

# ADMISSIONS

## INTRODUCTION

Riverside Primary School is a Southwark community school. It is a popular school and is therefore frequently over-subscribed (i.e. more applications are received than the number of places available). There is also a Nursery class attached to the school. This information can also be found on the school's website [www.riverside.southwark.sch.uk](http://www.riverside.southwark.sch.uk)

## RATIONALE

At Riverside we appreciate that choosing the right school for your child is an important decision and that applying to schools can be a very stressful experience.

All pupils, parents, staff and visitors are entitled to a welcoming, safe, comfortable and stimulating school environment. Parents and pupils are supported as much as possible when joining Riverside to ensure that pupils at Riverside receive a high standard of social and academic education.

## ROLES AND RESPONSIBILITIES

- 1.1 The Deputy Headteacher plans regular Open Days for parents who wish to visit the school prior to applying for a place for their child. Details are posted on the school website.
- 1.2 The Deputy Headteacher reviews all direct applications to the school.
- 1.3 A Senior Manager meets with all parents of children entering Riverside, including individual interviews.
- 1.4 On entry to school all staff and children have the responsibility to ensure that a pupil is welcomed and supported. The Community Cohesion Co-ordinator oversees the induction process for all personnel.

## EQUAL OPPORTUNITY

- 2.1 All pupils at Riverside know that their language, needs, experiences, racial backgrounds and cultures are acknowledged, valued and respected.
- 2.2 Riverside has established procedures that support and encourage parents and pupils in the admission stage, and beyond, to enable parents and pupils to become an integral part of the school community.
- 2.3 Support is provided for parents of pupils throughout their school life and in particular in the first few weeks of their child's admission to school.
- 2.4 An interpreter is organised whenever possible to support families who are new to English to ensure important information is communicated. Pupils do not act as interpreters in order to respect parents' rights to confidentiality unless this is requested by the parent.
- 2.5 Disabled parents have the option of an alternative venue for admission meetings.

## PROCEDURE

Parents have the option, throughout the following procedures, to request a Senior Manager to act as a scribe, if preferred.

### **Applying for a place at Riverside Nursery**

3.1 An application cannot be considered without a parent providing proof of the child's name, date of birth and place of residence. These will need to be official, original documents. Parents need to bring them with them when submitting applications. *Please note: no consideration can be given to the length of time a child's name has been on a waiting list for the Nursery.*

3.2 **An offer of a place may be withdrawn if it is made on the basis of fraudulent or intentionally misleading information. An offer will be withdrawn where a parent has not returned the acceptance slip by the due date.**

3.3 Application forms are available from the Office or the school website and must be completed by a parent. Applications need to be returned to the Office with documentation as stated in 3.1.

3.4 Applications to the Nursery are accepted once the child is two years old. However, please note that currently pupils will not be considered for a place until he/she is at least three years old and often later when the class is oversubscribed.

3.5 Parents need to apply for a place in the Nursery in good time for their application to be considered. For **September** admissions, applications must be received by **9am on April 30<sup>th</sup>**.

3.6 Applications are considered using the school's admissions criteria.

3.7 Parents are advised that the expectation is for all pupils to wear school uniform each day. Please consider this prior to your application to Riverside.

### **Late/Casual applications:**

4.1 Late or casual applications are considered as they are received. Parents are notified within one week whether a place is available or not, and any subsequent action that needs to be taken.

4.2 The waiting list for places is reviewed weekly.

### **Appeal arrangements:**

5.1 Parents do not have the right of appeal to the Nursery class.

### **Admissions criteria**

Riverside admissions criteria are in line with LA guidelines. Places are allocated using the following priorities:

### **Admission into Riverside Nursery:**

6.1 The admissions criteria in cases of over-subscription is that places will be offered in the following priority order:

- i) The educational, medical and social needs of the child, in particular the needs of any child assessed as 'in need' under the Children Act 1989
- ii) Attendance of a sibling or parent at Riverside School at the time of admission to Riverside Nursery
- iii) Proximity to the school measured by the shortest safe walking distance

iv) Age

**Admission into Riverside Primary School:**

7.1 All other applications (other than the Nursery class) are considered by the LA.

7.2 The LA criteria for admission to a community Primary school is as follows:

- i) Looked after child
- ii) A statement of special educational needs that names the school
- iii) Attendance of a sibling at the time of admission to Riverside School
- iv) Special medical and/or social needs
- v) Proximity to the school measured by the shortest safe walking distance

7.3 Admissions to Reception Year are the responsibility of Southwark LA and applications must be received by 15 January of each year for pupils to start in the following September. This application must be completed online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

7.4 In November each year the Headteacher will offer a meeting to parents to assist with completing applications online. This includes any parents who do not wish to put Riverside as a choice and any local parents whose children do not yet attend Riverside.

**Standard numbers**

8.1 The standard number of places available in the Nursery class is **26** part-time places.

8.2 Riverside is a one-and-a-half form entry school. The standard number of places from the Reception Year to Year 6 is **45**.

8.3 Admission is dependent on the availability of places in the appropriate year group of the pupil.

**Allocation of places**

Places are allocated in all year groups following the admissions criteria as stated.

The Headteacher is responsible for allocating places in the Nursery class. The LA is responsible for allocating places in all other year groups.

**Nursery:**

9.1 There is one intake into the Nursery class in September each year

9.2 Places are allocated on a part-time basis – a 15 hour placement will be offered in line with statutory early years entitlement.

9.3 ***Allocation of a Nursery place does NOT indicate an offer of a place at Riverside School. Preference will not be given to Riverside Nursery children when allocating places for reception classes.***

**Reception:**

10.1 There is one intake into the Reception Year in September each year.

10.2 Places cannot be offered above the standard number.

10.3 The LA has control of offering places in the Reception classes. An application must be made to the LA (See 7.3).

**Late/casual admissions:**

11.1 Places are allocated in all year groups as and when a vacancy arises by the LA. Places cannot be offered above the standard number.

**School to school:**

12.1 If your child attends a primary school in Southwark and you wish to transfer to Riverside Primary School, the appropriate form must be completed by a parent and signed by the Headteacher of the present school and submitted to Riverside School Office. The application will then be processed by the school and a letter to parents sent out to confirm the decision.

**Unsuccessful applications**

13.1 An application is unsuccessful if the year group already has on roll the standard number of pupils or, in the case of Nursery/Reception places, if places have been offered up to the standard number.

13.2 A waiting list is available for those whose application was unsuccessful. The waiting list is reviewed and updated regularly by either the school or LA as appropriate.

13.4 Parents of children of statutory school age have the right to appeal against the decision not to offer a place to an independent appeal panel under Section 94 of the School Standards and Framework Act 1998.

13.5 The decision of the appeal panel is binding on the LA, school and appellant. This does not apply to decisions concerning admissions to Nursery.

*Further advice can be obtained from the LA – [www.southwark.gov.uk](http://www.southwark.gov.uk) .*

**Successful applications****Nursery:**

13.1 The review date for applications to the Nursery is **May 2<sup>nd</sup>**. Places are allocated using the admissions criteria. Parents receive a letter notifying them that a place is available, any subsequent action that is necessary and an invitation to a parents' meeting with the Headteacher.

13.2 At the parents' meeting parents receive important information about the school and the Nursery. It is also a time when parents are able to ask any questions about starting school.

13.3 Parents are informed of the starting date for their child at the parents' meeting and must complete a "starter form" which notifies the school of important information about the pupil, including

- Emergency contact numbers
- Pupil Premium information
- Child's NHS number
- Doctor's name and address
- Ethnicity
- School Meals information.

*This information may be used by Riverside staff or by LA data collection agencies.*

**Reception classes:**

14.1 Places are allocated using the admissions criteria by the LA.

14.2 A letter offering parents a Primary school place will be sent by the LA in April. Parents have the responsibility to return the form to the LA to accept the place by the given date.

14.3 A “Starting School” meeting is held with the Headteacher to give parents general information about the school.

14.4 An individual parent interview is arranged with a Senior Manager for all parents of Reception age pupils.

14.5 At the interview, a “starter form” is completed and the Parent Contract agreed. Any other concerns can be discussed with the Senior Manager and parents receive the starting date for their child. The starter form informs the school of important information about the pupil, including:

- Emergency contact numbers
- Doctor’s name and address
- NHS number
- Ethnicity
- School Meals information
- Pupil Premium information
- Collection arrangements
- Previous school(s)

*This information may be used by Riverside staff or by LA data collection agencies.*

**14.6 A pupil is not able to start Riverside School until a starter form has been completed with a Senior Manager and an interview has taken place.**

#### **Casual admissions (for Reception and Years 1-6):**

15.1 When a place becomes available in any year group the parents are contacted by the LA or school.

15.2 A letter will be sent to offer an individual parents meeting with a Senior Manager prior to the pupil starting school. The starting date will be given to parents.

15.3 At this meeting a “starter form” is completed and any other concerns can be discussed. The starter form informs the school of important information about the pupil, including:

- Emergency contact numbers
- Doctor’s name and address
- NHS number
- Ethnicity
- School Meals information
- Pupil Premium information
- Collection arrangements
- Previous school(s)

*This information may be used by Riverside staff or by LA data collection agencies.*

**15.4 A pupil is not able to start Riverside School until a starter form has been completed.**

### **Induction**

#### **Nursery:**

16.1 On the agreed admissions date Nursery parents and children go to the Nursery class at the beginning of the session.

16.2 Parents of pupils are required to stay with their child until he/she has settled in. The class teacher and other adults welcome the parents and children and are available to discuss any concerns throughout the day.

16.3 Throughout the first few weeks parents and pupils are supported by the class teacher, the Nursery adults, Learning Support teachers as well as the Headteacher and other Senior Managers to ensure that children have a positive start to school.

**Reception class:**

17.1 The class teacher and the teaching assistants welcome the class in the playground and accompany the children to the classroom.

17.2 Parents who wish to stay for a few minutes may do so until the register is taken. The Headteacher, Deputy Headteacher and Learning Support Teachers are available throughout the day to support parents and pupils.

**Casual admissions:**

18.1 After the completion of the starter form, a Senior Manager accompanies the parent(s) and the pupil to their classroom.

18.2 Parents and children are introduced to the class teacher and the pupil joins the class. A Senior Manager and the Learning Support teachers are available throughout the day to support parents and pupils.

**Deferred starting date:**

19.1 Parents of pupils who are not five years old have the option to defer the starting date until their fifth birthday. However, places will not be retained beyond this time.

19.2 Riverside reserve the right to stagger starting dates and provide shortened sessions for those pupils who are not able to cope with a standard day or for those whose needs require specialist support that is not available at the time of entry. In such cases the Headteacher and Learning Support Manager will liaise fully with parents and work in partnership with the LA support services available.

## **MONITORING AND RECORD KEEPING**

20.1 The Governing Body has the responsibility to monitor admissions procedures throughout the school. The governing body are advised of admissions data each term through the Headteacher's Report.

20.2 The Deputy Headteacher monitors all admissions data and procedures regularly and ensure good practice.

20.3 All records and information are recorded and kept centrally in the Deputy Headteacher's Office.

20.4 Class teachers and learning support teachers are informed of any relevant information on the first day of admission to school.

## **LINKS WITH EXTERNAL AGENCIES**

Admissions and appeals information is available from the LA at [www.southwark.gov.uk](http://www.southwark.gov.uk).