River Bank
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Admissions Policy 2028-29

River Bank Primary School

This paper sets out the admission arrangements for River Bank Primary School for the academic year beginning September 2028-2029.

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 (PAN). The PAN for September 2028 is 120 pupils.

Over-subscription criteria

Children with an Education, Health and Care (EHC) Plan naming River Bank Primary School will always be offered places. If the number of places available is not sufficient to meet the number of applications, the following criteria are applied in the order of priority given below:

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 order[1] including those who appear to the admissions authority to have been in state care[2] outside of England and ceased to be in care as a result of being adopted.
b) Children of staff where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must have parental responsibility (sole or shared) for the child.
c) Children with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
d) Children with a normal home address in the catchment area of the school.
e) Other children.

[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.

The admissions criteria will be applied separately and sequentially until all places are filled. Proximity of the child's home, as measured in a straight line, between the main entrance of the school site[3] and the pupil's home address[4], will serve to differentiate between children in criteria a) to e) should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

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.

Admissions Process

River Bank Primary School will continue to use the equal preference system that was adopted for all Luton schools for September 2028 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 2029, however, applications received in the summer term 2029 will remain on the waiting list until July 2030. 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 2028 until the end of the academic year will be placed on a waiting list until 31 July 2029.

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.

[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.

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 1/9/23 – 31/12/23 can defer their place until January 2028.
- Children born between 1/1/24 -31/8/24 can defer their place until April 2028.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/24-31/8/24, who would like their child to start Year 1 in September 2029 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 details in their application. Applications will be discussed with the headteacher 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. If a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

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.

Definitions:

Siblings

The term 'siblings' includes both natural, adopted, half brothers or sisters, step brothers and sisters or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. It is helpful if parents make it clear on the application form where the sibling has a different family name. Other family relationships such as cousins will not be considered under this criterion.

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: R Mahmood

Adopted: October 2026

Review Date: October 2027