

# Request for Delayed Admission to Reception for Summer-born Children



Please use this form to tell us that you are requesting agreement for your child to delay first admission to the Reception class of a school until the September after his or her FIFTH birthday. This means postponing admission until the next academic year and your child being taught out of his or her chronological Year Group. Summer-born children have a birthday between 1 April and 31 August.

**PLEASE NOTE:** this form can only be submitted after an on-time school admissions application has been submitted.

A request for agreement to delay admission is **NOT** an application for admission to school. The purpose is to seek agreement from the body responsible for admissions at the school that it would accept the child as a delayed admission, subject to a place being available.

By completing this form, you are requesting that the Local Authority liaise with the school.

Decisions will be with the admissions authority which will be the Local Authority for some schools. The local Authority will coordinate on your behalf.

If your child has an Education Health and Care Plan (EHCP) or is currently under assessment, the request will be passed to the SEN Team to consider as part of the EHCP process.

**Please confirm you are applying to defer your child's reception place until September 2026 Yes / No**

Childs Forename(s)	Childs Surname (s)	DOB	Due date if premature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home address

Have you already applied in your applied in your child's chronological Year Group for Reception? Yes / No

Early Years Setting (Pre School/Nursery/Childminder)

Your Name

Relationship

Email

Telephone

Please confirm all parties with parental responsibility are in agreement with this request? Yes / No

- Please tell us which schools you are interested in and we will make sure that you receive a decision in writing for each school. The decision made by each school is for that school only.
- Schools will want to have met you and your child to help them to make a decision.
- You are not making any commitment to making an application to schools named on this form and you can add other schools if you wish for the purpose of delay to request.

You can request delayed admission with or without supporting evidence from health, education or social care professionals working with your child. The Admissions Authority for each school will give reasons for their decision.

Have you discussed the option of delaying admission with the School(s) you have applied for?

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Have you applied to any other schools in your child's chronological Year Group? Y / N

Before completing this request please read the Primary Admissions Guide  
[www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/427/primary\\_school\\_places\\_and\\_admissions](http://www.swindon.gov.uk/info/20071/school_places_and_admissions/427/primary_school_places_and_admissions)

Please tell us why you are interested in your child delaying admission to Reception:

Personal preference:

Personal, social and emotional:

Physical reasons:

Communication and language:

Other:

Are you submitting any professional evidence in support of your request? Yes / No

**Privacy and Data Protection:**

Personal information contained in this form is subject to the Data Protection Act 2018. The council has produced privacy notices for its services detailing how we will handle your data, more information can be found on the [https://www.swindon.gov.uk/directory\\_record/23132/swindon\\_school\\_admissions\\_privacy\\_notice](https://www.swindon.gov.uk/directory_record/23132/swindon_school_admissions_privacy_notice) page.

I confirm that the information provided on this form is accurate. I understand that the Local Authority / School may contact professionals involved with my child. I understand that if delayed admission is agreed I must then make a formal application for admission accordingly.

Name

Name	
Signed	
Date	

**What happens now?**

We will contact the schools you have named to make sure that they are aware of your interest. They will be in touch with you to discuss your request. They will then consider your request and inform us of the decision and the reasons for it. We will then write to you so that you have a decision in writing which, in most cases will simply confirm what the school have told you.

For community and voluntary controlled schools, the Local Authority is the admissions authority. We will manage requests for these schools, on the advice of the head teacher of the school. We will also manage requests for academy, foundation, free and voluntary aided schools if they wish us to do so. Decisions for those schools will be the responsibility of the trusts or governing bodies.

In all cases, we will write to you with a decision or we will ensure that the school does. Please return this form along with any additional documentation to [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)