

**UNDER REVIEW**

**Riverside Primary School**



**Riverside  
Primary  
School**



**Admissions Policy**

The Governing Body are reviewing this policy: January 2023



Riverside Primary School is situated in a densely populated, urban area. Despite this, the school has mature trees, a large field and a forest school area. With a population of 250 pupils, it is of a size to offer many opportunities through clubs and groups, but is still small enough to retain a family feel where all members of staff know every child. We have a standard admission number of 30, although some of our pupils are from out of zone.

## **Aims**

- to ensure smooth transition from home to school, school to school;
- to provide the child with a safe, basic knowledge about the school in order to develop their confidence;
- to develop and maintain a close working relationship with parents at all times;
- to assess the individual child's capabilities and stage of development in order to plan a suitable programme of work for them;
- to familiarise the children and the parents with the whole school and its environment;
- to make all new families very welcome as they join our school's community.

## **FOUNDATION STAGE 1 CLASS**

The school has a Foundation Stage 1 class for children who are 3 years old and over. There are 26 places available in the morning and also in the afternoon. Children are entitled to 15 hours free provision, either all in the morning or all in the afternoon. In addition to this, extra sessions, including breakfast and lunch, are available. The details of these sessions are as follows:

Breakfast Session Cost; £2 Time; 8:00am – 8:45am.

Includes toast, cereal, fruit, milk or water.

Morning Session Cost; £10 Time; 8:45am – 11:45am.

Lunch Session Cost; £1 Time; 11:45am – 12:15pm.

Children must provide their own packed lunch

Afternoon Session Cost; £10 Time; 12:15pm – 3:15pm.



## **Admission to Foundation Stage 1 Class**

Parents should apply for a place in our Foundation Stage 1 class using the application form, which is available to download from our school website or from the Main School Office. If there are fewer preferences than places available, then all the children will be offered places. If there are more preferences than places available, the decision as to which child should be offered a place would be taken by the Governing Body, in accordance with the following guidelines.

### **STEP 1**

If the school or class is over-subscribed with 3-year-old children, first priority places should be given to those with a medical reason, particularly if it is related to a special provision made at the school. For example, if a school has a special base for a child with physical or sensory impairment. [Note that a medical condition is not necessarily a medical reason for a place at a particular school; the condition has to be relevant to the provision or circumstances at the school or class in question].

*STEP 2 (Step 2 is an amendment to the LEA Guidelines designed to meet the needs of the families of Riverside Primary School.)*

- a) All applications from parents who live within our zone area will be considered.
- b) Consideration will then be given to applications from parents where there is a sibling-connection as long as the sibling[s] is still registered at school on the commencement date of that child's entry into our Early Years, whether or not that child resides in or out of our zone.

### **STEP 3**

If there are sufficient places for the remaining children, all the children may be offered places. If there are more applications than places available, they should be offered to those children who live nearest to the school; the distance from home to school should be measured by the shortest available walking route.

### **GENERAL CONDITIONS**

Responsibility for determining admission if the school or class is oversubscribed rests with the Governors, subject to the Authority's guidelines. The Governors have delegated this responsibility to the Head teacher and the Governors Committee. Children will not be refused admission on grounds of insecure toilet training. Guidance on shortest distance to schools can be obtained from the



Pupil Services Section in the Department of Education and Cultural Services. Admission to the Early Years classes does not guarantee admission to the school because our Early Years classes cover a wider area than the zone of the school.

### Induction Procedure:

#### 1. Initial visit

- Parents may arrange to bring their child for a short visit to the Nursery. During this visit, the children will have the opportunity to stay and play, while parents and staff discuss issues related to the daily routines and the child's individual needs and development

#### 2. First Day

- Parents are invited to stay with their child while they settle in. If a pre-visit has not taken place, staff and parents will have an opportunity to discuss any issues. The child will meet their Key Person and the role of the Key Person will be explained.

Parents are given a Welcome Booklet, other important information and necessary forms.

Responsibility for determining admission if the school or class is oversubscribed rests with the Governors, subject to the Authority's guidelines.

The Governors have delegated this responsibility to the Head teacher and the Governors Committee.

Parents must be informed at registration that there are separate arrangements for admission to the Reception year. Admission to an Early Years class in a school does not give any degree of priority to a place in a Reception class. The Head teacher should also inform staff of a private/voluntary setting on school premises of this advice.

Guidance on shortest distance to schools can be obtained from the Pupil Services Section in the Department of Education and Cultural Services.

Admission to the Early Years classes does not guarantee admission to the school because our Early Years classes cover a wider area than the zone of the school.



## **FOUNDATION STAGE 2 CLASS**

### **Earliest Dates of Admission:**

Following the Wirral Council Admissions Procedure, parents will apply for a Foundation 2 place (Reception Place) during the school year that their child turns four. This will be during the school year before the child is due to start in Foundation 2. For a child due to start F2 (Reception) in September 2022, the application must be made through the local authority between 1<sup>st</sup> September 2021 and 15<sup>th</sup> January 2022 via the Wirral Gov website.

Offers of places to parents who applied by the closing date, will receive an offer for a place on 19<sup>th</sup> April 2022 depending on how they applied. If the application was made online, parents will receive an e-mail on the published date. If an application was made on paper, the offer will be sent out in the post on that day and will likely be received in the following days. Applications that were made later than the deadline date in January are only dealt with after places have been offered to parents who have applied on time.

### **Admission to the Foundation Stage 2 Class**

After Wirral Council has offered the places, Riverside Primary School will contact the parents of the children.

- Parents and carers will be invited to attend a meeting in the Summer Term when the induction process will be explained and the class teacher, Special Educational Needs Coordinator and Classroom Assistants will be introduced to them.
- The Foundation Stage Manager will talk to the parents and carers about the role of the Key Person, the Foundation Stage Curriculum and how the children will learn through play. Other relevant information and procedures will be covered at this meeting.
- The importance of the parental role will be stressed and the valuable support they give to school.
- Children will visit school for an afternoon in July and spend time with their new teacher and other members of their class.
- In September, the children will enter Reception in small groups over a period of two weeks for full days.



As most parents are seen on a day-to-day basis, there should be a continual dialogue between teachers and parents if any individual needs are apparent.

### **In-Year Transfers and Admissions (Admissions for children not joining at the beginning of the F2 class)**

If parents apply for places in any year group for the current school year (outside of the normal F2 admissions procedure), this again must be through the Wirral Council Admissions team and cannot be processed by the school.

In Key Stage Two (Y3, 4, 5&6): Children are usually entitled to a place at their catchment school even though the school may be on or above its admission number. However, where there is a serious concern, for example about health and safety, there may be circumstances in which a Key Stage 2 place may be refused at a catchment school.

Where appropriate, pupil records will be requested from the previous school by the office staff at the earliest opportunity.

Parents and pupils will be encouraged to make a visit to the school prior to admission.

### **OUT-OF-ZONE APPLICATIONS**

Enquiries from families requesting a placement for their child who live outside the school's catchment zone will be required to complete an out-of-zone application.

The school's recommendation will give strong consideration to the total number of pupils already in the age group, class sizes and whether the admission limit has been reached.

Where there is a need to prioritise applications, the policy of the Local Authority will be adhered to.