

**Part of the Slough and East Berkshire CofE Multi Academy Trust**

**Lynch Hill School Primary Academy  
Admissions Policy 2025-2026**

*We Aim High, Work Hard, Care Deeply*



Member of Staff Responsible	Mrs L. Tomlinson
Position	Headteacher
Dated	September 2024
Date of next review	September 2025



## LYNCH HILL SCHOOL PRIMARY ACADEMY ADMISSIONS POLICY 2025/26

Pupils will be admitted to the school into the Reception year in September following their 4th birthday (i.e. pupils must be four years old by 31st August), without reference to ability or aptitude. The admission number for Reception is 120 and class size is limited to 30 per class.

### **Oversubscription criteria**

Where applications for admission exceed the number of places available, the following criteria will be applied.

The law requires the school to admit pupils with an Education Health Care Plan where a Local Authority has specifically named Lynch Hill School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the school can be required to admit even if the admission number has been reached.

If the school is oversubscribed, after the admission of pupils with an Education Health Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children Looked After (previously known as Looked after children) and previously looked after children. *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. It also includes children who were previously in state care outside of England and were then adopted.*
2. Children of staff
  - a) where the member of staff has been employed at Lynch Hill School Primary Academy for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who have a sibling attending the school. *'Sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school'.*
4. Children who have strong medical or social grounds for admission for which supporting evidence, e.g. a letter, is supplied from their doctor, health visitor or relevant professional.
5. All other children ranked according to the proximity of the applicant's home to the school measured from the main entrance of the child's home to the school's main entrance gate using Ordnance Survey software. If parental care is shared, the address at which the child spends most time will be used.

**Tie Breaker:** If Lynch Hill School does not have places for all the children in a particular category, random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### **Applications and Offers**

#### **Entry Admissions : Applying for a place in Reception**

There is one intake into Reception, in September, each year.

An application for a Reception place at Lynch Hill School is made using the common application form (CAF). Admission to Reception is coordinated by Slough Borough Council.

Places are allocated on the basis of our determined admission arrangements only, and a decision to offer or refuse admission is made by the school's admissions committee overseen by the Trust.

In the normal admissions round, an offer of a place in Reception is sent by the local authority and the school does not contact parents until after these offers have been received.

The timeline for this process is set by the local authority. Applications received after the closing date will be deemed as late. These will be considered after those received by the due date, if places are available. If places are not available, the application will be held on the school's waiting list. If a place becomes available it will be allocated on the basis of the oversubscription criteria.

### **Delayed and Deferred admissions**

Children are not required to attend school (or other suitable education) full-time until the first day of the school term after they turn 5.

Children are entitled to a full-time place from the September following their fourth birthday. Parents can decide to **delay** the date their child starts full-time education to later on in the school year. But, a child that turns 5 between:

- 1 September and 31 December must be in school from the beginning of the spring term
- 1 January and 31 March must be in school from the start of the summer term
- 1 April and 31 August (summer-born) must be in school from the start of the autumn term

Deferring until the next academic year

For summer-born children, if parents delay their child's start date until the following September, they will need to apply for a school place for that academic year using the 'In Year' school admissions form. They can either apply for their child to be placed in:

- **Year 1, with their normal age group** - parents will need to make an in-year application for a place
- **Reception, outside their normal age group** – parents may apply for an admission outside of the normal age group. Places will be allocated after all other oversubscription criteria have been taken into account.

### **In Year admissions**

This applies to admissions in all other year groups and to Reception after the normal admissions round. Lynch Hill has 120 places per year group, year R to year 6.

An application for an 'in year' admission is made using the school 'In-Year' admission form and is accepted at any time through the year. This form is available on our website. These applications are processed by the school. All matters relating to entry admissions apply equally to in year admissions.

Upon receipt of an in-year application, the admission authority, will notify the parents of the outcome of their application in writing within 15 school days. Where an application is refused, the admission authority will set out the reason for refusal and information about the right to appeal. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible

**Withdrawing an offer or a place**

The school may withdraw an offer if it has been offered in error, a parent has not responded within 10 school days, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

**Waiting lists**

The school maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The waiting list is held for one academic year. The list is closed on 31<sup>st</sup> August and fresh applications are required for the new school year. On 1<sup>st</sup> September or within 5 working days thereafter, parents will be contacted in writing and asked to confirm whether they wish to remain on the waiting list. If no reply is received within 30 days, the child is removed from the waiting list and the remaining children are re-ordered accordingly. Priority is not given to children based on the date their application was received or their name was added to the list. Children Looked After, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

**Fair Access Protocol**

Lynch Hill School Primary Academy complies with Fair Access Protocol operated by Slough Borough Council

**Right to appeal**

In all cases, where a decision has been made to refuse a place at the school parents have the right of appeal. Appeals information is available from the school office and on the website. All appeals need to be made in writing to the Appeals Clerk and will be considered by an independent panel.



## Lynch Hill School Primary Academy In-Year and Nursery Application form

Please read the school's Admission Policy carefully before completing this form.

Child's details		
Surname:	Forename:	DoB [Birth Certificate attached]
Male/ Female	Home language / mother tongue:	
Address: [Please provide a copy of current council tax statement to verify address]		
Postcode:		
Child's current school (if applicable)		
Religion		

Nursery Applications only - Preferred Time Slot		
AM	PM	Extended

Details of first parent/carer living at home address		
Title	Initials	Surname
Relationship to child:		
Email:		
National Insurance No.		DoB.
Home tel:	Work tel:	Mobile:

Details of second parent/carer		
Title	Initials	Surname
Relationship to child:		
Email:		
National Insurance No.		DoB.
Home tel:	Work tel:	Mobile:

Does your child have a statement of special educational needs?	YES / NO
Does your child have a Disability Living Allowance?	YES / NO
Is your child in the public care of a local authority?	YES / NO
If yes, please state which authority:	
If yes, please also provide a letter from Social Services confirming the legal status of the child and the local authority responsible for the child.	
Is the child privately fostered?	YES / NO <small>ie. cared for by someone other than the parent without the involvement of the local authority</small>

Full names, DoB and year group of any siblings already attending this school.
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<b>Documentation required</b>
Please provide <u>COPIES</u> , not originals.
<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Council Tax statement</li> </ul>

<b>Declaration and signature of parent/carers</b>	
<ul style="list-style-type: none"> <li>• I wish to apply for a place at Lynch Hill School for my child</li> <li>• I certify that, to best of my knowledge, the information given is correct</li> <li>• I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid or lead to the offer of a place being withdrawn at a later date.</li> </ul>	
Signature of Parent / Guardian	Date

For office use only:
Birth certificate copy attached      YES / NO
Council tax statement copy attached      YES / NO