

Benfield Primary



ADMISSIONS POLICY

Statutory Policy

Amended: Autumn 2025

To be reviewed: Autumn 2026

INFORMATION ABOUT ADMISSIONS TO BENFIELD PRIMARY SCHOOL

The arrangements for the admission of children to this school at age 4+ are made by Brighton and Hove City Council. A detailed description of the arrangements is contained in the guidance 'Infant, Junior & Primary School Admissions in Brighton & Hove 2026/2027' which can be found at www.brighton-hove.gov.uk/schooladmissions. A hard copy can be obtained from the School Admissions Team, Hove Town Hall, Hove BN3 3BQ (tel: 01273 293653). A copy is also available for inspection in the school.

The easiest way to make your application is through the Brighton and Hove City Council website. It automatically acknowledges receipt of your application. You receive immediate notification of the decision on your application by email on National Offer Day – 16th April 2026.

Please note that parents/carers cannot actually choose a school. They have a right to express preferences for up to three schools. However, parents/carers may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated to children in accordance with the following list of priorities:

- i) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- ii) Children with compelling medical or other exceptional reasons for attending the school; iii) Children who in September 2022 will have a brother or sister at the school or at a linked junior school;
- iv) Children transferring between a linked infant and junior school;
- v) Other children

If it should be necessary to decide between children within any of these priority groups, this will be done by giving the places to those children who live closest to the school.

The following information, reflecting the outcome of the admission arrangements at 4+ for September 2025 may give parents/carers some idea of their chances of obtaining a place for their child at this school in September 2026.

These allocations were made using the equal preference system.

TABLE A

Published Admission Limit 2025/2026: 30

Number of preferences received by the closing date:

1 st pref	2 nd pref	3 rd pref	Totals
31(30)	25 (0)	29(0)	85(30)

The numbers in brackets are the number of on-time applicants offered places at this school

TABLE C

APPEALS (as at 1/9/25)

Number of formal appeals considered: 0

Number of applications agreed on Appeal: 0

Number of applications conceded: 0

Admission of children out of year group and summer born pupils

The school admissions code gives parents the right to request that their child is admitted out of year group. The council and own admission authority schools are required to consider each request on its merits and in the best interests of the child concerned. There is still the expectation that pupils enter their correct cohort unless there are exceptional reasons why they should only be educated in a different year group and this should only happen in very limited circumstances.

However, the admissions code states this is different for summer born pupils who are applying to start school for the first time. As parents of summer born pupils are not required to send their children to school until the September following their 5th birthday, parents can decide whether to send their children to school in the September when they have just turned 4 or in the following September. In making this decision parents should know which school year the admissions authority considers would be in the child's best interests to start, should they decide not to send their child to school until the September after their fifth birthday. When parents of these children request that their child is educated out of normal year group they do so when applying for the normal year of entry (in the January before they turn 4) and admission authorities are obliged to provide an answer to this question.

Updated guidance for both parents and admission authorities has recently been issued by the Department for Education and can be viewed [here](#).

This guidance highlights that admission authorities are required to make a decision which "takes account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. In effect, this means that the authority is making a decision about whether

it would be in the child's best interest to miss the reception year" and be admitted straight into year 1 at compulsory school age.

Where the council is the admissions authority we are required to seek the view of the head teacher when making a decision and we will contact the head teachers of all preference schools before making a decision for a particular pupil. There is a requirement for the reasons for this decision to be communicated to parents before national offer day on 16th April.

As this is a decision for the admissions authority rather than individual schools, we would consider that any decision made by the council on a pupil would apply for all schools in the city where the council is the admissions authority.

Whenever an application is made to change schools for a pupil who is out of year group, for example at secondary transfer, there is a requirement for parents to request admission out of year group again in order to maintain the pupil in their current cohort. Within Brighton & Hove we are working with the expectation that if a pupil is admitted out of year group in reception that they will usually continue in this cohort throughout their education.

Deferred Entry for Reception Aged Children

All children are allowed to start their education in September. Alternatively, parent/carers may request early entry into Reception year (one year earlier than normal) or defer admission until their child reaches compulsory school age. Compulsory school age is the term after their 5th birthday. If a school place has been offered, this place can be held for that academic year only.

Child's birthday	Options
Autumn born 1 st September - 31 st December	Full or part time from September or defer until January
Spring Born 1 st January - 31 st March	Full or part time from September or defer until January or Easter
Summer Born 1st April – 31 st August See <u>Admission of children out of year group and summer born pupils</u> above	- Full or part time from September or defer until January, Easter or the following September (Y1) or YR if agreed by the admissions authority (Please see paragraph below.) -

Deferred Entry for Reception Aged Children Outside the Normal Year Group

Parent/carers of children that are born between 1st April and 31st August (Summer born children) can request that their child is admitted to Reception one year later than their chronological age and therefore outside their normal age group. The school will liaise with any pre-school/nursery and communicate its preference to the admissions authority. Each case will be considered on its merits. However, there is no automatic right to this. Requests are considered in line with Brighton and Hove's [Admissions guidance](#); i.e. Parents should apply for the academic school year when the child will turn five. Parents must then contact the School Admissions Team by completing the form below, to request the deferment for their child to start the following September, to start in Reception rather than Year One. However, even if the deferment is agreed parents/carers still have to reapply for the following year. When applying for early entry or deferment parents/carers need to provide information or evidence stating;

- The nature of the request
 - Clear reasons for the request
 - The views of the parents/carers
 - The child's educational history
 - Views of the previous or current Early Years settings
 - Information relating to the child's academic and personal, social & emotional development
- In addition, specific information/documentation may be requested which may include:
- School or educational reports - from the previous or current Early Years settings
 - Existing professional reports and assessments e.g. educational psychologist
 - Medical history and the views of a medical professional
 - Any previous history of being educated outside of their normal age group

Schools within the Hove Partnership regularly meet and discuss requests for deferment. All schools have agreed that, **if your child is working at, above or close to Age Related Expectations, then it is very unlikely that a deferment will be considered in the child's best interests and this will be communicated to the admissions authority.**

Application for deferred admission to Reception class (summer born child)

Please complete this form if you are requesting for your summer born child to be educated out of year group (i.e. to be admitted into Reception year in the September following their 5th birthday). Summer-born children are children born between 1st April and 31st August.

Please also complete this form if you are requesting that your child is either admitted early into Reception year or to a different year group when moving between schools.

Your application will only be agreed if the admission authority for your preferred school is satisfied that it is in your child's best interests to work outside their normal age group. **It is not an automatic right.** Please read the relevant section in the [school admissions guidance](#) as it explains the procedure and decision making process. Please consider the following points before completing this form:

- Teachers are highly skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to delay your child's entry to school, we recommend that you visit the schools you are thinking of applying for to discuss your concerns. The schools will be able to explain the provision on offer to children in the Reception class. They can clarify how it is tailored to meet the needs of the youngest pupils and how the needs of those pupils will continue to be met as they move up through the school.
- Regardless of whether a child attends a primary school or an early years setting during the academic year following their 4th birthday, they will receive the Early Years Foundation Stage curriculum, which is largely based around learning through play.
- If your child starts school prior to compulsory school age, they can benefit from a staggered start. Joining at age 5 means starting school full-time from the very beginning of term.
- Physical, emotional and social expectations may be inappropriate where a child is taught in a different year group.
- As children grow older, they may feel resentment at being treated differently and may worry that this decision reflects on their ability/behaviour.
- A child's ability to participate in sporting/social activities with classmates may be affected as many organisations base their age categories around standard school year groups.
- Your child will cease to be "of statutory school age" on the last Friday in the June of the academic year in which they turn 16. Even if they are in Year 10, rather than Year 11, they will still be eligible to leave school and they may choose to do so.
- If a young person who is educated out of year group requires a new school place for Year 11, there is no guarantee that a school would admit a student above statutory school age.
- Where a young person is educated in a younger year group, they may find that their post 16 entitlement is reduced from 3 years to 2 years, which may impact on attainment and opportunity post 16.
- If your child needs to change school for any reason (e.g. due to a house move or when transitioning from primary to secondary school, etc.) the admission authority for the new school may not agree to continue the arrangement to work out of year group.

NOTE: If your child has an EHCP or is being assessed for one, please discuss this request with your child's caseworker before completing this form.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Parent/Carer: Mr/Ms/Mrs/Miss/Other	Child's forename:
Parent/Carer's forename:	Child's surname:
Parent/Carer's surname:	Child's date of birth:
Parent/Carer's address:	Child's address(<i>if different from parent/carer</i>):
Tel. no:	Does your child have an EHCP or are they being assessed for one? Yes / No
Email:	

Reasons for wishing to defer reception admission until the September following your child's 5th

birthday: *Please attach any supporting evidence – please note this should relate directly to your child. Please do not give general information about summer born children, e.g. research and statistical data, as we will already be aware of this. (Use an additional sheet if necessary)*

I certify that I have read and understood the attached notes. I confirm that I would like to apply for my child to be admitted to Reception at compulsory school age and work outside their normal age group. I understand that this information will be shared with the head teacher and that the decision will be made by the admission authority for the school. I understand that if my request for deferred admission is agreed, this does not guarantee my child a place at my preferred school.

Signed:..... (parent/carer) Date:.....

Please upload this form with you online application or return this to the School Admissions Team schooladmissions@brighton-hove.gov.uk or by post to Hove Town Hall, Norton Road, Hove, BN3 3BQ

On receiving a request to defer, a member of staff will contact the pre-school setting and obtain up to date information. If a child is performing 'significantly' below age related expectations, then the request will be granted and a letter issued to the parent/carer to confirm this. Please be mindful however, that under these circumstances, the parent/carer will need to apply for a place at the school again, for the following academic year. The Local Authority will issue places as previously described. In addition, parent/carers should also be aware that that by deferring entry, your child will always be outside their normal year group. If they transfer to a different education authority, this agreement may not be honoured by the new school.

Deferred Entry for other Children Outside the Normal Year Group

Parents/carers can request that their child is admitted to a different year group outside their normal age group. The school will liaise with any outside providers/agencies if appropriate and communicate its preference to the admissions authority. Each case will be considered on its merits. However, there is no automatic right to this.

When applying for deferment parents/carers need to provide information or evidence stating;

- The nature of the request
- Clear reasons for the request
- The views of the parents/carers
- The child's educational history
- Views of the previous or current education settings
- Information relating to the child's academic and personal, social & emotional development This

request will only be considered if there is significant supporting evidence of which may include:

- Existing professional reports and assessments e.g. educational psychologist/consultants • Medical history and the views of a medical professional outlined in documentation such as an EHCP with a recommendation to educate outside the child's normal year group • Any previous history of being educated outside of their normal age group

If the request is approved, then a letter will be issued to the parent/carer to confirm this.



Dear.....

Thank you for letter/email datedrequesting deferred entry for a Reception aged child outside of the normal year group OR deferred entry for a child outside of their normal year group.

After liaising with the pre-school OR previous educational setting AND/OR other professionals, I am satisfied that a deferment into an alternative year group will be in your child's best interest. I am therefore confirming that we are willing to advise school admissions to admit your child into an alternative year group as requested.

FOR YR ONLY: Please be mindful however, that under these circumstances, you will need to re- apply for a place at the school again, for the following academic year. Your application will be treated alongside all the other applications for that particular year. This process is carried out by Brighton & Hove's Admission team by completing the [Application for deferred admission to Reception class \(summer born child\)](#).

Kindest regards,

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