Part of the Slough and East Berkshire CofE Multi Academy Trust

Lynch Hill School Primary Academy
Admissions Policy 2026-2027

We Aim High, Work Hard, Care Deeply

Member of Staff Responsible	Mrs L. Tomlinson
Position	Headteacher
Dated	September 2024
Date of next review	September 2026

LYNCH HILL SCHOOL PRIMARY ACADEMY
ADMISSIONS POLICY 2026/27

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.
The school is required to comply with Infant Class Size legislation. This means that no infant class (Reception, Year 1 or Year 2) may contain more than 30 pupils per school teacher, except in limited permitted circumstances set out in the School Admissions (Infant Class Sizes) Regulations 2012.

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. Looked After and Previously Looked After Children
   This includes children who are in the care of the local authority, provided with accommodation under Section 22(1) of the Children Act 1989, previously looked after but ceased to be so because they were adopted, subject to a residence order or special guardianship order, or previously in state care outside England and then adopted.
2. Children of staff
   a) where the member of staff has been employed at Lynch Hill School Primary Academy on a permanent contract for two or more years at the time of application or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage as confirmed by the Headteacher and Trust.
3. Siblings
   Children who have a sibling attending the school at the time of application.
   A sibling is defined as a child who shares one or both parents with the applicant, or a step-sibling, foster sibling or adopted sibling and lives permanently at the same address as their main residence.
4. Medical or Social need
   Children with strong medical or social grounds for admission, supported by written evidence from a relevant professional explaining why Lynch Hill School Primary Academy is the most appropriate placement.
5. Distance
   All other children with priority for admission given to children living nearest to the school as measured by a straight line distance. Distances will be measured using the post office address point of the home to the post office address point of the main school entrance using the Local Authority's GIS system.
   Where a child lives at more than one address, the main residence (the address where the child sleeps for the majority of school nights) will be used.

Tie Break
Random allocation will be used as a tie-break in criterion 5 above 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 verified by an appropriate independent person not involved in the operation and running of the school. If a tie-break is required in earlier categories, distance from the school will be used as described above

Applications and Offers
Applications for Reception places at Lynch Hill School Primary Academy must be made via Slough Borough Council using the Common Application Form (CAF).
Offers are issued by the Local Authority and decisions are made strictly in accordance with the determined admissions arrangements.
Late applications will be considered after those received on time. If no places are available, applications will be added to the waiting list.

Delayed and Deferred admission
In accordance with the requirements of the Admissions Code, if a child has been offered a place:-

- The child is entitled to a full-time place in the September following their fourth birthday;
- Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which their child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- If parents wish, their child may attend part-time until later in the school year but not beyond the point at which their child reaches compulsory school age.
- If parents wish to defer their child's entry to the school or wish for their child to attend part-time, they should email the school at office@lhspa.org.uk by the 1st September of the admissions year.

Delayed Admission of children outside of their normal age group (summer born children)
Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.18-2.20 of the Schools Admissions Code 2021.
The school's admission authority will consider requests on the circumstances of each case and in the best interests of the child concerned.
Parents of summer born children may request entry into Year 1 or request admission into Reception outside of their normal age group. Each case will be considered individually.

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, Reception 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.

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.

Waiting lists
The school maintains a clear, fair and objective waiting list for one academic year, ordered strictly according to the oversubscription criteria. The list is refreshed each September. Looked after children and those allocated through Fair Access take precedence.

Fair Access Protocol
Lynch Hill School Primary Academy participates fully in Slough Borough Council's Fair Access Protocol.

Right to appeal
Parents have the right to appeal a refusal of a school place. Appeals are heard by an independent panel. Appeal information is available from the school office and on the website.

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	ie. cared for by someone other than the parent without the involvement of the local authority

Full names, DoB and year group of any siblings already attending this school.

Documentation required
Please provide COPIES, not originals. • Birth Certificate • Council Tax statement

Declaration and signature of parent/carer	
• I wish to apply for a place at Lynch Hill School for my child • I certify that, to best of my knowledge, the information given is correct • 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.	
Signature of Parent / Guardian	Date

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