



# HILLINGDON

LONDON

## Parental request form 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 - In this section you will be required to confirm the schools you wish to consider your request to admit your child outside their chronological year group. This is not an application for a school place. The School Placements and Admissions Team will advise you which form you are required to complete once your request has been processed and we have received responses from all relevant parties.	
Your out of cohort request will be considered for all schools that have been listed as a preference on your child's application unless specified otherwise. If you do not wish for this request to be considered for all your preferences, then please advise your preferred schools below:	Year group I am requesting my child is admitted to:

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;

- Parents/carer'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 chronological age group
- Premature children who would be in a lower age group if not born prematurely

**Reasons for request:** In this section you will be required to list your reasoning for this request and why you feel that it is within your child's best interest to be admitted outside their chronological year group. Your request should be supported by evidence where possible and all documents should be emailed to [admissions@hillington.gov.uk](mailto:admissions@hillington.gov.uk)

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):	
I have read and understood all of the information provided online and accept all the implications my child could face by admitting them outside their chronological year group. (Yes/No)	
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:
<p><b>Declaration:</b></p> <p><b>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.</b></p> <p><b>I give Hillingdon Council permission to make any enquiries needed to confirm the information given on this form.</b></p> <p><b>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.</b></p>	

<b>For Office Use Only:</b>	
Pupil ID:	
Date request considered:	
Decision to accept application out of cohort:	
Notes:	