

Protocol for Delayed Transfer to Secondary School for admissions from September 2011

This applies to:

All Devon County Council maintained schools at primary and secondary phase except for Special Schools.

All parents and carers seeking admission to school for a child in their care.

Policy updated:	September 2011
Review date:	November 2010 for 2012-13 and then annually unless a need to review earlier is identified

Description of Policy

This policy describes how parents can request that their child not transfer from a Primary or Junior School to a Secondary School when he or she is of an age to finish Year 6.

Linked Policies

The Co-ordinated Secondary Admissions Scheme

Protocol for Delayed Transfer to Secondary School

for admissions from September 2011

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	Appendix 1 – Equality Impact Needs Assessment is located at http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm	

General Information and Contacts

Date	September 2011
Review date	Annual
Approval	by Cabinet Members of Devon County Council
Key partners	Learning and Development Partnership Education Welfare Service Devon Association of Secondary Headteachers Devon Association of Primary Headteachers Devon Association of Governors Church of England Diocese of Exeter Roman Catholic Diocese of Plymouth School Admissions Team
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Useful links	Department for Education Office of the Schools Adjudicator School Admissions Code

POLICY

1 Equality Statement

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 1.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

2 Safeguarding Statement

- 2.1 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 2.2 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

3 Introduction

- 3.1 Children in Devon County Council primary and junior schools transfer to secondary school at the beginning of Year 7.
- 3.2 A parent may believe that his or her child should remain in Year 6 of a primary or junior school despite attaining the age to be in Year 7.
- 3.3 A child may have been taught below his or her chronological Year Group and it may be viewed as in the interests of educational continuity for him or her to remain with the current educational cohort.
- 3.4 Children who are the subject of a Statement of Special Educational Needs

will have their school placement determined within relevant policies of the County Special Educational Needs Team. The terms of this Protocol will apply solely to children who are not the subject of a Statement.

4 Purpose

- 4.1 The best interests and needs of the child should be the focus of any discussions surrounding his or her admission to any school.
- 4.2 The process of identifying a child who may benefit from delayed transfer to secondary school should begin as early as possible and integration planned to make the process as smooth as possible.
- 4.3 Early identification will enable all appropriate agencies to take a full part in decision-making and providing support to the child.
- 4.4 It is expected that agreements for delayed transfer will be exceptional.

PROCEDURE

5 Policy

- 5.1 A request for delayed transfer must be in addition to an expression of preference for a school place under the co-ordinated scheme for admission and not in place of it. A parent may indicate on the D-CAF that they wish their child not to be transferred in that round or submit an additional letter, either at the same time or subsequently.
- 5.2 A request for delayed transfer, whether agreed or refused will have no effect on the child's priority within oversubscription criteria.
- 5.3 The decision on whether delayed transfer should be permitted will be taken before the allocation of places on **1 March** where possible. The opinion of the headteacher of the preferred school will be sought.
- 5.4 The decision on whether delayed transfer should be permitted will be taken by the Local Authority (LA) Admissions Manager following the opinion of all parties – parents, headteachers and other professionals where appropriate, such as an educational psychologist, social care officer, Doctor or Health Visitor.
- 5.5 It will be expected that the headteacher of the current school and the preferred school will both be in agreement that delayed transfer is appropriate.
- 5.6 Where a school lies within another LA area, that LA will be informed of the request and the outcome of the request.

6 Criteria

- 6.1 The purpose of delayed transfer is to meet the needs of a child where it is considered to be beneficial to their long-term educational development or their social welfare.
- 6.2 Examples of circumstances which may indicate that delayed admission is appropriate would include:
- where the child demonstrates particularly poor social development.
 - where the child demonstrates particularly poor educational development.
- 6.3 For a child to be appropriate for delayed transfer, there must be a significant recognised detriment to his or her educational or emotional development in transferring.

- 6.4 For a child to be appropriate for delayed transfer, he or she:
- must not be at an educational level to benefit from the studies of the Key Stage 3 curriculum or
 - must be sufficiently physically, emotionally and socially immature to be incapable of prospering alongside the older children in the secondary school

7 Procedure

- 7.1 Parents must apply for places in Year 7 in a secondary school through the normal application process of the co-ordinated scheme for admissions.
- 7.2 The appropriateness of delayed transfer will be considered as detailed at paragraph 3.4 above and the decision advised to the parent in writing.
- 7.3 Where delayed transfer is agreed before the allocation date of **1 March**, the application will then not be considered under the co-ordinated admissions scheme.
- 7.4 A request for delayed transfer if refused will have no effect on the child's priority within oversubscription criteria.
- 7.5 A request for delayed transfer if allowed will have no effect on the child's priority within oversubscription criteria in the following year's transfer round.
- 7.6 Where the parent agrees with a decision that delayed transfer is not appropriate or withdraws a request, the child will transfer from his or her current Year 6 setting.
- 7.7 There will be no right of appeal against a decision of the Admissions Manager to refuse delayed transfer to secondary school.

EMPLOYEE GUIDANCE

8 Guidance for Employees

- 8.1 The Policy is operated by officers of the Schools Admissions Team in co-operation with management and staff in schools. The governing bodies and staff in all schools are requested to support the efficient operation of the Policy by encouraging parents to apply on time and to discuss whether delayed transfer may be necessary for the child. Schools may assist by referring families to the School Admissions Team or to the Devon Choice Advice Service where support may be beneficial.
- 8.2 No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school. Neither shall a parent be advised regarding the school which has been allocated before the offer of school places are sent to parents by the LA.
- 8.3 School staff and management should discuss with the School Admissions Team any request from a parent to support in writing an admissions appeal for a school place.
- 8.4 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
11/2008	Policy formulated taking into account the requirements of the School Admissions Code of Practice.	Policy Unit	9/2010	12/2009
6/2009	Policy reviewed and formatted into a Directorate Policy shell	Policy Unit	9/2010	12/2009
12/2009	Policy reviewed for 2011/12	Policy Unit	9/2011	12/2010
3/2010	Policy amended by the insertion or amendment of section 2.2 (corporate parenting), sections 8 (employee guidance) and Appendix 1 (EINA)	Policy Unit		
4/2010	Policy determined by Cabinet Members for 2011/12	Policy Unit	9/2011	11/2010
10/2010	Policy amended: to reflect change of title for the Department for Education	Policy Unit	9/2011	11/2010
9/2011	Policy amended with name of the Strategic Director EINA relocated onto Admission Arrangements website	Strategic Support and Policy officer	9/2011	2012 policy already in place