

Processing “Out-of-Year” Admissions

Context

1. As its own Admissions Authority, the School is responsible for allocating places to students (via the Local Authority).
2. The vast majority of students usually apply to Bedford Free School for a place in the year group related to their age. However, in our first year of operation, we received a number of requests to join us “out-of-year.”
3. For some it was due to previously having been moved out-of-year by their previous school for academic or personal reasons; for other there were particular reasons why their families wished them to join the School and move their year groups at the same time.
4. Given these requests we needed a reasonable and fair manner by which to consider them.
5. This document outlines the circumstances when it would consider such a request and the means by which it would make a decision to offer an “out-of-year” place

Applications to join the school out-of-year

1. In the vast majority of cases, students will apply for a place in the usual age-related year group.
2. However, in some cases the School will receive a request to place a child “out-of-year” – that is, for a child to enter the school in a year group other than its usual age-related one
3. Experience in our first year told us that for the majority of students it is simpler and probably more effective if they stay in their “usual” year group. That said, given our belief in parental choice & putting the child at the centre of decisions, we will consider requests to place a child out of year seriously.
4. To do so sensibly we will consider the following:
 - i. Where in the academic year the child’s birthday lies
 - ii. Their academic performance at their current school
 - iii. Their level of maturity
 - iv. The attitude they have displayed towards school previously
 - v. Attendance
5. Taking all of the above into consideration we will then decide whether or not to proceed with a Taster Day or other meetings to help assess the suitability of an out-of-year placement.
6. After this, if there is agreement between the school and the child’s family, they would then apply for a place in the usual fashion.