



Children's Services

Shetland Islands Council

Deferred Entry into Primary One Application Form

Please return form to:

**Children's Services (Schools)
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD**

This form should be completed by all parents/carers who wish to defer their child's entry to primary one.

- Parents whose child's 5th birthday falls in January or February need only complete Section A.
- Parents whose child's 5th birthday falls between the start of term in August and the end of December must complete Sections A and B.
- The Head/Manager of the early years provision should complete Section C for August – December applications only.

SECTION A – to be completed by all parents/carers

Child's Details	
Surname	Forename(s)
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Address	
.....	
.....	
Postcode	Telephone No.
Parent/Carer's Details	
Surname	Forename(s)
Relationship to child	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address (if different from above)	
.....	
.....	
Postcode	Telephone No.
Early Years Provision Details	
Name of Early Years Provision your child currently attends	
Is this where you wish to access a deferred year? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, where do you wish to access a deferred year?	
Are you seeking to defer your child's entry on the grounds of additional support needs? Yes <input type="checkbox"/> No <input type="checkbox"/>	

I confirm that I have discussed my child's learning and development with the Head/Manager of the early years provision currently attended by my child. Yes No

Parent/Carer's Signature Date

Head Teacher/Manager's Signature Date

SECTION B – to be completed by the parent/carer

This section need only be completed by parents seeking deferred entry whose 5th birthday falls between the start of term in August and the end of December.

Please explain here why you feel your child would benefit from an additional year of pre-school education.

Please list any papers/reports you are enclosing in support of your application.

Parent/Carers Declaration

- I confirm that I have discussed my child’s learning and development with the Head/Manager of the early years provision currently attended.
- I confirm that I wish my child’s entry to school to be deferred for an additional year.
- I am happy that if the application for deferred entry is granted, my child’s enrolment at their catchment school will automatically be withdrawn by Children’s Services.

Parent/Carer’s Signature Date

SECTION C – to be completed by the Head Teacher/Manager of the Early Years Provision for a child whose 5th birthday falls between the start of term in August and December only

It is important that all decisions about deferred entry are made in the context of the ongoing profiling of the child and dialogue with the parent/carer.

For children whose 5th birthday falls between the start of term in August and December, there is no automatic right to a deferral into primary one and a further year of early years learning and childcare.

STAGE 1 – GIRFEC

The GIRFEC process must be considered so that appropriate multi-agency meeting(s) are held involving the parent(s), the member(s) of staff most closely involved with the child, Psychological Services, the Named Person and any other relevant professionals. The application to defer the child’s entry into Primary 1 could be discussed at a GIRFEC meeting and recorded appropriately. It may be that Psychological Services and the Named Person have no concerns and a GIRFEC meeting and/or a Child’s Plan is not required. This should be recorded.

STAGE 2 – SUPPORTING STATEMENT

A supporting statement must be prepared by the Head Teacher/Manager of the Early Years provision giving the reasons for supporting or not supporting the deferral application. The statement should include:

- The child’s current level of achievement and agreed next steps in learning.
- The reasons why an early years setting would provide the optimum opportunity to address the child’s development needs, next steps in learning and/or any unmet need. In particular, the objectives and expected outcomes of an additional year and how they will be measured.
- The reasons why a Primary 1 setting would fail to provide such opportunities.
- The ways in which any risk to the child in terms of peer group and relationships will be mitigated if he/she were to be deferred.
- Summary of any relevant information from the GIRFEC process.
- Details of any supporting documentation.

STAGE 3 – DECISION

The final decision regarding an application to defer a child’s entry in Primary 1 will be taken by the Executive Manager – Quality Improvement. The following information must be submitted along with the completed application form:-

- (i) The Head Teacher/Manager’s Supporting Statement.
- (ii) All relevant GIRFEC documentation and minutes.
- (iii) Any other relevant information.

Declaration by Head Teacher/Manager

Do you support the application to defer the child’s entry into Primary 1 and to access a further year within an early years setting?

Yes No

Signature of Head Teacher/Manager Date