



treated as on time only in the following circumstances:

- (1) where a family has just moved address;
- (2) where it is agreed by the Governing Body that individual circumstances apply and the delay was reasonable given those circumstances.

In all other circumstances late applications will be given a lower priority, and will only be considered after the applications received (or deemed to be) on time.

All applications for admission to Reception after the beginning of the academic year or to years one to six at any time should also be made to the parents' home local authority. More information is available here:

<https://www>

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The school's Governing Body will make a decision to admit a child outside their normal age group in accordance with the school's policy on delayed and accelerated transfer, based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about

1) 'Looked after'<sup>2</sup> and 'Previously looked after'<sup>3</sup> children who

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For the purposes of this policy, 'home' is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will usually be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term time). Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases, parents will need to agree on the address for the child. Where this is not possible, the school will use the address nearest to the school.

Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, it may not be possible to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission, may result in a delay in any application being processed and in some instances, where agreement cannot be reached it may not be possible to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling. When submitting your application, as part of the terms and conditions, you will be required to confirm that parents are in agreement with the preferences expressed. This will also apply if you wish to transfer

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with an Education Health Care Plan (EHCP), looked-after children, where a procedural error has occurred, children admitted following successful

admitted