



# Admissions Policy

Last Revised: November 2024

Policy Owner: Head of Admissions

**Date of next review: November 2025**

**Signed: *Ed Currie* Date: 19.11.24**

**Printed: Mr Ed Currie**

**Chair of Governors**

**Signed: *Andrew Rudkin* Date: 19.11.24**

**Printed: Mr A Rudkin**

**Headmaster**

## **Policy Statement**

This is a whole school policy.

This policy sets out Lyndhurst School's Admissions Policy.

## **Associated Policies and Documents**

- Lyndhurst School English as an Additional Language Policy
- Lyndhurst School Special Educational Needs and Disability Policy
- Lyndhurst School Safeguarding and Child Protection Policy
- Parents' Contract
- Lyndhurst School Equal Opportunities Policy
- Equality Act (2010)

## **Roles and Responsibilities**

- The Head is responsible for ensuring that the Admission Policy reflects the school's values and ethos.
- The Head has responsibility for overseeing the updating of Admissions Policy.
- The Head of Admissions has responsibility for overseeing admission on a day-to-day basis.



## **Aim**

Our aim is to admit all children regardless of race, religious views, beliefs or physical ability. The school does not permit gender, race, colour or disability to be used as a criterion for or against admission.

## **Admissions Statement**

Lyndhurst School welcomes children of all faiths, cultures, races and family backgrounds. We are happy to admit a child with a disability if both parents and school conclude that the school can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective children are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Lyndhurst School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equality and Diversity Policy. This applies to all children (including those in our EYFS setting), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability; learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are considered in the care of our community members so that care is sensitive to different needs.

Lyndhurst School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

Lyndhurst School reserves the right to refuse entry and progress into any year from Pre-Reception to Year 6 if the school's structure, in the opinion of the Headteacher and teachers, does not meet the educational, pastoral and social needs of the child concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Policy. The way in which Lyndhurst School deals with pupil exclusion and removal is set out in the Behaviour and Sanctions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour and Sanctions Policy.

## **Joining Lyndhurst**

We are delighted you are interested in joining us at Lyndhurst School, an independent school for boys and girls aged 3 to 11.

Whether you are planning a move to the area, looking to start your child's educational journey, looking for an alternative to your child's current school, or simply because you are already part of the local community, we will be delighted to receive your application. Your child can be registered at any time.

Please do not hesitate to pick the phone up and talk to us at any time – our Head of Admissions will be very happy to answer any questions you may have on: 01276 22895 or [admissions@lyndhurstschool.co.uk](mailto:admissions@lyndhurstschool.co.uk) .

We are single form entry throughout the school, offering excellent staff: pupil ratios.



Lyndhurst is a family school and siblings always have priority on entry. Being a small school with limited places available, early registration is advisable. We offer some Scholarships and Awards where appropriate. The Headmaster will discuss with you the availability of annual and military reduced fees after your child has had a Trial Day.

### SEND

Lyndhurst School endeavours to accept all pupils, regardless of any disability (SEND) of which the school and parents are aware.

The School asks parents to inform the school if special educational needs should be taken into consideration, including English as an additional language (EAL). Parents *must* disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

Based on such disclosure, Lyndhurst School will confirm whether it is able to fully meet the needs of the child.

In assessing a prospective pupil, the school will take such advice and require such assessments as considered appropriate. This is to ensure that Lyndhurst School can provide the right environment for the child's academic and pastoral needs. The life of Lyndhurst School is enhanced by inclusive policies, but equal importance must be given to ensuring that no child's education is impaired.

We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Children whose SEND are suited to the curriculum are welcome if we have the appropriate resources and facilities to offer them the support they require.

Subject to this, the School will be sensitive to any requests for confidentiality.

The School will arrange special early admissions meetings with parents of disabled prospective pupils to discuss special arrangements.

Where a child's SEND is identified, or develops, after the child has started at Lyndhurst School, we will endeavour to continue support the child if we have the appropriate resources and facilities to provide them with the support they require, we believe it is in the best interest of the child and of the School community for them to remain at Lyndhurst School.

Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Where a child has English as an Additional Language initially, the school may withdraw the child from lessons to receive EAL support. This may incur an additional cost to enable the one-to-one EAL lessons. Thereafter the class teacher and/or a learning support assistant will support the child in lessons. We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. We also allow the child to perform and be assessed on tasks in their own language especially in areas such as maths. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials.



Lyndhurst School will look to train or find courses for the teachers to attend in order to help with the inclusion of any child in Lyndhurst School. The training will either be internal or external depending on the needs of the child.

## **Admissions Procedure**

### **Information for Prospective Parents**

Parents are informed about the ethos, aims and organisation of Lyndhurst School through the website <https://www.lyndhurstschool.co.uk/>, information emailed on enquiry and through a talk and tour of the school during which they meet members of the Senior Leadership Team.

### **Entry Points**

Most children are admitted into the Nursery, the term of their 3<sup>rd</sup> birthday - rising 3-year-old. Entry to the school at other points is dependent on places becoming available.

Class sizes are:

- Pre-Reception: 16 children at any time in each room  
Every child is requested to attend a minimum of five morning sessions.
- Pre-Prep - Reception – Year 2: 16 – 20 children
- Prep School - Year 3 – Year 6: 16 – 20 children

Once registered your data will be held in accordance with the Data Protection Policy.

### **Consultation and review**

In accordance with the Schools Admissions Code 2014 the school will consult on its admission arrangements every seven years; where there is a proposal to change the Admissions Policy for any given year the school will consult in accordingly in line with the Code.

The school may consult on its admission arrangements at any point in time as appropriate should there be a legislative change to the School Admissions Code 2014.



## Our Admissions Process

### Stage 1

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Contact the school:

- a) Complete the [online enquiry form](#).
- b) Email [admissions@lyndhurstschool.co.uk](mailto:admissions@lyndhurstschool.co.uk)
- c) Phone Mrs Nye, Head of Admissions on 01276 22895

We will provide you with an enquiry information pack and guide you through every step of the process

Visit us! Please contact us to arrange a visit to the school and to meet the Headmaster or a member of the Senior Leadership Team.

We will contact you two days prior to your visit to confirm the date and time.

### Stage 2

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Your child will be offered a trial day or stay and play session(s) according to their age.

For future Pre-Reception admissions the school may issue a Provisional Offer. This will be followed by 'stay and play' sessions and the completion of due diligence checks during the term prior to the child's entry.

You will be requested to complete a Pupil's Information Form and to send this to the school with any required supporting documents (such as the most recent school report/learning journal, an educational psychologist report) **at least 48 hours** before the trial day/session.

The school will contact your child's current school/setting and complete our due diligence checks.

### Stage 3

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Your child will attend a trial day(s) or stay and play session(s):

- a) **Entry Pre-Reception** the school will invite the child to two 'stay and play' trial sessions, at least one of these sessions will be without their parents.
- b) **Entry Reception - Year 6** the school will invite the child to a trial day in their current year group, without their parents.



## Stage 4

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Trial day Process:

- a) On the trial day/session the parent/s will bring in any medication, if required such as inhalers, EpiPens.
- b) The staff will provide feedback to the Head of Admissions.
- c) Head of Admissions will meet and discuss with the Senior Leadership Team and assess the individual case.
- d) Parents will be contacted by the Head of Admissions to inform if a place is offered or not.
- e) A start date is agreed if a place is to be offered.

## Stage 5

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If a place is offered, you will be sent an offer comprising of the following:

- a) Parental Contract and Acceptance Form (inc. fee payer's details)
- b) Lyndhurst Values
- c) Request to pay the £360 Admission Fee (non-refundable)

## Stage 6

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Once a place has been confirmed and accepted, all relevant joining information will be sent.

- a) Visit and/or contact your child's present school/setting.

In the term before your child is due to start:

- a) You, the parents, will be sent the Admissions Form for completion.
- b) Your child will be invited to attend transition session(s), usually in the Summer Term for 'Move-up Morning'.
- c) The Head of Admissions will review your Admissions Form and answer any further questions you may have.
- d) If your child is joining at the beginning of an academic year your child and yourself will be invited to attend a 'New Child's' Brunch in September.