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# **Application form to educate a child outside their usual age group**

- \* **You should only fill in this form if you live in Barking and Dagenham.**
- \* Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- \* If you live outside Barking and Dagenham, you must fill in the form available from the borough or county council within the area you live.
- \* Please carefully read the guidance notes in the relevant admission booklet before filling in this form. Our booklets are available on our website: <https://www.lbbd.gov.uk/schools-and-learning/school-admissions/starting-school-children-aged-3-and-4>
- \* You must return your filled-in application to the address at the end of this form.
- \* Please return form to [admissions@lbbd.gov.uk](mailto:admissions@lbbd.gov.uk) or [infos@lbbd.gov.uk](mailto:infos@lbbd.gov.uk) with your supporting information.
- \* **Forms received after the relevant closing dates are late.**

## Child's details

**First names:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Sex:**  Male  Female **Date of birth:**

**Home address and postcode:** (The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed. If this is different from the parent's or carer's address, please explain why on a separate sheet of paper. Also, if parents share custody, please give both addresses on a separate sheet of paper).

## Declaration

- I confirm that the information given on this form is accurate and subject to verification. I agree that acceptance of the application to educate out of cohort does not guarantee either a place in my preferred school or (in the case of reception year age children) a place for a further year in any nursery setting that my child may currently be attending.
- I understand that I must apply separately for a school place in the appropriate academic year depending on the outcome of this application.
- I understand that by educating my child out of cohort, if he/ she subsequently transfers to another school it will be for the admission authority of that school to decide whether to admit the child out of their normal age group. I also understand that he/ she might exceed the compulsory school age before he/ she is due to take GCSE examinations and cannot be required to attend.
- I understand that the information provided in this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and will only be used for the purpose of assessing whether your child should be educated out of cohort. In connection with this purpose the information will be shared with the Head Teacher of your preferred school(s) and any other relevant professionals involved in the assessment process.
- I understand that the Local Authority may contact my child's current place of education for the purpose of this application request. I understand that the Local Authority may request information concerning my child's individual learning needs and abilities.

## Parent or carer's details

Title: Mr  Mrs  Ms  Miss  First name:

Last name:

**Relationship to the child** Mother  Father  Step-parent  Foster-parent  Social worker  Other family member  Other contact

If you are not the child's natural parent, please attach documents that prove you are the guardian and have parental responsibility for that child.

**Email address:**

**Home phone number:**

**Daytime phone number:**

Your signature:

Date:

## Reasons for child to be educated outside their usual age group

To make a decision, we will take account of the child's individual learning needs and abilities. We will also take into consideration whether the requested year group is appropriate for your child. We will take into account your child's requirements (but will not be restricted) to:

- Academic development
- Birth premature
- Speech and language development
- Social and emotional development
- The views of the head teacher
- Medical history and the views of a medical professional

Please provide the reasons below for why you believe your child would benefit from being educated out of cohort. You may wish to attach any supporting information from education or medical professionals to support your application.