

## Request for admission outside a child's normal age group (Summer Born Children)



All Primary Schools in London Borough of Bromley are now self-governing. This means that all requests for admission outside normal age group to Academies and Free Schools must be made direct to the relevant school and Admissions authority (The Aquinas Church of England Education Trust).

Please read 'London Borough of Bromley Summer Born Guidance' on both the school and Bromley website @ [www.bromley.gov.uk](http://www.bromley.gov.uk) before completing this form.

### **Section 1: Child's details**

Surname/family name

First name

Middle name(s)

Gender      Boy       Girl

Date of Birth      \_\_\_/\_\_\_/\_\_\_

Child's home address: This must be the child's permanent home address and where the child benefit eligibility letter is addressed.

Address Line 1

Address Line 2

Town/City

Postcode

### **Section 2: Parent/Carer's details**

1. Title    Mr     Mrs     Miss     Ms     Dr     Other

Surname/family name

First name

Relationship to child   Mother    Father    Step parent    Foster parent    Other

If you have circled other, please explain what your relationship is to the child:

Home tel no.

Daytime  
tel no.

Mobile tel no.

Email

**Section 3: Reason(s) for requesting admission outside your child's normal age group**

When completing the form, the parent/carer must set out the reason(s) why they are seeking a place for their child outside his/her normal age group which must be accompanied with relevant evidence that may include:

- The parent/carer's views;
- Recent information about the child's academic, social and emotional development;
- Medical history accompanied with recent medical professional evidence;
- Whether the child may have naturally fallen into a lower age group if it were not for being born prematurely.

Please attach all relevant supporting documents and continue on a separate sheet(s) if necessary

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Reason(s) for request:

**Section 5: Declaration and signature of parent/carer**

I certify that I have parental responsibility for the child named on this form and that the information is true to the best of my knowledge. I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the agreement to admit the child outside their normal age group may be withdrawn.

Signature of  
parent/carer

Date

**Data protection**

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 2018, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

(i) Administering the admissions process as set out in this year's Bromley 'Applying for a school place' publication.

(ii) Preventing fraud or other criminal offences or to ensure the safety of a child

The people who may receive the information are:

a) The current school (if any)

b) The school to which the pupil is to be admitted

c) Other admission authorities, in order to ensure they can carry out their role in the coordinated admissions process

d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection

e) Independent appeals panels should you decide to appeal the offer of a school place

**Please return your fully completed form with all attachments and supporting documentation in the first instance to the Head Teacher Keston CE Primary (by email to [admin@keston.bromley.sch.uk](mailto:admin@keston.bromley.sch.uk)) and the Admissions authority (by email to [mary.capon@aquinastrust.org](mailto:mary.capon@aquinastrust.org)).**