

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

**Lynch Hill School Primary Academy
Admissions Arrangements 2027-2028**

We Aim High, Work Hard, Care Deeply



Member of Staff Responsible	Mrs L. Tomlinson
Position	Headteacher
Dated	February 2026 following consultation November 2025
Date of next review	February 2027



LYNCH HILL SCHOOL PRIMARY ACADEMY ADMISSIONS ARRANGEMENTS 2027/28

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 will be 90 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

Looked after children[1] or a child who was previously looked after[2]. This category includes a looked after child or a child who was previously looked after but immediately after being in care became adopted[3] or subject to a child arrangements' order[4] or special guardianship order.[5] This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[6].

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 and/or carers 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 (e.g. a letter from a doctor or social worker) 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 child's home local authority GIS system. Home address will be verified.

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.

Home address verification

The address should be where the parent and/or carer and the child live. Where a child has two homes due to parent and/or carer responsibility being shared, the address used will be the one where the child spends most of the school week (ie Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents and/or carers. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at Lynch Hill School Primary Academy.

Applications and Offers

Applications for Reception places at Lynch Hill School Primary Academy must be made via the child's home local authority using the Common Application Form (CAF).

Offers are issued by the child's home 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.

Statutory points of entry to reception

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 and/or carers 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 and/or carers 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 and/or carers wish to exercise their statutory right to defer their child's entry until statutory school age, or to attend part-time until this point, they should email the school office@lhspa.org.uk by the 1st September of the admission year, so that plans can be made for a smooth admission for the child.

Admission of children outside of their chronological age group, including summer-born children delaying entry

Parents and/or carers need to apply for a primary school place a year before their child starts school. Applications open in November and close in January.

Applications should be made to the local authority for a school place as normal – as if the child were going to start school at age 4 – even if parents and/or carers think they may want to delay their child's start until age 5.

Those who do not want their child to miss their reception year should submit a request for admission outside of chronological age group to the school's admission authority at the same time (Lynch Hill School Primary Academy).

If the request for admission outside of chronological age group is agreed, the application will be processed as part of the main admission round as long as the request has been made on time. That being the case, parents and/or carers can then discontinue the application for the normal age range. However, if the request is declined, parents and/or carers must then decide whether to proceed with it or discontinue and apply for an in-year place in Year 1 for the following academic year.

This means that parents and/or carers will need to decide whether or not they want to request admission outside of the normal chronological age group in the autumn following their child's third birthday. It should be noted that children will do lots of growing and developing before they reach the point at which they could start school.

If a child is a summer born and parents and/or carers decide to delay a school start until the September following their fifth birthday, but do not request admission outside of their chronological age group at this time, the child will start school in Year 1.

Parents and/or carers will need to make an in-year application for a school place for their child and the school admissions team at their local authority will be able to advise on when it would be best to make such an application.

Some schools are likely to be full at this point and unable to offer a place. Schools are unable to hold a place for a child from the previous year.

If parents and/or carers wish for their child to be considered for admission to a year group which is outside of their chronological age group, then they must:

- Complete the Local Authority common application form or the in-year admission form, as appropriate.
- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.
- Write to or email the school at office@lhspa.org.uk requesting admission outside of chronological age group with clear reasons for the request, including all supporting letters, statements and documentary evidence in support of the application.
- Provide written confirmation of the school's decision to the Local Authority.

Lynch Hill School primary Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the views of the parents and/or carers
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of medical professionals
- whether they have previously been educated outside of their chronological age group
- the views of the Headteacher

There is no right of appeal for decisions taken for pupils asking to be educated outside of their chronological age group.

In Year admissions

This applies to admissions in all other year groups and to Reception after the normal admissions round.

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 and/or carers 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 (1st September to 31st July), ordered strictly according to the oversubscription criteria. The list is refreshed each September.

- The list is ranked again in line with the published oversubscription criteria whenever a child is added.
- No priority is given based on the date the application was received.
- LAC/PLAC and Fair Access Protocol (FAP) allocations take precedence over those on the waiting list.

Fair Access Protocol

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

Right to appeal

Parents and/or carers 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.

Definitions and References

[1] Looked after children are children who are (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.

[2] Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements' order or special guardianship order).

[3] This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

[4] Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

[5] See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



A child is regarded as having been in state care outside of England if they were in the care of
 were accommodated by a public authority, a religious organisation, or any other provider of
 whose sole or



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
Surname on Birth Certificate if different from above		
Male/ Female		
Address:		
Postcode:		
Child's current school (if applicable)		

Nursery Applications only – Preferred Time Slot		
AM	PM	Full Day (30 Hours)

Details of first parent/carer living at home address		
Title	Initials	Surname
Relationship to child:		
Email:		

Home tel:	Work tel:	Mobile:

Details of second parent/carer		
Title	Initials	Surname
Relationship to child:		
Email:		
Home tel:	Work tel:	Mobile:

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? <small>ie. cared for by someone other than the parent without the involvement of the local authority</small>	YES / NO
Have you had contact with an Education Welfare Officer	YES / NO
If YES, please give the name of this Officer Tel No.	
Has Social Services or any other agency been involved with your child?	YES/NO
If YES, please give name of the Officer/Agency Tel No.	

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

Documentation required
Please provide <u>COPIES</u> , not originals.
<ul style="list-style-type: none"> • Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (if I have never supplied proof previously to this school) OR • Evidence that I have completed the sale, or ceased rental, of my previous property

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.

Signatures of Parents / Guardians

Date

For office use only:

Council tax statement copy attached YES / NO