



# Request for Deferred Entry Policy

**The Diamond Learning Partnership Trust**

<b>Approved by:</b>	Chief Executive Officer	<b>Date:</b> September 2025
<b>Last reviewed on:</b>	September 2025	
<b>Next review due by:</b>	August 2026	

## REQUEST FOR DEFERRED ENTRY

### Request for admission outside the normal age group and Request for summer-born child to enter a reception class

The Diamond Learning Partnership Trust (DLPT) believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in very limited circumstances.

However, parents may apply for out-of-year admission, either in a higher or lower year group. This may be appropriate, for example, if the child has experienced problems such as ill health.

#### **Summer born deferrals**

If your child is *summer born* (born between April 1st and August 31st), you may choose to delay when they start school. This means:

- Instead of beginning school in the academic year they turn 4, your child can start the following year when they reach compulsory school age.
- You can ask for them to start in Reception rather than going straight into Year 1, even though they will be older than the usual Reception intake.

You will normally need to make this request to your Local Authority (LA) at the same time as applying for a Reception place when your child is 4.

This is important because:

- If your request is approved, your child will start school the following year in Reception.
- If your request is not approved, you still have the option for your child to start school at age 4 as usual
- This request is processed by your LA.

If you do not apply for your child to be deferred in time for the LA to process, then you will need to apply for a deferred entry directly to the Trust.

Before completing the attached form please read the guidance on deferred entry and out-of-year admission at <https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group#overview>

Parents should fully consider the impact of their child being educated with children of a different age, both within primary school and at transition to secondary school when out-of-year admission cannot be guaranteed, and they may be required to enter Year 8 rather than Year 7.

Deferred entry application to a reception class should demonstrate that the child's current attainment and progress is significantly below that of their chronological peers and the school will not be able to meet their needs.

Decisions will be reached based on the individual circumstances of the child and, in the case of summer born children, evidence of their particular educational need will be expected rather than general factors which relate to a wider group of children born at the same time.

## Decision Making Framework

### First Time deferrals

Where a child has not previously been deferred, all deferral requests (upwards or downwards) must be

- Reviewed by each school's individual Senior Leadership Team (SLT)
- Submitted to the deferral panel for a final decision
- Documented with clear evidence to support the proposed placement.

### Subsequent or continuing Deferral (already education in any lower yr group)

Where a child has already been deferred in the previous year and is currently being educated in a lower or higher year group, the Trust recognises that convening a panel for each successive phase may not be necessary unless circumstances have changed significantly.

Therefore, the SLT at each school within the trust may make the decision without a Deferral Panel if

- The child has documented evidence that they have previously been approved for deferral;
- The child is currently educated in the deferred (lower or higher) year group and
- Parents / carers are in agreement.

In such cases

- The Headteacher may approve the continuation of deferral;
- A summary rationale must be recorded;
- The DLPT Admission Team must be notified for oversight and consistency.

The panel is only required if:

- The SLT is not in agreement;
- Parent/Carer disputes the decision;
- There is substantial new evidence affecting the child's placement;
- The deferral direction is being revised or altered;

In reaching a decision either by panel or by schools SLT, the following will be considered:

- The parent's views
- Information about the child's academic, social and emotional development
- In the case of summer-born children, whether developmental delay is adversely affecting their readiness for school and;
- The needs of the child and the possible impact of then entering Year 1 without first having attended the reception class
- The child's medical history, where relevant, and the views of a medical professional
- Whether the child has previously been educated out of their normal year group
- Whether the child would have naturally fallen into a lower age group if it were not for being born prematurely
- Whether the school can meet the child's needs

A decision will be made either by a panel or schools SLT within 20 school days and communicated to the parent/carer.

## REQUEST FOR DEFERRED ENTRY APPLICATION FORM

Request for admission outside the normal age group including summer-born children  
**(to be completed by parent)**

Child's First Name:			
Child's Surname/Last Name:			
Child's Date of Birth:			
Male/Female			

**Parent/Careers Details:**

Title:		First Name:	
Surname/Last Name:			
Relationship to Child:			

**Request for:**

Admission outside the normal age group: Y // N	
If Yes – Year group Requested:	
Summer Born Child to enter Reception class in September 20 : Y / N	

Please list your reasons for applying for deferred entry and attach supporting evidence to support your request. This should include: (Please use a separate sheet if required)

- Information about child's academic, social and emotional development
- Relevant medical history and views of a medical professional
- Previous experience of education outside of the child's normal age group
- Premature children who would be in a lower age group if not born prematurely.

Please list the documents you have attached in the box below. Your supporting evidence must include the views of the current school or nursery.

**Parents/carers signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Attachments:

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