



Admissions Policy

River Bank Primary School

2023

This paper sets out the admission arrangements for River Bank Primary School for the academic year beginning September 2023.

The school's admission number for September 2023 is 120 pupils.

Luton Borough Council ('the Council') will undertake the processing of applications for the school.

The admissions timetable will be set out annually in Luton's Co-ordinated Admission Schemes.

Luton operates a catchment area system. Parents are advised of their designated catchment area school and of their right to express a preference for any school.

Pupils are admitted to River Bank Primary School, without reference to ability or aptitude, up to the published admission number. If the number of places in a particular year group at a school is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocols for primary schools agreed by Luton's Admission Forum, following consultation with schools.

River Bank Primary School's Admissions Policy

In accordance with the Education Act 1996, children with an EHC Plan are required to be admitted to the school named in the Plan. Thereafter, the following priorities will apply:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear to the admissions authority to have been in state care² outside of England and ceased to be in care as a result of being adopted. 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 (section 22(1) of the Children Act 1989).
- b) Brothers and sisters of pupils attending the school when the pupil starts at the school.
- c) Pupils living in the catchment area of the school.
- d) On medical grounds supported by a medical certificate.
- e) On the shortest distance, measured in a straight line, between the main entrance of the school site³ and the pupil's home address⁴, with those living closer to the school being accorded higher priority.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the school is

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

³ Main entrance of the School means the door used to access the School's main reception.

⁴ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority e) will be used as a tiebreaker.

For admissions where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Admissions Process

River Bank Primary School will continue to use the equal preference system that was adopted for all Luton schools for September 2023 admissions. This process is outlined in the co-ordinated admissions scheme.

Waiting Lists

Where it is not possible to agree all applications for River Bank Primary School, a waiting list will be devised. Waiting lists are organised in the order of priority of the school's admissions criteria. Waiting lists are not based on the date the application was added to the list.

For the new Reception intake (Year R) the names will be held on the waiting lists until 31 July 2024, however, applications received in the Summer term 2024 will remain on the waiting list until July 2025. Parents will need to reapply for a place after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the Autumn term 2023 until the end of the academic year will be placed on a waiting list until 31 July 2024.

Home Address

For the purposes of allocating places in the normal admissions round (i.e. the initial allocation of places for Year R) where a school is oversubscribed, the pupil's catchment area will be determined by their home address as at the closing date for applications.

Children who gain a place at a school because their parents/carers have given the Council a false home address will have their place withdrawn.

Late Applications

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.

Deferred Entry

River Bank Primary School admits children into Reception classes in the September prior to the child's fifth birthday. Parents/carers can choose to defer their child's entry to school or take up the place part-time until he or she is of compulsory school age, providing this place is taken up within the same academic year.

Therefore:

- Children born between 1/9/18 – 31/12/18 can defer their place until January 2024.
- Children born between 1/1/19 -31/8/19 can defer their place until April 2024.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/19 -31/8/19, who would like their child to start Year 1 in September 2024 would need to reapply for admission at a later date. These applications would be treated as an 'in-year' admission request and a place would only be offered if there were vacancies in the year group.

Parents/carers wishing to defer their child's entry to school must put their request in writing to the school, ideally within 21 days of being offered a place by the Council.

Admission of Children Outside of their Normal Age Group

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Council. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant local authority professionals. The Council will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

In-Year Admissions

In-Year admissions are applications to enter a year group that has already started at the school. Luton Borough Council will co-ordinate in-year applications for River Bank Primary School, therefore, parents who are seeking a place should complete the Council's in-year Application Form and return this directly to the Council.

Publication of Admission Arrangements

The Council will publish information booklets for parents on the admissions process. An interpreter service is available to assist parents/carers. Assistance can also be provided for hearing or visually impaired parents. The school's published admission number is 120.

Definitions:

Siblings

The term 'siblings' includes both natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Medical Grounds

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Home Address

River Bank Primary regards a pupil's home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Catchment Areas

Details of catchment areas can be found on the Council's website at www.luton.gov.uk/admissions. Catchment area lists are available from the Council by telephoning the Admissions Helpline on 548016.

Monitoring and Review

This policy will be reviewed annually by the Board.

Signed: *Ruhena Mahmood*

Adopted: 9th December 2021

Review Date: