



Derby City Council

Accelerated/Delayed Admissions Policy

2027/2028

Derby City Council

February 2026

This is the comprehensive version of Derby City Councils accelerated/delayed admissions policy. A simpler plain English/user friendly version is available on the Council's website via [Starting school later - Derby City Council](#)

Background and Interpretation
Procedures
Delayed start into Year 1
Transfer from Infant to Junior School
Summer Born Procedure
Year 6 to secondary school Procedure
Children with an Education, Health, and Care Plan (EHCP)
Team - School Admissions and Appeals
Directorate - Peoples Services
Organisation - Derby City Council
Updated - February 26

Background

Parents are advised that children should be educated with their chronological year group as a general rule. Children are entitled to be educated within their cohort and should be given access to a broad and relevant curriculum, including the National Curriculum, appropriate to their individual needs.

It is very unusual for a child to be educated in a year group above their chronological age. Experience suggests that being educated a year group above, is only in the best interests of a child in rare and very exceptional circumstances.

Schools have a responsibility for educating the whole child and emotional, social, physical and intellectual development all need to be considered. In almost all cases, a broader, richer, and deeper curriculum in the age-appropriate grouping is more supportive of a child's all-round development.

For children whose attainment is particularly high, a differentiated curriculum may include joining a group of a different age for individual subjects or using knowledge, skills and understanding from the next Key Stage.

Delayed start requests usually arise from concerns about a child's emotional, social, physical and intellectual development, which are shared by the parents, the school or other relevant professionals. All parents can request that the date of their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Parents may also request that their child takes up a place part-time until the child reaches compulsory school age.

Such requests are likely to be picked up and considered with the school and/or the Council alongside other relevant parties at an early stage and an appropriate course of action can be agreed.

Examples of exceptional situations in which a delayed start could be considered an appropriate intervention include.

- Children who have missed a lot of school through a lengthy illness or a medical condition
- Children with the most complex special educational needs
- Children who arrived in the UK who have received little or no educational experience and need time to adjust to school life here
- Children born prematurely

Parents do have the right to request that their child is admitted to a particular age group however there is no legal entitlement; each case would be considered individually on the circumstances.

If either an accelerated or a delayed start is likely to be requested, it is most important that as much notice as possible should be given to the Councils School Admissions Team to allow time for an assessment to be made. This will then allow for proper and measured consideration of how best to meet a particular child's needs. Applications should be made in the autumn term and will not normally be considered after the end of the spring term.

All requests are dealt with individually, based on the advice and information received from the child's present/previous Head Teacher, Educational Psychologist, Special Educational Needs Casework Officer, and other relevant professionals as appropriate.

Before parents consider making a request for a delayed/summer born admission, we would advise parents to read the DfE Summer Born – Advice for parents' guidance.

[Summer born children starting school: advice for parents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/summer-born-children-starting-school)

Interpretation

In this scheme –

“The Council” means Derby City Council acting in its capacity as local authority.

“Admission Authority” means, in respect of any school which is a:

Community school – the Council

VA or academy – the governing body of that school/academy.

In respect of a free school or academy – the governing body of that school/academy.

“CAF” means the Common Application Form supplied by the Council electronically or on paper.

“Parent” means an adult that has parental responsibility for the child in which the application refers to.

“Key Stage” means the fixed stages into which the national curriculum is divided according to year group.

“LAC” means Looked-After child, child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

“EHCP” means Education, Health, and Care Plan, it is a legal document which describes a child or young persons aged up to 25 special educational needs and the support they need.

Procedures

1. For primary school admissions, it is expected that parents will make an application for a school place in their child's normal age group at the usual time (by 15 January). It is assumed that parents wish their child to start the September after their 4th birthday.

However, should parents wish to delay entry into reception for the following September, they must submit a separate request for admission outside of the normal age group at this time, stating on the CAF.

2. The relevant admission authority will be required to decide on whether to accept an application in the requested year group. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group.
3. If the request is agreed upon by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for Reception as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements.
4. If the request to be admitted out of the age group is refused, the parent must decide whether to continue with the application and potentially receive an offer for the chronological year group, or have the application withdrawn.

Delayed start into Year 1

If the Council receive an application during the normal admissions round for delayed start into year 1 (missing reception), the application will be dealt with separately, under the in-year admissions process. The application will not be processed, and parents will be advised to apply the following year.

Transfer from Infant to Junior

For children due to transfer from infant to Junior school.

1. Parents are required to make an application for their child's normal age group at the usual time (by 15 January) but should also submit a request for admission out of the normal age group at the same time.
2. The relevant admission authority will be required to decide on whether to accept an application in the requested year group. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group.
3. If the request is agreed upon by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for Year 7 as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements.
4. If the request to be admitted out of age group is refused, the parent must decide whether to continue with the application and potentially receive an offer for the chronological year group, or have the application withdrawn.

The Council advises that:

- Admission authorities must still consider requests that are made outside of the timescales set out in the process.

- The Councils School Admissions Team will ensure parents receive the response to their request before the relevant national offer day.
- If the placement of a child outside their chronological year group would lead to a breach of infant class size regulations, prior approval must be given by the Councils School Admissions Team.
- Any decisions made to place children outside their chronological year group should be well documented.
- Parents need to be aware that the decision made by one admission authority or local authority may not be honoured by another admission authority or local authority on admission out of the chronological age group. Therefore, any future changes in school may result in their child being placed back into their chronological age group.

If a delayed entry for Summer-Born children into reception is to be made, the following procedure should be followed:

1. This request will only apply to summer-born children, children born between 1 April and 31 August.
2. Parents must make an initial enquiry to their preferred school and the Councils School Admissions Team.
3. Parents must complete and return the Deferral Form provided by the School Admissions Team at the Council. Such requests will need to be made in full and can be from the parent of a child and/or the Head Teacher of the child's present school.
4. It is important to note that own admission authority schools, such as academies, may refuse to accept a child outside the normal chronological cohort at a later date.
5. On receipt of the completed Deferral form,
 - A) the Admissions Officer will withdraw the current application.
 - B) email parent outlining the timescales for when to reapply for the following reception intake.
6. Admissions Officers will check the age of the child. In the case of a request for accelerated transfer, a child cannot be admitted to a secondary school until the age of 10 years and 6 months has been reached on the date of admission (Education Act 1996, Chapter 1). Pupils will not be admitted into Reception any earlier than the start of the academic year in which they reach their 5th birthday.
7. Parents reapply during the application window for the following academic year.
8. Admissions Officers will check through the application.
 - A) the officer will inform any own admission authorities of the application and request any concerns or objections.
 - B) the officer will inform any maintained schools of the application and request any concerns or objections to be.
9. A letter confirming the decision on the request will be sent to the parents and all parties consulted will be notified of the outcome. In the case of an accelerated transfer being approved, the Governing Body of the receiving school will also be informed.
10. Parents will receive a decision on the corresponding national offer day, for which they applied.

Parents do not have a right to appeal to an independent appeal if their request for delayed or accelerated admission is denied.

Delayed entry child transfers from junior/primary into secondary school, the following procedure should be followed:

1. The Admissions team will send a letter and supporting information to all parents where their child is attending a junior/primary school within the administrative area, and who has been educated outside of their chronological cohort (i.e., year 6 child being educated in year 5).
2. Parents **must** obtain permission from the school/s that they wish to apply for to defer the child's entry to the following year, except for Littleover Community School, the Councils School Admissions Team will consider the request in consultation with the school's Head Teacher/Senior Leadership Team.
3. On receipt of the written permission from the school, parents must forward it to the School Admissions Team, at the Council.
4. Admissions Officer will ensure the agreement for deferred entry is recorded appropriately.
5. On receipt of the completed Deferral form,
 - A) the Admissions Officer will withdraw the current application.
 - B) email the parent outlining the timescales for when to reapply for the following secondary transfer.
6. Parents reapply during the application window for the following academic year.
7. Admissions Officers will check through the application.
 - A) the officer will inform any own admission authorities of the application and request any concerns or objections.
 - B) the officer will inform any maintained schools of the application and request any concerns or objections to be.
8. A letter confirming the decision on the request will be sent to the parents and all parties consulted will be notified of the outcome. In the case of an accelerated transfer being approved, the Governing Body of the receiving school will also be informed.
9. Parents will receive a decision on the corresponding national offer day, for which they applied.
10. Parents need to be aware that the secondary schools may not allow a child to enter year 7 and expect them to join chronological age group (year 8).

Children with an Education, Health, and Care Plan (EHCP)

Admissions for children with an EHCP, sit outside the normal admission arrangements and this procedure does not apply. Any discussions as to whether a child with an EHCP should be placed outside of their chronological age group should form part of the initial process and the Annual Review.