



HILLINGDON

LONDON

Request for a child to be educated out of cohort

Child's Details	
First Name:	Surname:
Date of Birth:	Gender:
Address:	Postcode:
Parent/Carer Details	
First Name:	Surname:
Relationship to child:	
Telephone Number:	Email Address:
Request for out of cohort education	
School(s) (to consider request):	Year group requesting to start: Month/Year:
<p>Where requests are received the decision will be made according to the circumstances of the case and what is in the best interest of the child. In each case, the decision will be made by the admission authority for the school, taking into consideration the following;</p> <ul style="list-style-type: none">• Parent's views• Head teacher's views• Information about child's academic, social and emotional development	

- Relevant medical history and views of a medical professional (if appropriate)
- Previous experience of education outside of the child's normal age group
- Premature children who would be in a lower age group if not born prematurely

Reasons for request:

Have you attached supporting evidence or information to your request? (Yes/No)

Have you completed an application? (Yes/No)
Application reference number (if applied online):

We would recommend having a discussion with the preference school(s) as it may be useful to demonstrate why it would be in the child's best interests to be admitted out of their chronological year group. In addition, it may help the school to get a better understanding of your reasons, and how they can support your child, should they attend that preference school, within or outside their chronological year group.

Signature:

Date:

Declaration:

Hillingdon Council will use the information you have provided to determine eligibility for a school placement for your child. Any information shared with, or by, the Council will be done so as the law permits, to check accuracy of information, prevent/detect crime or protect public funds. We may check information we receive about you with information in our records; this can include information provided by you as well as by others, such as government departments and agencies.

I give Hillingdon Council permission to make any enquiries needed to confirm the information given on this form.

I confirm that, to the best of my knowledge and belief, the information provided on this form is correct and complete. I understand that if I give false or misleading information, or omit information for the purpose of gaining a school placement, it may be regarded as a criminal offence, and action could be taken against me, including court action and withdrawal of the placement offer.

For Office Use Only:

Pupil ID:

Date request considered:

Decision to accept application out of cohort:

Notes: