



Admission of children outside of their chronological year group

Greensand Multi-Academy Trust (“the Trust”) is the Admission Authority for its member schools. The Trust will therefore determine applications made to its schools for admission of children outside of their chronological age group (OOCA applications).

Applicants may choose to seek a place outside their child’s chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Decelerated Entry

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child’s chronological age. If, in liaison with the Headteacher, the Trust agrees for the child to have a decelerated entry, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Accelerated Entry

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, the Trust agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child’s best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group is available at: www.surreycc.gov.uk/admissions.

In both cases, applicants should contact the Headteacher of the school(s) that they wish their child to attend and set out, preferably in writing, on what basis they believe admission to a different year group is in the child’s best interest and provide supporting evidence.

Thereafter, a meeting will be arranged for the applicant(s) to discuss their OOCA application with the Headteacher. A recommendation will be submitted by the Headteacher, either supporting or opposing the application, to the Trust’s CEO, who has delegated authority to review and approve such cases.

If the CEO is in agreement with the Headteacher’s recommendation, this will be formally confirmed in writing by the Trust’s Central Team. The Headteacher will advise the applicant(s) of the decision. In the event that the CEO and Headteacher are not in agreement about an OOCA application, it will be put before the full Trust Board for review and then formally approved or rejected. The Trust Board’s decision, with reasons (where appropriate), will be set out in writing to the Headteacher and then communicated to the applicant(s).