



68. Administration/Reception/Deferment Policy

Policy statement

Parents (including all those with legal parental responsibility) have a statutory obligation (GOV.UK) to ensure that their child receives appropriate full time education from the start of the term following their fifth birthday. Children are currently offered a Reception Class place at primary school to commence at the beginning of the Autumn Term if they have reached the age of four by the 31 August in any given year. Parents have a right to choose not to take up the Reception Class place for their child in September, but to start their place later in the academic year. This is called deferring the place. At Cornerstone we work in partnership with parents to ensure an appropriate transition to primary school for every child. We aim to ensure that the best interests and needs of the child are the focus of any discussion surrounding their admission to primary school.

Procedures for primary school applications

- We email the LEA booklet 'Starting Primary School' to all parents of children on roll whose birth dates fall within the designated time period.
- We give a verbal explanation of the admissions process and encourage parents to ask questions and seek advice and support from preschool staff.
- We urge parents to think about their application carefully and to visit schools rather than relying solely on Ofsted reports, SATs results or local gossip.
- We email the parents of children who join the preschool after the initial distribution, information on 'Starting Primary School', if their child's date of birth falls within the designated time period, and offer the same advice and support.
- In the week before the deadline for applications we display a notice, reminding parents that it is approaching.
- We advise the parents of children who join the preschool after the application deadline to contact Waltham Forest's admissions department immediately, if their child's date of birth falls within the designated time period, so that they can complete a late application if they have not already completed an application.
- We ask parents to let us know which school their child has been offered a place at as soon as possible after the national 'offer day' for primary schools.
- When, as a result of this request, we become aware of children who do not have a school place because the parents have not completed an application, we advise the parents to contact Waltham Forest's admissions department immediately so that they can complete a late application.
- We advise parents not to turn down any school place they have been offered, but to accept it in addition to appealing, staying on waiting lists etc.



Procedures for deferring a Reception Class place

- Any parent who considers that their child requires more time to be ready for school has a right to defer their entry until they reach statutory school age (the term after their fifth birthday)
- If they wish to take up the allocated place in a Waltham Forest Reception Class, parents cannot defer the place beyond the academic year for which it is allocated. This means that children born between 1 January and 31 August must join the Reception Class during the summer term. Failure to take up the place by the agreed deferred date will result in the loss of that place.
- Parents who choose to delay their child's school entry to the next academic year will need to follow Waltham Forest's admissions procedure for a place in Year 1.
- If parents wish to defer their child's entry to Reception Class and continue their attendance at Cornerstone they should discuss this with their child's key person and Ruby Marwat, Business Manager or Iva Juma, the SENCO, before taking further action.
- The best interests and needs of the child should be the focus of any discussion surrounding their admission to school.
- If, following this discussion, the parent still wishes to defer the Reception Class place and continue their child's attendance at Cornerstone they should put this request in writing to the preschool. The letter should include detailed reasons for requesting the deferral. The parent should also complete the relevant forms for Waltham Forest's admissions department. **Both these things must be done before the acceptance deadline set by the local authority that year (usually during May)**
- Parents should not assume that there will automatically be a place at Cornerstone available for their child.
- Children in deferred Reception Class places are entitled to up to 25 hours per week of free education. At Cornerstone this is available in the sessions from 9am to 2pm (5 hours daily). Any additional hours must be paid for.
- Children in deferred Reception Class places are required by the preschool to attend for a minimum of 3 hours daily to enable staff to work with the children in deferred places as a group.
- The Business Manager, who deals with admissions, will confirm the allocation of a deferred Reception Class place within a month of the application.
- Late applications for deferred Reception Class places must be made in writing as above and will be considered if there are any remaining places available.

This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)

Signed on behalf of the preschool...

(Chair)