Riseley Church of England Primary School

Admissions Policy 2027-2028

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Board to be ratified	**Full Governing Body**
Approved by	**Loreen Shelford**
Date of ratification	**19th January 2026**
Date of next review	**September 2026**

Admissions Policy for Year of Entry 2027

Introduction

Riseley Church of England Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans in the county of Bedfordshire. The Governing Body of the School is the Admission Authority. The Governors will admit up to the planned admission number of 15 children to the Reception year group during each academic year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2027. However please note the following:

- These arrangements do not apply to our nursery intake.
- Parents of children currently in our nursery must reapply for a place in reception.
- Attendance at our nursery does not guarantee a place in reception
- Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age.
- Parents of a summer-born (1 April-31 August) child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year 1. Admissions authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They will also take into account the views of the Headteacher of the school. There is no right of appeal against the governor's decision not to admit outside the normal age group.
- Parents have the right to a part-time place for their child until the child reaches compulsory school age.
- The Local Authority (Bedford Borough) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to 2 the scheme published each year. The Governing Body, as the admission authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home Local Authority is as advertised by that authority. Information on completing the 'online' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications must be made on the applicant's home LA common application form.

Please note that the information in this policy is correct for the year shown. Policies for future years may be different.

How places are offered

Pupils who have an Education Health and Care Plan are required to be admitted to the school, which is named on the statement, even if the school is full.

In the event of there being more applications than available places, the following oversubscription criteria will be applied, in order:

Category	Criteria
1	All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order (see definitions) Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions)
2	Children living in the catchment area with siblings at the school.
3	Other pupils living in the catchment area.
4	Children eligible for Early Years Pupil Premium, Pupil Premium or Service Premium Funding who currently attend Riseley Preschool.
5	Other Siblings
6	Children whose home address is outside the catchment area, but one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made. A clergy signature will be required to verify this level of attendance. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship
7	Children of staff members
8	Any other children

The governors cooperate with the fair access policies of the LA. In the case of twins or multiple births, if the eldest sibling has been allocated the last available place in class, the second twin or remaining multiple birth siblings may then be admitted as exceptions to the rule of maximum class size and remain so for the duration of their time in Reception/KS1.

Definitions

*Looked After

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38)

An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order setting out the arrangements to be made as to the person who whom the child is to live under Section 12 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).

*Looked After' children from outside of England

A child is regarded as having been in state care in 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.

*Home address

A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays-Fridays) including nights. If there is any query on the home address this will be checked against official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit statement or family tax credit information.

*Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged 3- and 4-year-olds.

*Pupil Premium

The Pupil Premium was introduced by the Coalition Government in April 2011 to provide the additional support for looked after children and those from low-income families. The extra funding is made available to schools to help them narrow the attainment gap that still exists between pupils from disadvantaged and more affluent backgrounds.

*Service Premium Funding

State schools, Academies and Free Schools in England, which have children of service personnel in reception to Year 11, can receive funding, which is designed to assist the school to provide mainly on-educational support (known as pastoral care) to these children.

*Christian Church

The governors define a 'Christian' church to be one which is a member of Churches Together in England or the Evangelical Alliance.

*Siblings

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and likely to remain in the school at the proposed date of admission.

*Children of staff members

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- where the member of staff has been employed at 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

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front school gate. Priority will not be given within each criterion to children who meet other criteria.

2. In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class group. If there are more applicants for places than available, then the above Admission criteria will apply. Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. (Bedford Borough residents only). Parents not living in Bedford Borough should contact the Local Authority in which they live for an application form.

3. Pupils who have an Education Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full

4. Parents who have not been allocated a place for their child in the reception class have the right of appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

5. In the event of more applications than available places the governors will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. The governors will maintain the list until the end of the Autumn Term (31st December). Parents are requested to inform the governors if they wish their child to remain on a waiting list after this date. This policy has been ratified by the Governing Body and will be reviewed annually.