



# ADMISSIONS POLICY

## River View Primary & Nursery School

Reviewed: September 2025

To be reviewed: September 2026

| <b>DOCUMENT CONTROL</b>                          |  |                         |
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| <b>Recommended to Full Trust Board by:</b>       | <b>Trust Policy Oversight Committee</b>                                |                         |
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## River View Primary & Nursery School Admissions Policy

### Main School

1. Most children start school via the Nursery, some however, begin directly in Reception. Children will be taken into the Reception class in the September following their fourth birthday. There will be one main intake. All school admissions are applied for and granted by Staffordshire LA.
2. Children may remain in the school until the academic year in which they are eleven years old.
3. The child will attend school full time.

|                        |                 |
|------------------------|-----------------|
| Foundation/Key Stage 1 | 8.50am – 3.20pm |
| Key Stage 2            | 8.50am – 3.20pm |

4. The opening date for applications for admission to primary schools during academic year 2025-2026 is 1<sup>st</sup> November 2025 and the closing date is 15<sup>th</sup> January 2026; and can be found on this website: <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>
5. If you wish to make an application for your child's admission to this school for September 2026, please complete an admissions form, available on the Staffordshire website (website address above), no later than 15<sup>th</sup> January 2026 even if you are resident within the school's catchment area or in attendance at the school nursery. The form must then be sent to Staffordshire Local Authority for them to administer the intake for 2026-2027.
6. In consultation with the school governors the Authority determines the number of pupils that may be admitted to a school in each year; this is generally referred to as the school's planned admission number (PAN). The PAN for this school is 60 for the academic year 2025-2026.

### Oversubscription Criteria

If the number of applications for admission to a school exceeds the school's PAN, then the following order of priority will be used to allocate the available places:

- a) Pupils with an Educational Health Care Plan (EHCP) who name the preferred school as the most appropriate mainstream school that meets the pupil's needs.
- b) Pupils living within the catchment area of the school.
- c) Pupils who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (for admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address).
- d) Pupils who satisfy both of the following tests:

TEST 1: They are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, if it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school; i.e. the circumstances of the child, not the economic or social circumstances of the parent. They should be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

TEST 2: They would suffer undue hardship if they were unable to attend the school.

- e) Other pupils arranged in order of priority according to how near their home addresses are to the school by the shortest walking route as measured by Geographical Information Systems.

Looked After Children falling in to any of the categories above will be given first priority for places within that category. (A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority – see section 22 of the Children Act 1989).

Where it is not possible to accommodate all pupils within a particular group the Education Service will allocate the available places in accordance with the remaining criteria. For example, if there are insufficient places for all catchment area pupils, places will be offered to those pupils who live in the catchment area and also satisfy criteria (c), then those who live in the catchment area and satisfy criteria (d) and so on.

All applications are considered against the published criteria with no priority awarded for early application. Late applicants will only be considered in exceptional circumstances.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the School Administrator via [office@riverview.staffs.sch.uk](mailto:office@riverview.staffs.sch.uk) or Staffordshire County Council by the date provided in the decision letter for information on how to appeal.

Information on the timetable for the appeal process can be found at [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions).

## **Induction Statement**

- 1) Parents (and children) may visit the school prior to admission if an appointment is made with the Family Support Manager.
- 2) All of the children will be invited to attend at a pre-arranged time in the Summer Term.
- 3) Parents will be invited to attend a session to talk about the Foundation Stage and to complete the necessary registration forms.
- 4) The child will attend full time in the first week of the Autumn term.

## **Nursery admissions**

Please see separate policy – Nursery Admissions Policy.

## **In-Year Applications to main school**

Parents and carers can apply directly to the school for a school place by completing and submitting an In-year application form; parents/carers will then be notified if a place is available for their child. Parent/carers will be informed of their right of appeal against a decision not to admit their child.