

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

**Riverhead Infants' School**



**Agreed by the Full Governing Body**

A handwritten signature in black ink, appearing to read 'S. Bradley'.

**Signed:**

**Chair of Governors**

A handwritten signature in black ink, appearing to read 'S. Bradley'.

**Signed:**

**Headteacher**

**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](http://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](http://www.kent.gov.uk/primaryadmissions)) which has to be returned to the School or 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](http://www.kent.gov.uk/primaryadmissions)\*. For older children, this can occur at any time of the year.
7. The offer of a 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) Children in Local Authority Care - a child to whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the

local authority become subject to an adoption, residence or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or section 8 or 14A of the Children Act 1989).

b) 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).

c) 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.

d) 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 everybody.

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 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. Children born between 1<sup>st</sup> April and 31<sup>st</sup> 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. 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.

13. All prospective parents/pupils 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.

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

15. The School has an active induction programme with parents, carers and local pre-schools.

\*Please refer to Kent County Council Admission and Transport Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ 01622 696565 or [www.kent.gov.uk](http://www.kent.gov.uk) for further information.