Lyndhurst Primary School

Admissions Policy for Academic Year 2027/28

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.

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 Reception

- The school has a Published Admission Number (PAN) of 60 children for Reception class in 2027-28. Lyndhurst Primary School will accordingly admit up to this number of pupils each year if there are sufficient applications.

- Parents/carers applying for a place in Reception for September 2027 must apply online. To access an online application form please visit: https://services.southwark.gov.uk/schools-and-education/school-admissions/how-to-apply-online If parents/carers do not 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.
- Applications close **15 January 2027**
- All offers of places are conditional upon receipt of documents providing proof of address as detailed on page 4 of this Policy.

Children with an EHCP

- Applications for children with an Education, Health and Care (EHC) plan are made through consultation with the school via your home local authority's Special Educational Needs (SEN) department. Where the school is then named in a child's EHC plan, they will be admitted as part of the year group's PAN.
- Responsibility in Southwark for managing school placements for children with an EHC plan lies directly with the Southwark Council SEND Team. You should not complete the general admissions application form for your new school placement if your child has an EHC plan. The deadline for these applications is earlier than the deadline for children who do not have an EHC plan. Please visit the Southwark Council website: Primary (Ages 4-11) | Southwark Local Offer

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 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 and the headteacher that these can best be addressed at a particular school [see note (c)]
IV. Children on roll at Lyndhurst Primary School Nursery (3 and 4 year olds, limited to 10% of the Reception PAN) [see note (f)]
V. Children of permanent staff employed at the school [see note (d)]
VI. 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 ***or***
- be recruited to fill a vacant post for which there is a demonstrable skill shortage.

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) In the event that the number of children to whom this criterion applies is more than 10% of the Reception PAN, priority within criterion (IV) will be given to children who are eligible for the early

years pupil premium, followed by 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) above].

Although we prioritise children already in our Nursery class for a place in Reception, we can only do this if an application to enter our Reception class has been made through the local authority. Without an application to Reception, no place is automatically allocated.

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 (VI) 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. Original copies of the following documentation will be required:

- Child benefit award letter or letter from HMRC confirming previous child benefit eligibility
- Council tax bill
- 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.

The table below shows when a child reaches compulsory school age and the date by which they must enter school, according to their date of birth:

Child's date of birth	**Date child reaches compulsory school age**	**Latest point of entry into primary school**
1 September 2022 to 31 December 2022	31 December 2027	January 2028 (start of spring term)
1 January 2023 to 31 March 2023	31 March 2028	April 2028 (start of summer term)
1 April 2023 to 31 August 2023 ('summer born')	31 August 2028	September 2028 (start of new academic year)

Deferred entry to Reception

All children are entitled to a full-time place in the September following their fourth birthday.

However, in accordance with paragraph 2.17 of the School Admissions Code 2021, you are able to defer (delay) your child's entry to Reception class, where your child is eligible. This means that as a parent you could:

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

Places cannot be deferred beyond the beginning of the term after your child turns 5 and not beyond the beginning of the final term of the school year in April (summer term).

Making the decision to defer

Deferment is a big step and should not be taken without very careful consideration of the impact on your child's whole time in school, not just starting Reception.

It should be recognised that if you choose deferment, your child will be missing Reception education until they start and will have missed the learning the other children have had. Therefore, the risk of being behind other children in their development, becomes greater.

If you wish to discuss deferring your child's entry to school, you can contact schools.admissions@southwark.gov.uk to arrange a call with a council admissions officer.

How to defer your child's place

Parents/carers must submit an online application for their child's school place by 15 January 2027. Once a place in Reception has been offered, if the parent/carer wishes to defer the place until later in the academic year, they must confirm the child's start date (according to the above table) in writing to the Headteacher. This can be by letter or by email to admissions@lyndhurst.southwark.sch.uk. To help the school to plan accordingly, the start date should preferably be communicated by the end of May. Although deferment is a legal right, we will want to discuss this with you to ensure we have all the reasons and evidence around why this decision is best for your child.

Attending Reception part-time

Parents/carers must submit an online application for their child's school place by 15 January 2027. Once a place in Reception has been offered, the parent/carer must confirm in writing to the Headteacher that their child will be attending part-time until later in the academic year. This can be by letter or by email to admissions@lyndhurst.southwark.sch.uk. They must also state the date that the child will start to attend full-time, according to the above table. To help the school to plan accordingly, this information should preferably be provided by the end of May.

Admission of children outside of their normal age group (Reception only)

In addition to the legal right to defer (delay) the Reception class start date, for summer born children (born between 1 April and 31 August) families can apply for their child to start Reception class the following September, so your child becomes one of the oldest in Reception rather than the youngest in

Year 1. In other words, if the school agrees, your child will be in a year group below that determined by their date of birth i.e. outside of their normal age group. Applying for your child to be outside their year group does not take away your legal right to defer entry to Reception (see above).

The law only provides the right to apply for admission outside of normal age group, it does not guarantee this will be granted. The Headteacher, in partnership with other professionals and the family, will consider if this is in the best interest of your child. Where this is thought not to be the case, the Headteacher can refuse the application.

How to defer entry for a summer born child

Parents/carers must submit an online application for their child's school place within their normal age group by 15 January 2027. This is so that a school place is made available should the request to defer to the following September be refused. Parents/carers who are Southwark residents must also complete the 'Request for admission outside the normal age group' form on the Southwark Council website. Parents/carers who are not Southwark residents should contact their local authority for details of how to make a request for admission outside the normal age group.

Important considerations

Being outside of your year group is a really big step that will impact on your child's education at every phase through to leaving school, not just starting Reception. To ensure you make the best decision for your child, we strongly recommend you read the information on Southwark's website.

Any decision-making should consider the physical, social and emotional development of your child and the impact of them being in a class with younger children. Remember a decision made by another family for their child to choose this, however successful for that child, may not be the right decision for your child.

Families must also understand that deferment will result in the allocated place being withdrawn and the requirement to reapply again for the following year. This means when applying for Reception for a second time (due to summer-born deferment) it is possible that Lyndhurst Primary School may not be offered as other applicants in that following year may have a higher priority.

For further guidance you can view the Department for Education's Summer born children starting school: advice for parents.

The Waiting List for Lyndhurst Primary School

Those who have not been offered a place at the school in the main admissions round are automatically added to the waiting list. Southwark Council's school admissions team will hold waiting lists for all Southwark schools until July 2027 (exact date to be published) and will contact you should a place become available. After this date, the school will maintain the waiting list.

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.

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.

Parents/carers may keep their child's name on the waiting list for as long as they wish.

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 admissions 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

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 online -

In this instance, if you have named Lyndhurst Primary School as your preferred school, we would request that you also notify our admissions officer by email to 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: Southwark in year admissions web page