Riverhead Infants' School
Admissions Policy
(and Reception Class Arrangements)

Agreed by the Full Governing Body

Signed: Chair of Governors

Signed: Head Teacher

Date: September 2018

Next Review Date: September 2019
RIVERHEAD INFANTS’ SCHOOL
ADMISSIONS POLICY (AND RECEPTION CLASS ARRANGEMENTS)

1. The Governing Body and the Local Authority (Kent County Council, KCC) have agreed that the admission limit for Key Stage 1 (Reception Classes and Year 1 and 2) shall be 30 pupils per class and that three classes shall be offered each year.

2. The School has a total roll limit of 270 children. The Governors have agreed that the classes may not exceed 30 children because we believe this is in the best educational and social interest of all our children.

3. Riverhead Infants’ School is oversubscribed each year and maintains a healthy waiting list.

4. Applications for all places at Riverhead Infants’ School other than the start of Reception are made to the school using the In Year Common Application Form (IYCAF). This can be obtained from the school or accessed via the Kent website www.kent.gov.uk/primaryadmissions. The school maintains its own waiting list subject to the admissions criteria.

5. For all Reception children there is an online Common Application Form (RCAF) produced by KCC (accessed via their website www.kent.gov.uk/primaryadmissions) which has to be returned directly to KCC by the closing date stipulated for that year, usually six to eight months prior to the September of the school year in which the child turns five.

6. The procedure for admissions to the Early Years Foundation Stage (EYFS) is arranged by KCC and will follow the timetable set by them. Detailed information can be found in the booklet ‘Admission to Primary School’ on the website www.kent.gov.uk/primaryadmissions*. For older children, this can occur at any time of the year.

7. The offer of a Reception place at Riverhead Infants’ School will be made by KCC as we are a Community School and we are required to adhere to KCC admissions procedure. This will be in the form of an email and a letter which is sent on the date set in the timetable for that year.

8. Decisions on admissions to the School are guided by a Kent-wide policy and places are allocated by KCC. They give priority according to the following criteria:

   a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (A looked after child is a child who is in the care of a local authority in England, or is being provided with
accommodation by a local authority in England in the exercise of their social services functions).

b) Children who appear to Kent County Council to have been in state care outside England and ceased to be in state care as a result of being adopted. *(A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society).*

c) Current family association (an elder brother or sister in Riverhead or Amherst at the time of entry, where the family continues to live at the same address as when the sibling was admitted or has moved to a new property within two miles of the school).

d) Health and Social Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents/guardians’ physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical practitioner who can demonstrate a special connection between these needs and the particular school.

e) We use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everyone.

9. Admission decisions reached by KCC are binding. A parent refused a place for their child can appeal which, if upheld, requires the school to take in the extra child. Further detailed information is available from the School Office.

10. There are times when one child from a family can be offered a place in Reception but a sibling in another year group is not. Year groups run at a capacity of 90 children with 30 in each class. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links in a year group that is already full.

11. At Riverhead Infants’ School, children usually start school in the September of the school year (September to August) in which a child turns five. Children may start later provided they start school on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day, but not beyond the beginning
of the final term. The prescribed days are 31st December, 31st March and 31st August. Children born between 1st April and 31st August must start at the beginning of the April term if they wish to keep their offer of a place; if parents wish to defer entry until the beginning of Year 1, they must decline their place and reapply through the In Year process.

12. Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child’s date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria. Parents should be aware that this process will need to be repeated each time the child changes school and that receiving schools are under no obligation to agree and continue to teach a child out of year.

13. We admit children to our school in a way which we hope is supportive to building positive attitudes to school and which helps children achieve. We believe it is conducive to a happy “starting school” experience to bring the children into class gradually when they first start school.

14. All prospective parents are welcome to visit the school. The School Office should be contacted to make arrangements. The Headteacher hosts regular pre-arranged tours of the school with small groups of parents.

15. Our arrangements for admitting children to the EYFS Year (Reception) will be explained at our Admissions Meeting with new parents and carers.

16. The School has an active induction programme with parents, carers and local preschools.

*Please refer to Kent County Council Admission and Transport Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ 01622 696565 or www.kent.admissions@kent.gov.uk for further information.