

**** 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 Starting School in Reception – September 2018

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'.

This is NOT an application for a school place. You must complete a separate application form which can be found on our website at: www.warwickshire.gov.uk/admissions

Child Details				
Surname		Date of Birth		
Forename		Gender		
Current nursery/ Pre-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 is due to start school in Reception in September
(please enter relevant year of entry)

I request that my child starts school in Reception in September
(please enter relevant year of entry)

**Please explain your reasons for wanting to defer or accelerate your child's
entry into school**
(Continue on a separate page if necessary)

Large empty rectangular box for providing reasons for deferred or accelerated entry.

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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			
<ul style="list-style-type: none"> • 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 admission into any of the schools I have listed on this form • I have completed, and enclose, a completed application form 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 			
<p>** 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 **</p>			
Signature of parent/carer		Print name	
		Date	

****In order for your request to be considered fully, this 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 as part of the coordinated admissions process.

This deadline applies both where the request is for accelerated entry to commence in September 2018 and where a child is chronologically due to start school in September 2018 but a request is being made to defer entry until September 2019.