Barking & Dagenham

Application form to educate a child outside their normal age group

Admissions stamp only
Date received

OSS Stamp
Date received

Staff initials

- **You should only fill in this form for places in Barking and Dagenham schools.**
- 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-and4
- Please return your filled-in application to the following addresses admissions@lbbd.gov.uk or infos@lbbd.gov.uk with any supporting information you wish to include.
- Please remember to allow for delivery when sending by post.
- **Forms received after the relevant closing dates are late.**

Child's details

First names:

Last name:

Sex: Male ☐ Female ☐

Date of birth: Day Month Year

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 understand that there is no automatic right to be educated outside the normal age group and that each request will be considered individually in accordance with the School Admissions Code.
- 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 UK GDPR and the Data Protection Act 2018 (GDPR). 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 out of cohort

To make a decision; we will consider the individual circumstances of your child and make a decision based on their best interests. Things we may take into account include (but are not restricted to the following). The list below is not exhaustive:

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

Please Note

You are not required to obtain or submit professional reports for your request to be considered. We will consider each request on their individual merits, even where no additional reports are provided.

Please provide any information you would like us to consider about 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. **You are not required to do this**. Please continue on a separate sheet if needed.

Please return form to admissions@lbbd.gov.uk or infos@lbbd.gov.uk with your supporting information.
Both in boxes are monitored by Admissions Team officers.