

**LYNCH HILL SCHOOL PRIMARY ACADEMY  
ADMISSIONS POLICY 2016/17**



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 any one year group 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 a Statement of Special Educational Needs 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 a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. 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).*
2. Children of staff
  - a) where 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, 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, eg. 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 home to the school's main entrance using GPS software.

**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 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 Admissions Committee established by the Governing Body.

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.

### **Deferred entry to school**

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **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 admission form and is accepted at any time through the year. Alternatively, an application via Slough Borough Council is equally acceptable. These applications are processed by the school. All matters relating to entry admissions apply equally to in year admissions.

### **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 a reasonable period of time, 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. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, 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.

### **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**  
**Application form for 2016/17 In-Year admissions**

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

Child's details		
Surname:	Forename:	DoB:
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)		
Country of origin	Date of arrival to UK if not born in UK	
Religion		

Details of first parent/carer living at home address		
Title	Initials	Surname
Relationship to child		
Home tel:	Work tel:	Mobile:

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

Does your child have a statement of special educational needs?	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 ie. cared for by someone other than the parent without the involvement of the local authority?	YES / NO

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