



RIVERVIEW CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL

ADMISSIONS POLICY 2025- 2026

Vision Statement

Every child matters, every moment counts.

SCHOOL ETHOS

Riverview CofE Primary and Nursery School (Riverview) provides a caring, learning environment where staff, parents/carers, governors and friends work together to develop the whole child, through a broad and challenging curriculum, which seeks:

- To provide opportunities for spiritual growth within ourselves, others and the wider community.
- To provide a safe and secure environment which enables a fully inclusive community, where everyone is valued.
- To develop confident individuals who aspire to the highest expectations and take pride in their achievements.
- To ensure challenge, risks and mistakes are used to develop resilience.
- To ignite a lifelong love for learning through an inspiring and creative curriculum, for an everchanging world.

Applications for Primary School September 2025

These arrangements apply to entry to the Riverview primary school. Children attending the Riverview Nursery **do not** automatically qualify for a primary school place, therefore for nursery children, this application process must be followed.

Children start in the Reception class in the September following their fourth birthday with a staggered entry, although parents do have the right to defer a child's entry until later in the school year, but not beyond the beginning of the term after the child's 5th birthday, nor beyond the beginning of the final term of the academic year for which the offer is made. A child may also attend part-time until statutory school age is reached.

As a Voluntary Aided school, the Governors are the admissions authority, and have a published admissions number (PAN) of 30 children per year as agreed with the Local Authority.

Applicants can apply on-line via the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply> or by completing a paper application form available from Surrey County Council (Telephone 0300 200 1004). Completed paper forms must be returned to Surrey County Council by 15 January 2025.

Late applications will be considered in accordance with Surrey's co-ordinated admissions scheme.

You will be advised by Surrey County Council (the LA) if your application has been successful in the timescales detailed in the LA application process.

Supplementary information form

A supplementary Information form for all those applying for admission under **criteria 4 and 6** may be obtained from the school office, school website or Surrey County Council.

Special educational needs

Special educational needs - Riverview will admit a child with an Education Health and Care Plan that names the school.

Admissions criteria

1. Looked After Children and previously Looked After Children (see footnote a).
2. Children who have a specific and identified social or medical need which has been confirmed by a consultant doctor or other appropriate professional as identifying Riverview as the only school in the area suitable for the child. Full documentation for this will be required (See footnote b).
3. Children with siblings on roll at the school at the time of admission (see footnote c).
4. Children whose parent(s) worship regularly at Ruxley Church (St. Francis of Assisi and Ruxley Methodist Church), (see footnote d and e).
5. Children living in the ecclesiastical parish of St. Francis of Assisi, Ewell (see footnote f).
6. Children whose parent(s) worship regularly at local Anglican, Methodist or other Christian churches (see footnote d, e &g)
7. Children who wish to attend a Church of England School.

Definitions

A Parent is defined as anyone with a legal responsibility and care for a pupil. This includes step-parents, foster carers or guardians.

Home address is the child's permanent address, or in cases of shared custody, where s/he lives for the majority of the school week. The address used for the allocation of school places will be the applicable address at the closing date for the application.

Over subscription

If it is not possible to offer places to all children in one of the above categories, places will be offered to those living closest to the school measured by the shortest distance. This is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. For applicants living equidistant from the school or for those with the same address point, priority will be decided by supervised lottery.

Waiting list

The school will hold a waiting list each academic year and children on it will be offered places which arise after the initial decision strictly in accordance with the admissions criteria.

In-year applications

In-year applications must be made direct to the school.

Right to appeal

If your application is unsuccessful, you have the right to appeal. Please contact the school office for details.

Applications outside the child's chronological year group

Applicants may choose to seek places outside their child's chronological year group and parents of summer-born children may decide to delay their child's Reception place until the following year. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head teacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of each case and in the best interests of the child. The Head teacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and on other out of correct year group requests, please see www.surreycc.gov.uk/admissions

Footnotes

- a) A Looked After Child and previously Looked After Child includes one who is in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with section 22 of The Children Act 1989; or any child who was in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status will be required from the LA in all cases at the time of application. Previously Looked After Child includes those who

appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

- b) Written evidence from a consultant doctor or equivalent professional (e.g. police, Social Services) will be required, explaining the specific reasons why your child should be admitted to this school rather than another. A letter from a GP alone will not be considered sufficient evidence to grant a priority place. A place will be granted only if attendance at this school is deemed essential for exceptional medical or social reasons. Any exceptional circumstances as described above must be stated on the application form at the time of application and presented with the required supporting evidence. All mainstream schools are expected to support the needs of children with more common ailments or stress related conditions.
- c) Siblings – a brother/sister, half-brother/sister, step brother/sister or adoptive brother/sister or foster children living in the family unit at the same address in each case. Children of multiple births will be offered places in accordance with the over-subscription criteria, but if only one place remains, the school will not exceed PAN to admit the remaining siblings and priority will be decided by each child's rank position.
- d) Those seeking a place on grounds of their church connections under criteria 4 and 6 **must** complete a **Supplementary Information Form (SIF)** as well as a LA Common Application Form. The form must be signed by a named minister and returned directly to the school. If the SIF is not submitted at the time of application, it may be ranked in a lower criterion.
- e) Regular worship is defined as attendance by parent(s) at services at least once a month for a minimum of two years immediately preceding the date of application. Children of families who have recently moved into the area and have worshipped regularly at another church whilst at their previous address will need to obtain a letter from the Minister of their previous church confirming regular attendance at worship over the relevant period within the two years requirement.
- f) The area of the parish is defined by a map drawn up by the Church Commissioners and available for inspection in the school office and on the school website.
- g) Other local churches include St Mary's Cuddington, St John's Stoneleigh, St Mary's Ewell, All Saints' West Ewell and Stoneleigh Methodist Church, or other Christian churches that are members of Churches Together in Britain and Ireland <https://ctbi.org.uk/> or the Evangelical Alliance <https://www.eauk.org/>

All applicants please note - The governing body reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading, or has effectively denied a place to another child.