



## **Admissions Policy for Academic Year 2024-5**

### **Aim of the school**

Lyndhurst Primary School is committed to the achievement of higher education standards. This means providing a challenging, stimulating and safe environment where the emphasis is on high expectations and quality learning outcomes.

We believe that children need to be actively involved in their learning and see the purpose and value of their involvement. It is therefore vital that the children are encouraged to develop the desire, belief and confidence to achieve.

### **PRINCIPLES**

- To provide an open and accountable admissions procedure that is in-line with current legislation and departmental Department for Education guidance
- To recognise that the core values of the school as an inclusive school serving the needs of the community should be reflected in the admissions procedures.
- To recognise the school's duties with regard to admissions in law.

### **PURPOSES**

- To provide a framework within which parents can understand the admissions process and procedures.
- To develop, implement and maintain clear systems that can be understood by all stakeholders.
- To promote the school as a school serving the needs of our local community
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### **RESPONSIBILITIES**

1. The Headteacher has delegated the role of Admissions Administration to the School Admissions Officer.

2. The role of Presenting Officer to the Appeals Committee is fulfilled by the Headteacher with responsibility for admissions procedures.
3. The Local Governing Body have delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially.

### **Admissions arrangements to Nursery**

You can apply directly to the school for entry into Nursery using a form which is available on the school website or from the school office. This form along with your child's birth certificate and two proofs of address form your application. When the form is completed an appointment can be made to attend one of the Headteacher's regular 'open mornings' when she will talk to the parents and show them around the school answering any questions that should arise.

- All offers of places are conditional upon receipt of the required documentary evidence before the place is taken up. Documentary evidence is normally required at the time of registration of the child but may be requested earlier.
- Applications close 31<sup>st</sup> March each year.
- Download the application form from the school website [HERE](#)

When considering admission of children to the school's Nursery, the following criteria are applied in order:

- I. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
- II. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
- III. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note (c)]
- IV. Children of permanent staff employed at the school [see note (d)]
- V. Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note (e)]

### **Admissions Arrangements to Reception**

- All parents applying for a place in Reception for September 2023 must do so online on the Southwark council website. To access an online application form please go to: [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)
- The school has a Published Admission Number (PAN) of 60 children for Reception class in 2023-24. Lyndhurst Primary School will accordingly admit up to this number of pupils each year if there are sufficient applications.
- All offers of places are conditional upon receipt of the required documentary evidence before the place is taken up. Documentary evidence is normally required at the time of registration of the child but may be requested earlier.
- Applications close **15 January 2023**

- Apply online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)
- Applications for Primary Schools in Southwark must be done online and if parents/carers don't have access to the internet, or need assistance in completing an application, they can contact the school office to book a suitable appointment for help with the process.

A child with a Statement of Special Educational Needs whose Statement names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. A child with an Education, Health and Care Plan whose plan names a school must be admitted to the school in accordance with section 37 of the Children and Families Act 2014. This is a separate process from the coordinated admission arrangements set by Southwark Council.

### **Oversubscription criteria**

In the event of there being more applications than places available, places will be allocated in the following order of priority:

- I. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
- II. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
- III. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note (c)]
- IV. Children of permanent staff employed at the school [see note (d)]
- V. Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note (e)]

### **Notes**

- a) 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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).

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 orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 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 or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address. Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- d) Applications will be prioritised where permanent staff employed at Lyndhurst Primary School are applying for a place for their child. For the purposes of this criterion, the 'permanent staff' member must:

- Be employed at the school for a minimum of two years at the time of submitting the application
- Work as a teaching assistant or a qualified teacher at that school on a permanent basis; and
- Work at the school for a minimum of 0.6fte (16.5 hours teaching staff).

Supporting evidence and verification from the Headteacher at the school must be provided at the time of application to substantiate that the permanent staff member is employed as per the requirements set out above. Where supporting evidence has not been provided, priority will not be given under this criterion.

'Children of permanent staff' includes the natural, step, foster or adopted child living in the same family unit and at the same home address as the staff member making the application.

Priority under this criterion is limited to a maximum of 2 children per academic year. If the staff member has multiple birth children or more than one child in the same academic year, the school will admit all qualifying children under this criterion.

- e) The school uses the eastings and northings linked to an applicant's address to calculate a straight-line distance measurement to the main school entrance.

If a child lives in a block of flats where a communal entrance is used, the school will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

- f) A child's attendance at in a nursery class at the school does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

### **Tie break**

Where two applications are equal in any given criterion, places will first be offered to children living nearest to the school measured by a straight line as described under criterion (v) of the oversubscription criteria. If, however there is still a tie break, lots will be drawn to decide which child is offered a place.

### **Proof of address**

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the school has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the school discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

### **Dates of entry**

Lyndhurst Primary School will provide for the admission of children into the Reception year group in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his/her birthday (or on his/her birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Deferred entry**

In accordance with Paragraph 2.16 of the School Admissions Code 2014, families are able to:

- Defer their child's entry to school until later in the same academic year;
- Defer their child's entry to school until s/he reaches compulsory school age; or
- Take up their child's Reception place part time until s/he reaches compulsory school age.

Where entry is deferred until later in the same academic year, the child's school place will be held and not offered to another child. For further information on deferring a child's place until later in the same

academic year, please read Southwark Council's policy on "Deferring entry to primary school" which can be viewed at [About primary admissions Southwark Council](#)

### **Admission of children outside of their normal age group**

Families with summer born children who have not reached compulsory school age may request to delay their child's entry to Reception until the following academic year.

For further information on how to request to delay a summer born child's entry to Reception until the following academic year, please read Southwark Council's policy on the "Admission of children outside of their normal age group" which can be viewed at [Admission of children outside their normal age group | Southwark Council](#)

For updates on the admission of summer born children you can also view the Department for Education's [website](#)

### **The Waiting List for Lyndhurst Primary School**

Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, Lyndhurst Primary School will operate a waiting list.

Waiting lists are kept by Lyndhurst Primary School until the end of the Autumn Term of the admission year. Parents need to confirm with the school after this if they wish their child's name to remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal. The waiting list also applies to nursery applications who meet the entry requirements.

Any parent may ask for their child's name to be placed on the waiting list for Lyndhurst Primary School. All responses to the offer of a school place must be made directly to the LA within the timescale stated in their 'Starting Secondary School booklet'. Documentary proof of the child's address will be required and checked by the school once an offer of a place is made. Where a place becomes vacant it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the oversubscription priorities listed above.

The addition of a child to the waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria. Looked after/previously looked after children and those allocated a place via the Fair Access Protocol must take precedence over those on a waiting list.

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### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should appeal to the Admissions Officer (Appeals) at Lyndhurst Primary School within 20 school days, counting from the day after the date of the letter confirming that their application was unsuccessful.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.

## **In Year Applications**

Applications for places outside the normal round of admissions (in-year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol. Please read the following carefully to ensure that you follow the correct procedure depending on your circumstances.

### **1. Transferring your child from one Southwark school to Lyndhurst Primary School**

If your child is currently attending a Southwark school, and you plan to apply for a place at Lyndhurst Primary School, you must complete [Southwark Council's in year application form](#). You must then return the completed in-year application form directly to the school, via Email to: [admissions@lyndhurst.southwark.sch.uk](mailto:admissions@lyndhurst.southwark.sch.uk)

On receipt of your application you will be notified of the outcome in writing within 15 school days.

### **2. Making a new in year application to any Southwark school, including Lyndhurst Primary School**

If your child is currently not attending a Southwark school (new arrivals into the borough and overseas applicants), and you'd like to apply for an in-year place at Lyndhurst Primary School, you must complete [Southwark Council's in year application form](#). You must then return the completed in year application form to **Southwark**, by email to [inyear.admissions@southwark.gov.uk](mailto:inyear.admissions@southwark.gov.uk) who will coordinate these applications.

In this instance, if you have named Lyndhurst Primary School as your preferred school, we would request that you also notify our admissions officer to email [admissions@lyndhurst.southwark.sch.uk](mailto:admissions@lyndhurst.southwark.sch.uk)

Please do not return your application or supporting documents by post as Southwark and the school will not be able to accept these.

For more information please visit: <https://www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions>