

## **Riverbridge Primary School Admissions Policy for Entry into Reception September 2019**

By law children must start full time education no later than the beginning of the term following their fifth birthday. In Surrey all children can be admitted into school in the September of the academic year during which they become five. Riverbridge is a three form entry academy primary school with a Published Admission Number of 90 for first admissions. Subject to places being available the school will also admit children into the other year groups up to the age of 11. Our current policy at Riverbridge School is to offer a full-time education (after a staggered start over a week or so) from the start of the academic year for all our new Foundation Stage (Reception) children. For the vast majority of children this arrangement works very well. Whilst applicants can defer their child's entry to Reception until later in the school year, this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age. This admissions policy is kept under review and may be amended in the future.

Application for entry during academic year 2019/2020 must be made by 15th January 2019 direct to Surrey via an online application or on a paper application form available from Surrey County Council. For more information visit this section of the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

Late applications will only be considered after all on time applications have been processed.

There are no fixed catchment areas and the following priorities will only apply if the school is oversubscribed and the number of admissions has to be limited. Children with a statement of special educational needs or an education, health and care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

## **Lumen Learning Trust**

### **Riverbridge Primary School**

Oversubscription Criteria for Admission September 2019 for entry into Reception

#### **1. First Priority: Looked-after and previously looked after children (see notes)**

#### **2. Second Priority: Exceptional Arrangements**

Occasionally there will be a small number of children for whom exceptional arrangements will apply. This category may include children with medical conditions or other sensitive individual and compelling family circumstances. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. (See notes for further information)

#### **3. Third Priority: Brothers and Sisters (Siblings)**

A sibling is a child who will have a brother or sister already in attendance at the school to which application is being made at the time of admission. (See notes for more details on the definition of sibling)

#### **4. Fourth Priority: Children of staff of Riverbridge Primary School**

- 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.
- c) To apply under this criterion, the supplementary form (Appendix 1) must be completed and submitted, as noted on the form.

#### **5. Fifth Priority: Children for whom the school is the nearest to their home**

The nearest school is defined as the closest to their home address admitting pupils of the appropriate age range. The distance is measured, in a straight line, from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. The nearest school may be either inside or outside the county boundary.

#### **6. Six Priority: Any other applicant**

## **Information to Note**

### **Tie breaker**

If the school is oversubscribed within any category, places will be offered according to the closest distance measured in a straight line from the permanent home address to the nearest school entrance.

### **Visiting the school**

We will be holding several Open Sessions when you can come and see the school in action. Go to the Open Days page for more details. Our Open Sessions are very popular and we ask that you book your place by contacting the school office on 01784 227960 or by emailing [info@riverbridge.surrey.sch.uk](mailto:info@riverbridge.surrey.sch.uk)

### **Looked After Children**

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

### **Exceptional Arrangements**

This evidence must confirm the circumstances of the case and must set out why the child should attend Riverbridge Primary School and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other. Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements will not normally be considered to be an exceptional social reason for placement at a particular school.

### **Sibling**

A sibling will be considered to be a brother or sister (that is, another child of the same parents or adopted by the same parents, whether living at the same address or not), a half-brother or half-

sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

### **Distance from School**

The address must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parents to agree which address to use. Where two children live equidistant from the school, the school will draw lots to determine which child should be given priority. The distance is measured in a straight line from the address point of the child's house, as set by Ordinance Survey, to the nearest school gate available for the pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System at [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school).

Where multiple applications are received from one family, e.g. twins, triplets or other multiple births, for a single remaining place in the oversubscription criteria, the school will admit both/all children even if it means going over the PAN (Published Admission Number). The siblings will only be offered places where they are ranked consecutively in line with the oversubscription criteria.

An offer of a place based on where the child lives is conditional on the child being resident at this address at the closing date of application, unless a change of address for good reason has been accepted by the Home Local Authority. NB: Evidence of proof of residency will be requested.

### **Waiting Lists**

In the event of oversubscription, waiting lists will be drawn up and ranked in the same order as the oversubscription criteria. The address to be used for waiting lists will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. A Fair Access Protocol, will take precedence over those on a waiting list.

Waiting lists for the initial intake to will be maintained until the last day of the Summer term 2020 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must confirm by 27 July 2020. After 27 July 2020, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

If a place has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place.

### **The admission of children outside of their chronological year group**

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort
- Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## **School admission appeals timetable**

### **In year or immediate entry appeals**

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

### **September 2019 entry**

Appeals resulting from year of entry or transfer applications for admission in September 2019 will be heard according to the timetable published on the Surrey County Council Admissions website: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

NB. Appeals will not start being heard until after the relevant closing date has passed.

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case 7 clear working days in advance of the hearing.

If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than 5.00pm on the day preceding three clear working days prior to the appeal hearing date.

Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.

**Appendix 1**

**Riverbridge Primary School**

Lumen Learning Trust c/o Saxon Primary School, Briar Road, Shepperton TW17 0JB

**Supplementary Information Form**

To be completed for applications under criterion number four  
(Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer. Once completed it must be returned to the Admissions Officer by 15 January 2019.

Name of child: Surname: .....

Forenames: .....

Date of Birth: .....

Name of Member of Staff: .....

Address: .....

.....

Tel numbers: Home ..... Mobile

.....

E-mail.....

I am a member of staff in accordance with the school's admissions policy:

\* I have been working at the school for at least two years; or

\* I meet a skills shortage.

Signature of parent/guardian.....

Date.....