

Rivington Foundation Primary School 2017-18  
Admissions Policy for places in Reception, also in-year KS1 KS2

To all Primary Admission Authorities within the relevant area

Please see below the admission arrangements for this school, as determined by the Governing Body, for the academic year 2017-2018.

**ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2017/18 in accordance with LCC advice.**

Children are admitted to this school at the beginning of the school year in which they are five.

- Parents apply online by January 2017 stating a preference for 3 schools.
- The schools will then use their admission criteria to allocate school places..
- Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.
- The number of places available for admission to the School's Reception Class in 2017 is 15.
- In the event of the school being oversubscribed admission to the school will be made in accordance with the following priorities.

These criteria are applied in order.

1. Looked after children and previously looked after children.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from, eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school. 3points
3. Residence in the Shaws' area of Rivington, Anderton, Heath Charnock and Anglezarke. 2 points
4. Having a sibling in the school 1 point  
  
(This includes step, half, foster and adopted siblings living at the same address)
5. Other children by distance

In the event that children have the same number of points, in an oversubscribed situation, then children living in the Shaws area would be given first preference then a decision will be made by reference to the shortest distance between home and school. Rivington is not served by a bus service and in general children attending the school cannot walk to school. The Governors refer to the shortest distance between the centre of the child's home and the centre of school, travelling using public highways. In the event of a tied distance, measurement between address points on the Local Authority's system will determine which family receives the offer.

#### Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday falls between the months of September and December, then, if you wish it, admission may be deferred until January. If your child's birthday is between January and April, then admission may be deferred until the start of the summer term, though it is likely to be in your child's interest

to start no later than January. Advice on the admission of summer born children can be found in the Department for Education leaflet of the same name July 2013 on the DfE web site.

#### Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current –at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. child benefit statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquires of any relevant third parties, e.g. the child's GP.

#### Twins

When there are twins wanting admission and one of the twins is placed at number 15 and on the admissions list and the second twin at 16 then the second twin will then be given a place in the Reception class. The infant class size will be waived for the period of time until the second twin reaches the end of year 2;

#### Late applications for admission to Reception

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications, which are received after the last date, will be considered after all the others, and placed on the waiting list in order according to the criteria.

#### Waiting List

Where we have more applications than places, the school's admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list held by the Local Authority. The waiting list will give priority to children in accordance with the school's published oversubscription criteria and not on any other basis. Late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Paragraph 3.19 of the School Admission Code makes it clear that waiting lists must be maintained by each admissions authority for the full autumn term in the academic year of admission. Priority will not be given to children based on the date either their application was received or their name added to the list.

#### Fraudulent Applications

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example a false claim to residence in the Shaws area), which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.

#### Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**

If you wish to visit the school before stating your preferences, please contact us.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.  
Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

#### Part Time Provision

You may request that your child attends part time until he/she reaches his/her fifth birthday.

#### Appeals

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act 2002.

Parents should notify the Clerk to the Governing Body of the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend, in order to present their case.

Parents will normally receive 14 days notice of the place and time of the hearing.

If a child was refused a place in Reception or in Key Stage 1 because of Government limits on Infant Class Sizes, the grounds on which the appeal could be successful are limited. Parents would have to show that the decision was one which in the circumstances, no reasonable Governing Body would have made, or, that the child would have been offered a place if the Governors admission arrangements had been properly implemented.

Please note that this right of appeal against the Governors decision does not prevent parents from making an appeal in respect of any other school.

**A supplementary information form is not necessary for application to Rivington Foundation Primary School.**

Applications for places to other classes follow a similar procedure to that indicated above. Parents considering applying to this school can arrange a visit by consulting with the Headteacher.