Admissions policy

2027-28

Approved by:	
Governing Board	
Last reviewed on:	
October 2026	
Next review due by:	October 2027

Contents

1. Aims 3
2. Legislation and statutory requirements 3
3. Definitions 3
4. How to apply 4
5. Requests for admission outside the normal age group 4
6. Allocation of places 4
7. In-year admissions 6
8. Appeals 6
9. Monitoring arrangements 6

1. Aims

Lynch Hill Enterprise Academy is a learning environment at the heart of its community. We promote care, equality and respect, and expect high standards in all aspects of Academy life; our Admissions Policy reflects these aspirations. Lynch Hill Enterprise Academy is an all-ability school that provides secondary school places for young people aged 11 – 16 (Years 7 – 11) and the Admissions Policy is set out below. The school is part of Slough and East Berkshire CofE Multi academy Trust (SEBMAT).

Lynch Hill Enterprise Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the Schools Admissions Code (as revised September 2021) and admissions law as they apply to Academies.

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Lynch Hill Enterprise Academy is part of the Local Authority's coordinated arrangements, which require all parents to complete a Common Application Form (CAF) provided by the Local Authority. For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Copies of the form are available from the Admissions Teams at Slough Borough Council or online at: www.slough.gov.uk/admissions where full details of the application process are available.

In completing the Common Application Form, Lynch Hill Enterprise Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications must be submitted by 31st October in the year prior to commencing.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Lynch Hill Enterprise Academy has an agreed Published Admissions Number of 150 per year for admission into Year 7 and shall admit up to this number each year. All applicants will be admitted if fewer than 150 applications are received.

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

2. Priority will next be given to children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.

3. Priority will next be given to children who attend named feeder schools. Our named feeder school is Lynch Hill School Primary Academy.

4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

5. Priority will next be given to children of staff at the school, in either of the following circumstances:

   a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. Distance from the nodal point to their home, using the GPS co-ordinates for their home and the nodal point.
   The nodal point is: Lynch Hill Enterprise Academy – main entrance

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified. This process overseen by an independent body other than Lynch Hill Enterprise Academy and SEBMAT.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.8 & 3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Slough Borough Council's Fair Access Protocol; this helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents/carers can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group being applied for, the child will always be offered a place.

Applications for in-year admissions should be made by completing a Common Application Form (CAF) provided by the Local Authority. Copies of the form are available from the Admissions Team at Slough Borough Council online at: www.slough.gov.uk/admissions

If there are no spaces available at the time of application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Appeals

There are established arrangements for appeals against non-admission. Details are available from the Local Authority, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.