



# **DEFERRED ENTRY TO PRIMARY SCHOOL**



## **INFORMATION FOR PARENTS/ CARERS & HOW TO APPLY**

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# When is my child eligible to start primary school?

Children who will be 5 years of age between the first day of March and the end of February the following year will be eligible to start school at the start of the school term in August.

This means that some children, those with birthdays after the start of the school term in August, will not have reached 5 years of age when they start school.

Most parents/carers choose to send their child to school as soon as they are eligible. However, there may be some exceptional circumstances in which deferred entry to primary school should be considered and the following information will be helpful to parents/carers who are considering or have already decided that they wish to defer their child's entry to school.

## **Am I entitled to defer my child's entry to Primary 1 (P1) and will a further year of funded nursery provision be provided?**

In accordance with legislation parents/carers of children whose 5th birthday falls between the day after the school commences in August and the last day of February the following year are deemed not to have reached 'school commencement age' and parents/carers have a choice about whether they enrol and send their child to school or defer entry until the following school year.

To Clarify:

- Parents/carers with children whose 5th birthday is between **March and Mid-August** (including the first day of the school term) are not automatically entitled to defer their child's entry to primary school as their child has already reached the age of 5 years on the school commencement date in August. A further year of funded nursery provision would be at the discretion of the local authority.
- Parents/carers with children whose 5th birthday is between **Mid-August (day after school commences) and December** are entitled to defer their child's entry to P1 but it is at the discretion of the local authority if a further year of funded nursery provision is granted.
- Parents/carers with children whose 5th birthday is in either **January or February** are automatically entitled to defer entry to P1. A further year of funded nursery provision will be provided.

### **What factors should I consider that will inform me and help me make my decision with regard to deferred entry for my child?**

- The national curriculum guidance, 'A Curriculum for Excellence' ensures continuity and progression in learning from nursery into P1, building on prior learning and meeting the needs of the individual child.
- A child's learning is traditionally assumed to be sequential with particular skills being required before later learning can occur. Current research indicates that child development and learning is complex and there is a wide variation in a child's development at the early stages.
- Staged Intervention planning and support and Getting It Right For Every Child are underpinned by an approach to assessment. This is carried out by those working directly with the child and involving parents/carers as active partners.

It is important to note that children who have deferred their entry to P1 will reach the school leaving age of 16 years before completing their education, this could result in a young person reaching statutory school leaving age and choosing the option to leave school before being presented for any national qualifications.

### **How is my application for a deferred year and a further year of funded nursery provision assessed if my child's birthday is between March and December?**

The Education and Families Service is child centred and any decisions are based on the underlying principles of Getting It Right For Every Child, the national approach to support children and families.

It is acknowledged that parents/carers know their child best and staff working in early learning and childcare settings are experienced in being able to offer professional advice and observations about a child's 'readiness for school'.

To support parents/carers in making the best decision for their child in relation to when they are ready to start P1 the Education and Families Service will assess and consider all discretionary applications for deferred entry.

Whilst the decision to defer and fund a further year at nursery is taken by a discretionary deferred entry panel, the views of parents/carers, early learning practitioners and if possible the child are central to the decision making process.

The discretionary deferred entry panel will consider each child's assessment and planning information gathered over time by those who work directly with the child and always in close partnership with parents/carers. This 'evidence' gathered will include the following:-

- Views of parents/carers and early learning practitioners working with the child
- GIRFME/Co-ordinated Support Plans
- Health and Wellbeing Assessments
- Current nursery reports
- Reports from other agencies e.g. Speech and Language Therapy
- Minutes of review/ multi-agency meetings

### **How is my application for a deferred year and a further year of funded nursery provision assessed if my child's birthday is between January and February?**

There is an automatic entitlement to deferred entry, and for the local authority to fund a further year of nursery provision, no assessment is required.

### **Who is on the discretionary deferred entry panel that will make the decision on my application?**

The discretionary deferred entry panel consists of experienced officers with acknowledged expertise in early learning and childcare education, additional support needs and educational psychology. The panel is normally chaired by an Education Officer.

### **I am concerned about my child being ready to start P1 as they have additional support needs. What reassurances can you give me that their needs will be met?**

For children with significant additional support needs, deferred entry may be considered if it is agreed by the child's parents/carers, early learning practitioners and assessed by the professionals involved, that this would be in their best interests.

It should be noted, however, that in many circumstances a further year in nursery may not be considered beneficial to meet the child's additional support needs.

Continued planning and assessment throughout the child's time at nursery, together with enhanced transition, should ensure that the correct support is in place and that the child is fully engaged, included and involved in all aspects of school life.

### **How do I apply to defer my child's entry to P1 and request a further year of funded nursery provision?**

Regardless of when your child's birthday is you should enrol them at their catchment school during the assigned week in January.

The form DE1, attached to this information leaflet, should be completed. Parents/carers are required to confirm that they have followed the correct process and enrolled their child for primary school. The head teacher of the catchment school will also be required to confirm that your child has been enrolled for school.

For January and February birthdays a DE1 form will be submitted by the head teacher to Interventions and Inclusion section by the end of January.

The head teacher/ head of the Family Learning Centre/manager of Funded Provider service will submit the necessary supporting documentation for children with March – December birthdays to the Interventions and Inclusion section by the end of January each year.

### **What happens next?**

The discretionary deferred entry panel will meet normally in March of each year. Each application will be considered on an individual basis and parents/carers, head teachers and heads/managers of nurseries will be advised of the outcome no later than the end of April.

Parents/carers and the head of the child's nursery will be informed in writing that this request has been processed.

### **Can I appeal the decision if the discretionary deferred entry panel do not agree to grant my deferred entry application and fund a further year at nursery for my child?**

Whilst there is no formal right to appeal, the discretionary deferred entry panel will consider any further information that parents/carers feel is relevant to their particular circumstance after the panel has met and the initial decision has been shared with parents/carers, head teachers and heads/managers of nurseries.

### **Why do I have to enrol my child at primary school if I want to defer their entry?**

You should enrol your child at your catchment primary school. This safeguards your child's place in Primary 1 in the event:

- your application for consideration of discretionary deferred entry is unsuccessful and you decide to send your child to school
- you change your mind prior to your child starting school in August if your child is a January or February birthday

If the deferred entry is granted, the child's enrolment at their catchment school will be withdrawn automatically.

**What are my options if a further year at nursery has not been granted, can I still defer my child's entry to P1?**

In the first instance we would encourage you to speak to your child's current nursery provider about your options.

If your child's 5th birthday is between March and Mid-August (first day of the school term) then they are of statutory school age on the first day of term and the responsibility for providing them with a school education is with their parents/carers, there is no entitlement in legislation to defer their entry to school. You may decide to send your child to school or you may consider home schooling as an alternative option. Staff in the Intervention and Inclusion section can provide you with further information on home schooling if this is of interest to you.

If your child has not reached the age of 5 on the school commencement date in August then you can exercise your right to defer your child starting P1 till the following school year. If the decision is not to fund a further year

at nursery then you are free to make your own arrangements with regard to nursery provision.

**What measures are in place to ensure a successful transition to school should I ultimately decide to send my child to school?**

A number of factors now support the successful transition of the majority of children to primary one at the expected stage including receiving:-

- Improved transition arrangements with a pathway of shared information about the child from the nursery to the receiving school.
- A more integrated approach between nursery and early primary to deliver a high quality Curriculum for Excellence
- Primary schools build upon Experiences and Outcomes provided through the Early Level of Curriculum for Excellence to deliver a flexible approach to learning

These factors may provide reassurance to parents/carers who are anxious about their child's move from nursery to primary.

# North Lanarkshire Council, Education and Families

## GDPR Privacy Statement for Education

### What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

### Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education Headquarters is located in Education Headquarters, North Lanarkshire Council, Civic Square, Motherwell ML1 1AB.

### Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

### Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

### Your personal information

Education uses the national IT system (SEEMIS) to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, are supported and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept. This core record is mainly paper-based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

### How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people

- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of Scottish Qualifications Authority (SQA) and to support young people's access to Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to make appropriate transport arrangements for children and young people
- to process placing requests
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- to contact you by post, email, telephone or text, when required.

## Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between services within Education. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young peoples' learning.

When a child or young person moves or transfers to another school the Council has an obligation to

pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect of the education of children and young people. We will keep this information safe and secure.

## How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at [www.northlanarkshire.gov.uk/privacy](http://www.northlanarkshire.gov.uk/privacy) or you can request a hardcopy of this from Education Headquarters, North Lanarkshire Council, Civic Square, Motherwell ML1 1AB.

## Your rights under data protection laws

You can:

- **Request access to your information** – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared.
- **Request a correction to your information** – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- **Request the restriction of processing** – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- **Request transfer** – you can request that your information is transferred to another party.
- **Deletion of your information** – you have the right to ask us to delete personal information about you, your child or young person where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of personal information
  - use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

### Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the DPO at

Data Protection Officer (DPO)  
Civic Centre,  
Windmillhill Street,  
Motherwell ML1 1AB or by email to  
[AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)

### Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at

Information Commissioner's Office,  
45 Melville Street,  
Edinburgh, EH3 7HL or by e-mail to  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

# Application for Deferred Entry to primary school

(to be completed by parent/carer of child)



## Section 1

Deferred entry for January – February birthday

Deferred entry for March – December birthday

Child's Name

Date of Birth

Address

Postcode

Tel No:

Name of Nursery  
currently attending

Address:

Postcode

Name of Primary School where  
child has been enrolled

Address:

Postcode

For children attending nursery please inform the head of nursery that you intend to defer your child to allow them to retain a place for your child in the next session.

**LEARN HERE**

## Section 2

I wish to make a request for deferred entry

Signed:

Date:

This form should be returned to the head teacher of the primary school where you enrolled your child. The head teacher will send this form to the Intervention and Inclusions Section.

Name:

Designation:

Date:

If a placing request application has been submitted, please advise of placing request primary school:



**This document can be made available in a range of languages and formats, including large print, braille, audio, electronic and accessible formats.**

To make a request, please contact Corporate Communications on 01698 302527 or email: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

'S urrainn dhuinn an sgrìobhainn seo a chur ann an diofar chànanan agus chruthan, a' gabhail a-steach clò mòr, braille, cruth claisneachd agus cruthan dealanach agus ruigsinneach.

Gus iarrtas a dhèanamh, cuir fios gu Conaltradh Corporra air 01698 302527 no cuir fios gu: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

本文档可以多种语言和格式提供, 包括大号字体、盲文、音频、电子和可访问格式。

如欲提出请求, 请致电01698 302527或发送电子邮件至: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)与企业传播部门 (Corporate Communications) 联系。

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W celu złożenia zamówienia prosimy skontaktować się z Wydziałem Komunikacji Zewnętrznej telefonicznie na numer 01698 302527 lub na adres e-mail: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

لاریب، یئێپھچ یک فوری ئێم ئیج، سێ میسکس ایج یک موارف ئیج (سٹیم راف) لول کش روال و ناپ ذکی ای ئی ئیک زین و اتس د هئ  
-ئیه لول اش یهپ نیل کش یئێ اس ر ل باق روال کن رتک نیل، ویڈیو، (یئێ اھکل یک فوری ئیج) و هئ رهپب نیل لیک دارف (ان یپ ان)

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IN PEOPLE

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Until 2021