



Admissions Policy

Committee ownership for this policy:	FGB
Must be approved by FGB:	Yes
Required by: 1 / 2 <ul style="list-style-type: none"> • Where 1 is indicated, the requirement is statutory • Where 2 is indicated, the requirement is recommended 	1
Frequency of review:	Annually
Date last reviewed:	September 2017
Date of next review:	September 2018
Display on website:	Yes
Purpose:	Criteria for school admissions as per Local Authority guidelines
Consultation:	FGB only (LA guidelines)
Links with other policies:	None

Children enter the school in the September of the academic year in which they turn five. All children attend part-time during the child's 'staggered introduction' (further details below). All children have the option to become full-time before October half term.

All admissions are managed by the Local Authority (LA) and more information is available via

http://www.richmond.gov.uk/primary_school_admissions

Reception

The deadline for Reception admissions vary each year but will be published annually on the local authority website. For September 2018 the applications open 1st September 2017, close on 15th January 2018 and offers are sent out on 16th April 2018.

Online applications can be made via

<https://www.eadmissions.org.uk/eAdmissions/app>

In-Year Admissions

There are no deadlines for in-year admissions. While the LA manages all admissions, we ask parents to contact the school office to discuss their particular needs.

Parents and Carers are encouraged to visit the school and attend an open morning tour and to meet the Head Teacher.

Criteria for Admissions

Kew Riverside Primary School follows the Local Education Authority's criteria for admissions. When there are more applicants than there are places available, places will be allocated in the following order:

1. Children in public care
2. Children with a statement of special educational need
3. Children who have siblings
4. Children living closest to the preferred school

In the event that a place is not available, parents will be invited to place the child's name on the waiting list. Waiting lists for community schools will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2017. After this date, parents will have to request in writing to have their child's name added to a waiting list for any community school.

Appeals Procedure

Under the School Standards and Framework Act 1998, Parents and Carers have the right to appeal to an independent appeals panel.

Applicants will receive an appeals form and information about the procedure with the notification letter if a family is unsuccessful in obtaining a place Kew Riverside Primary School.

Staggered Introduction

During the first half term children start into reception is staggered. This will typically include:

Week 1	Home Visits
Week 2	Six children start at a time (morning session only)
Week 3-5	All children in school (morning session and lunch)
Week 6	Children in full time

Updated September 2017