

Out-of-cohort (out-of-year) admission requests – information for parents and carers

Abbey College Ramsey is the admission authority for the school. We understand parents may sometimes ask for their child to be admitted to a year group other than their chronological year group. This page explains how we consider those requests and what you can do if you disagree with our decision.

Summary

- The school will consider requests for admission out of the child's normal year group on a case-by-case basis.
- If we offer your child a place but in a different year group to the one you requested, that is an offer of a place and there is no statutory right of appeal specifically against the year-group decision. Parents may ask us to review the decision or use the school complaints procedure if they remain dissatisfied.
- If we refuse to offer a place at the school at all, parents have a statutory right to appeal to an independent admission appeals panel in line with the School Admissions Code and the Admissions Appeals Code.

How to request admission out of cohort

1. Submit an in-year application to the school in the normal way (details on our In-Year Admissions page). Mark the application "Out-of-cohort request" and include a covering letter explaining the request.
2. Provide supporting evidence. This will normally include:
 - A letter from the child's current or most recent school (headteacher or SENCo) that comments on:
 - the child's level of attainment;
 - social, emotional and behavioural development; and
 - the child's suitability for admission to an alternative year group.
 - Examples of what to include from the school:
 - recent school records or reports (within the last 12 months) describing social, emotional and behavioural development, peer relationships and how needs are being supported in school;
 - clear examples and evidence of the impact of any interventions (what was tried, timescales and measurable outcomes).
 - Recent academic evidence:
 - teacher assessments and end-of-year reports from Key Stage 2;
 - any standardised test scores or other assessment data;
 - where available, information that shows the child's attainment relative to their chronological cohort and, if relevant, the adopted cohort.
 - Any relevant professional reports that support the request, for example:
 - Educational Psychologist reports;

- paediatric or medical reports;
- CAMHS or other clinical reports;
- specialist assessments or multi-agency reports.

If you do not have a particular document, tell us which item you cannot obtain and why; we will consider alternative evidence. All documents should be dated where possible and submitted with the child's name and date of birth.

3. If appropriate, explain whether the request is linked to a medical, social or special educational need. Where a request relates to an EHCP, please include a copy or contact our SEND team before applying.

What we consider when making a decision

- The child's best interests and long-term education, social and emotional development.
- Whether the child has already been educated outside their normal year group and the impact of changing year groups now.
- Professional evidence supplied by schools or external specialists.
- The likely impact on the child's peer relationships and curriculum access.
- Our published admissions criteria and the number of places available in the requested year group.

Decision timescale

We aim to acknowledge receipt of your request within 5 school days and to give a full decision within 15 school days of receiving complete information. If we need more time because we are seeking additional information, we will tell you and explain the revised timescale.

Possible outcomes

- Offer of a place in the requested year group.
- Offer of a place in a different (chronological) year group. This is an offer of a school place. There is no statutory right of appeal against the decision about which year group a child should join. If you disagree, you may request a review (see below) or follow the school complaints procedure.
- Refusal to offer a place. If we refuse to offer any place at Abbey College, you will be given a formal refusal letter setting out the reason and information l..

Review and complaints

There is no right of appeal or to make a complaint if the school do not admit out of normal cohort at the request of the parent.

Other options for parents

- Apply to other schools through the local authority or directly where appropriate.
- Consider Elective Home Education (EHE) – contact the local authority for advice about EHE arrangements.
- If your child has an EHCP and you disagree with a placement decision, there are specific statutory routes which may apply – contact the SEND Team for advice.

Contact and further information

- Admissions team (Abbey College Ramsey): tdavis@abbey.college / 01487 812352.
- If you require support gathering professional evidence (for example from health or SEND), contact our SENDCo: Mrs Patrick, mpatrick@abbey.college.