



1 Admission Arrangements into Year R

Children reach compulsory school age at the start of the term following their fifth birthday. Riverside Primary School will admit 4 year-olds into its Foundation Stage class, i.e. those children born between 1 September 2020 and 31 August 2021.

Parents/carers need to complete the Medway Common Application Form in accordance with the co-ordinated scheme. For further information and an application form please contact Medway Council's School Services Admissions Team on 01634 331110 or the following website:

<http://www.medway.gov.uk/schoolsandeducation/applyforaschoolplace>

Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5.

Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2021) may ask to start their child in Year 1 in September 2026 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

The Published Admission Number for Riverside Primary School is 60

2. Oversubscription Criteria

Following receipt of parental/carer preferences, places will be offered to those children with an Educational Health Care Plan (EHCP) where Riverside Primary School is named. Then, if the number of requests received via the coordinated scheme is more than the number of places available, places will be allocated in the following priority order (multiple birth children would be given priority for the last available place(s) to be offered should they be potentially split):

- 1.** Children in public care -as defined in the Medway co-ordinated admission scheme, including previously looked after children, who are now adopted
- 2.** Children with a current family association (a brother or sister, including adopted, foster and step siblings living in the same house) in the school at the time of application and still attending in September 2025).
- 3.** Children with health, medical and special access reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Riverside Primary School.
- 4.** Children who at the time of application have a parent who is a member of staff at the school (where the member of staff has been continuously employed for three years or more at the time at which the application is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- 5.** Nearness of child's home to school measured using Medway Council's criteria. Where criteria involve measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available safe route between home and the school will be used.

3. Tie-breaker

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

4. Casual Admissions

Parents/carers need to complete the Casual In-Year Admission Form and send direct to Riverside Primary School. Places will be offered in accordance with the co-ordinated scheme and Medway Fair Access protocol. Parents can apply for a casual admission at any time during the school year.

- If no places are available at the time of application, the school will maintain a waiting list. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.
- All vacancies will be allocated as they arise.

5. Casual Admissions when transferring schools without moving home:

If a parent/carer wishes to transfer their child from another school without moving home, the Head teacher will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Head Teacher before any place will be offered.

6. Appeals

Parents/carers have the right to appeal to the school if a place is not offered to their child. Appeals will be handled in line with the School Admissions Appeals Code. The Office of the Schools Adjudicator will take complaints about the schools' admission arrangements.

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>