



### KEY NOTES – ADMISSION ARRANGEMENTS 2017/18

School name	Riverside Primary School
Admission authority	The governing body of Riverside Primary School
School status	Trust
Catchment area	No
Supplementary Information Form	Yes – parents who are members of staff only
Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>

	<b>Normal point of entry</b>	<b>In-Year admission</b>
Age range for application	1 September 2012 - 31 August 2013	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	5 September 2016 – 15 January 2017	From 1 September 2017
Offer date	18 April 2017	Within 20 school days of application receipt
Published admission number	90	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

## INDEX

### SECTION 1

- (i) Application process for Reception/Foundation admissions (normal point of entry)
- (ii) Application process for in-year admissions

### SECTION 2

- (i) Oversubscription criteria for normal point of entry and in-year admissions
- (ii) Staff supplementary information form

## **ADMISSION CRITERIA: RIVERSIDE PRIMARY SCHOOL**

The Governing body of Riverside Primary School is the admission authority for Riverside Primary School. Riverside Primary School will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/collections/statutory-guidance-schools](http://www.gov.uk/government/collections/statutory-guidance-schools).

The admission arrangements outlined within this document apply to Riverside Primary School in the 2017/18 academic year. This policy should be read in conjunction with the Primary and In-Year Co-ordinated schemes of admission available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

### **SECTION I**

#### **(i) Reception/Foundation admissions (normal point of entry)**

The admission arrangements outlined in this section apply to children starting in the Reception/Foundation Year for the first time in 2017/18. The published admission number (PAN) for this year group is 90. The close date for application is 15 January 2017. Allocation results will be notified on 18 April 2017. The school follows Plymouth City Council's co-ordinated primary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 4 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

#### **(ii) In-Year admissions (admissions outside the normal point of entry)**

The admission arrangements outlined within this section apply to in-year admissions Riverside Primary School in the 2017/18 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2017 – and requests for places in other Year Groups should be made direct to Plymouth City Council<sup>1</sup>.

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council<sup>1</sup> at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Riverside Primary School follows Plymouth City Council's local co-ordinated in-year admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council<sup>1</sup>;

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

- (ii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within twenty school days of the application submission date.

## SECTION 2

### **Oversubscription criteria for Riverside Primary School for normal point of entry and in-year admissions**

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.  
Exceptional medical or social grounds could include, for example:
  - a serious medical condition, which can be supported by medical evidence
  - a significant caring role for the child which can be supported by evidence from social services;
3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Children whose parent/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form<sup>1</sup>. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system<sup>1</sup> – the shorter the distance, the higher the priority. Measurement points will be

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

## **NOTES:**

**Admission out of the normal age group:** Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team<sup>1</sup>.

**Home address:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Mode of study and start date:** There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn't inform the school that admission is to be deferred and doesn't admit the child in September, it is likely that the place will be withdrawn and offered to another child

**Multiple births:** Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place(s).

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system<sup>1</sup> - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council<sup>1</sup>.

**Waiting lists:** If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2017 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2017, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

**Only** complete this form if you are:

A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission is made or a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **STAFF SUPPLEMENTARY INFORMATION FORM 2017/18**

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

**Only complete this form if you are:**

- a) A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**
- b) A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, complete this form and return it to the School Admissions Team, Learning and Communities, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

**To be completed by the parent/carer**

Full name of child:	Date of birth:
Please name the member of staff employed by the school:	
Name of school:	
Name of parent/carer:	Relation to child:
Signature:	Date:

Data Protection

All information supplied will be processed and held by Plymouth City Council. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so.

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

## **CONTACTS AND FURTHER INFORMATION**

### **Riverside Primary School**

210 Poole Park Road

Plymouth

Devon

PL5 1DD

Telephone: 01752 365297

Email: [admin@riverside.plymouth.sch.uk](mailto:admin@riverside.plymouth.sch.uk)

Website: [www.riversideprimary.net](http://www.riversideprimary.net)

### **Plymouth School Admissions Team**

Year Reception/Foundation intake at the normal point of entry: 01752 307166

In-Year admissions: Telephone Primary 01752 307170

The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

### **School Appeals**

Telephone 01752 307166

Telephone 01752 258933

### **Inclusion, Attendance and Welfare Service**

Telephone 01752 307405

Website: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

### **The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

Website: [www.gov.uk](http://www.gov.uk)

### **Office of the Schools Adjudicator**

Telephone 01325 735303

Website: [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

### **Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933

Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)

<sup>1</sup> At the time of determination Riverside Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.