



Riversdale Primary School

A nurturing, ambitious and values led school.

ADMISSIONS POLICY

DATE: 1st March 2026

REVIEW DATE: 1st March 2027

INTRODUCTION

Riversdale Primary School is a community school maintained by Wandsworth Local Authority. As such, Wandsworth Local Authority is the admissions authority and is responsible for determining and administering the school's admissions arrangements.

Admissions are coordinated through the Local Authority in accordance with the School Admissions Code (2021) and the School Admission Appeals Code (2022).

This policy outlines the arrangements for admission to Riversdale Primary School, including the school's Published Admission Number, information relating to Nursery provision, and the Alternative Resource Provision. It should be read alongside the Wandsworth Local Authority Primary Admissions booklet for the relevant academic year.

PUBLISHED ADMISSION NUMBER (PAN)

The Published Admission Number (PAN) for Riversdale Primary School is:

60 pupils in each year group from Reception to Year 6.

The school will admit children up to this number where sufficient applications are received.

NURSERY ADMISSIONS

Riversdale Primary School operates a Nursery provision with 26 full-time equivalent places, for children aged three and above.

Admission to the Nursery is administered separately from the statutory school admissions process.

Parents and carers must apply directly to the school for a Nursery place. Applications are considered in accordance with the school's Nursery admissions arrangements.

Attendance at the Nursery does not guarantee a place in Reception, and parents must apply for a Reception place through the Local Authority's coordinated admissions process.

RECEPTION ADMISSIONS

Children normally start school in the Reception year in the September following their fourth birthday.

Applications for Reception places must be made through the Wandsworth Local Authority coordinated admissions process, using the Local Authority's online application system or application form.

The closing date for applications is determined annually by the Local Authority.

Parents will be informed of the outcome of their application on the national offer day.

OVERSUBSCRIPTION CRITERIA

Where the number of applications for Reception exceeds the number of available places, the Local Authority will apply the oversubscription criteria set out in the Wandsworth Primary Admissions arrangements for the relevant academic year.

These criteria typically prioritise:

- Looked After Children and previously looked after children,
- Children with exceptional medical or social need,
- Siblings of pupils attending the school,
- Children of staff employed at the school,
- Children living closest to the school.

Full details are provided in the Wandsworth Primary Admissions booklet.

IN-YEAR ADMISSIONS

Applications for places outside the normal Reception admission round (known as in-year admissions) should be made through Wandsworth Local Authority.

The Local Authority coordinates the application process and will notify parents of the outcome.

If a place is not available, parents have the right to request that their child's name be placed on the waiting list and may also appeal against the decision.

WAITING LISTS

Waiting lists for community schools are maintained by Wandsworth Local Authority in accordance with the oversubscription criteria.

A child's position on the waiting list may change if other applicants are added to the list with a higher priority under the oversubscription criteria.

Waiting lists do **not** operate on a "first come, first served" basis.

ADMISSIONS TO THE ALTERNATIVE RESOURCE PROVISION (ARP)

Riversdale Primary School hosts an Alternative Resource Provision (ARP) for pupils with speech, language and communication needs and autism.

Admission to the ARP does not form part of the standard school admissions process.

Places within the ARP are allocated through the Local Authority's Special Educational Needs and Disabilities (SEND) assessment process and are determined through a child's Education, Health and Care Plan (EHCP).

Where a pupil's EHCP indicates that specialist provision may be required, the Local Authority may consult with Riversdale Primary School to determine whether the ARP is able to meet the child's needs.

Decisions regarding placement are made by the Local Authority SEND team in accordance with the SEND Code of Practice, taking into account:

- the needs identified in the child's EHCP,
- the suitability of the provision available,
- the efficient education of other pupils already on roll,
- the efficient use of resources.

Parents and carers cannot apply directly for a place within the ARP, and placements are not allocated through the normal admissions process.

The ARP operates with a commissioned capacity of 30 pupils across three classes which provide a graduated pathway of provision, enabling pupils to access learning through informal, semi-formal and formal approaches depending on individual need.

APPEALS

If a parent or carer is refused a place for their child at Riversdale Primary School, they have the right to appeal against the decision.

Appeals are administered by Wandsworth Local Authority and heard by an independent appeal panel in accordance with the School Admission Appeals Code (2022).

Information about how to appeal will be provided with the decision letter.

POLICY REVIEW

This policy will be reviewed annually by the Governing Body to ensure that it continues to comply with statutory guidance and local authority admissions arrangements.