer application form, or Change of School application (as applicable) and I understand that this will be considered in accordance with the admission arrangements for the relevant entry year
- I understand that the Local Authority may need to contact the schools and other professionals named on this request form for further information/clarification. This includes my child's current nursery/childcare provider
- I have attached all relevant information which I have referred to in my request

**** All sections of this form MUST be completed in full. Failure to complete the form and attach all relevant evidence will result in the form being returned to you and this will delay the processing of your request ****

Signature of parent/carer		Print name	
		Date	

****In relation to children due to be transferring to the next key stage (ie: moving into Y3 at a Junior school or Y7 in a secondary school) your request form must be completed in full and received by the Admissions Service by no later than 4pm on 1st December 2017**
Failure to comply with this deadline may mean that your request cannot be considered.**

This deadline applies both where the request is for accelerated entry to commence in September 2018 and where the request is for the child to repeat the current year/defer entry from September 2018.

For requests relating to In-Year admissions, this request form must be submitted with the Change of School application.