



Admissions Policy

Last revised: March 2026

Next Review: March 2028

Policy Owner: Head

Signed: *Andrew Rudkin*

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.

Admissions Statement

Lyndhurst School is a co-educational independent School for boys and girls from ages 3 to 11. Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Lyndhurst School. We usually hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Head of Admissions on 01276 22895 or email admissions@lyndhurstschool.co.uk to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

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

Lyndhurst School is a non-selective school. Our induction process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. We also expect applicants and their parents/guardians to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner. Our Parent Code of Conduct applies to prospective as well as current parents.

The usual points of entry are from three years of age/ Pre-Reception, and at seven years of age /Year 3. The School's Registration Form is available from the Head of Admissions.

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 Head will discuss with you, any eligibility for discounts.

Equal Treatment

Lyndhurst School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Lyndhurst School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. We also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.



Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

SEND

Lyndhurst School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.



Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

The Assessment Process

The aim of the process is to identify potential. Lyndhurst School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our induction sessions is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Assessment for Pre-Reception and Reception is based on observing informal play in small groups.

All other candidates sit papers in English, Maths and Reasoning, which are designed for their age group. This provides us with baseline data.

References will be sought from the Head of a candidate's current School as part of the assessment process and any offer of a place will be conditional on receiving satisfactory references.

Sibling Policy

Most siblings join us at Lyndhurst School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

Bursaries

Lyndhurst School's bursary programme is designed to make it possible for as many as possible of those who meet Lyndhurst School's entry criteria to take up a place here. The School offers means-tested awards to entrants at the usual points of entry, where



the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be obtained from the Bursar.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

Financial Information

Any applicant for a place at the School, including those who apply for bursary support, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted). As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

Fluency in English

In order to cope with the academic and social demands of Lyndhurst School, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious Beliefs

Lyndhurst School welcomes applications from prospective pupils of all faiths and of no faith.

We are proud of our Christian heritage roots, however the School does not select for entry based on religious belief, and it offers the opportunity for all religions to practise their own faiths.

School's Terms & Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.



Records and Review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.

Admissions Procedure

Entry Points

Most children are admitted into Pre-Reception, the term after their 3rd birthday. 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 – 18 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

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 2024



Our Admissions Process

Stage 1

Contact the school:

- a) Complete the [online enquiry form](#).
- b) Register for an Open House Event
- c) Email admissions@lyndhurstschool.co.uk
- d) Phone, Head of Admissions on 01276 22895

We will provide you with an enquiry information pack and warmly guide you through every step of the process, including arranging a visit to the school to meet the Head or a member of the Senior Leadership Team, with confirmation of your visit sent two days in advance.

Stage 2

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

For children under 3 years of age applying for Pre-Reception, a provisional place can be secured by paying a non-refundable Admission Fee of £360. Following this, 'Stay and Play' sessions will be arranged, and due diligence checks will be completed during the term before your child starts.

You will be requested to send the school 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

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 during the term before your child starts, 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.
 - i) If the trial day is successful, a place will be offered. To accept the place, the non-refundable £360 Admission Fee must be paid within 7 days of the offer.



Stage 4

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 Head 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

Should a place be offered, you will be sent an offer pack, which must be completed and returned within seven days to secure your child's place. This pack will comprise the following:

- a) Parental Contract and Acceptance Form (inc. fee payer's details)

Stage 6

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.

Our admissions form is kept electronically on HUB and our admissions register will include the following information:

- Pupil's **full name**
- **Date of birth**
- **Gender**
- **Address**



- Parent/carer details
- **Date of admission**
- **Previous school details**
- **Date and reason for leaving**

The local authority are notified of all new admissions and any deletions from roll.