

## Protocol for Early Transfer to Junior School for admissions from September 2011

This applies to:

All Devon County Council maintained schools at primary 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 be transferred from an Infant School to a Junior School before he or she is of an age to finish Year 2.

### Linked Policies

The In-Year Co-ordinated Scheme, The Primary Co-ordinated Scheme.

# Protocol for Early Transfer to Junior School

## for admissions from September 2011

| Section | Contents  | Page |
|---------|---|------|
|         | <b>Description of Policy</b>  | 1    |
|         | <b>General Information and Contacts</b>   | 3    |
|         | <b>Policy</b>   |      |
| 1       | Equality Statement  | 4    |
| 2       | Safeguarding Statement  | 4    |
| 3       | Introduction  | 4    |
| 4       | Purpose   | 5    |
|         | <b>Procedure</b>  |      |
| 5       | Policy  | 6    |
| 6       | Criteria  | 6    |
| 7       | Procedure   | 7    |
|         | <b>Employee Guidance</b>  |      |
| 8       | Guidance for Employees  | 8    |
|         | <b>Policy History</b>   | 9    |
|         | <b>Appendix 1</b> – Equality Impact Needs Assessment is located at<br><a href="http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm">http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm</a> |      |

## General Information and Contacts

|                |   |
|----------------|---|
| Date           | September 2011  |
| Review date    | Annual  |
| Approval       | by Cabinet Members of Devon County Council  |
| Key partners   | Learning and Development Partnership<br>Education Welfare Service<br>Devon Association of Primary Headteachers<br>Devon Association of Governors<br>Church of England Diocese of Exeter<br>Roman Catholic Diocese of Plymouth<br>School Admissions Team   |
| Author         | Andrew Brent, Strategic Support and Policy Officer<br>01392 381214<br><a href="mailto:andrew.brent@devon.gov.uk">andrew.brent@devon.gov.uk</a>  |
| Sponsors       | Dr Phil Norrey, Chief Executive<br>Jennie Stephens, Strategic Director, People  |
| Other contacts | Lisa Boon, Access Services Manager<br>01392 383841<br><a href="mailto:lisa.boon@devon.gov.uk">lisa.boon@devon.gov.uk</a><br><br>School Admissions Team<br>0845 155 1019 – contact through My Devon call centre<br><a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a><br><br>Education Transport Team<br>0845 155 1019 – contact through My Devon call centre<br><br>Children's Education Advisory Service – Ministry of Defence<br>01980 618244<br><a href="mailto:enquiries@ceas.detsa.co.uk">enquiries@ceas.detsa.co.uk</a> |
| Useful links   | <a href="#">Department for Education</a><br><a href="#">Office of the Schools Adjudicator</a><br><a href="#">School Admissions Code</a>   |

# 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 (DCC) infant schools transfer to junior school at the beginning of Year 3.
- 3.2 Children in DCC primary schools who wish to seek a place in Year 3 of a junior school may request a place under the Co-ordinated In-Year Admissions Scheme.
- 3.3 A parent may believe that his or her child should be admitted to Year 3 of a junior school before attaining the age to be in Year 3.
- 3.4 A child may already have been taught above 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.

#### **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 early transfer to junior 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 early transfer will be exceptional.

## PROCEDURE

### 5 Policy

- 5.1 A request for early transfer must be in addition to an expression of preference for a school place under the Co-ordinated Primary Admissions Scheme and not in place of it. A parent may indicate on the Common Application Form that they wish their child to be transferred early or submit an additional letter, either at the same time or subsequently.
- 5.2 A request for early transfer, whether agreed or refused will have no effect on the child's priority within oversubscription criteria.
- 5.3 The decision on whether early transfer should be permitted will be taken before the allocation of places on **15 April** where possible. The opinion of the headteacher of the preferred school will be sought.
- 5.4 The decision on whether early 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 early transfer is appropriate.
- 5.6 Where a school lies within another Local Authority area, that Local Authority will be informed of the request and the outcome of the request.

### 6 Criteria

- 6.1 The purpose of early 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 early admission is appropriate would include:
- where the child demonstrates particularly exceptional social development.
  - where the child demonstrates particularly exceptional educational development.
- 6.3 For a child to be appropriate for early transfer, there must be a significant recognised detriment to his or her educational or emotional development by

not transferring early.

6.4 For a child to be appropriate for early transfer, he or she:

- must not miss the studies of the Key Stage 1 curriculum
- must be sufficiently physically, emotionally and socially mature to prosper alongside the older children in the junior school

## **7 Procedure**

7.1 Parents must apply for places in Year 3 in a junior school through the normal application process of the co-ordinated scheme for admissions.

7.2 The appropriateness of early transfer will be considered as detailed at paragraph 5.4 above and the decision advised to the parent in writing.

7.3 Where early transfer is agreed before the allocation date of **15 April**, the application will then be considered under the co-ordinated admissions scheme.

7.4 A request for early transfer if agreed will have no effect the child's priority within oversubscription criteria.

7.5 Where the parent agrees with a decision that early transfer is not appropriate or withdraws a request, the child will remain in his or her current Year 2 setting.

7.6 There will be no right of appeal against a decision of the Admissions Manager to refuse early transfer to junior 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 early transfer may be necessary for the child. Schools may assist by referring families to the School Admissions Team 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, early or otherwise.
- 8.3 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:<br>to reflect change of title for the Department for Education<br>At 8.1 the following was deleted from the final sentence: <i>or to the Devon Choice Advice Service</i> | Policy Unit                          | 9/2011              | 11/2010                      |
| 9/2011         | Policy amended with name of the Strategic Director<br>EINA relocated onto Admission Arrangements website   | Strategic Support and Policy officer | 9/2011              | 2012 policy already in place |