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ADMISSIONS POLICY

Date approved:	June 2026
Review Frequency:	Every year
Date next review due:	June 2027
Scope of Policy:	This policy applies to all staff, students and volunteers at Riverside School

1.0 11-16 ADMISSIONS POLICY

1.1 Introduction

As a Free School, Riverside School is its own admissions authority. However, Riverside uses the services of the London Borough of Barking and Dagenham (LBBD) for Admissions, Waiting Lists and Admissions Appeals and follows LBBD's policies and procedures in these areas.

Riverside is included in LBBD's Secondary Admissions Booklet and follows the same application process as for Local Authority schools in Barking and Dagenham. Riverside has adopted LBBD's admissions policy, participates in the Pan-London Co-ordinated Admissions scheme and follows the LBBD timetable for applications.

Criteria for admission are fair and transparent, in line with the Local Authority, and are based on the shortest distance from home to school as the main criterion.

Admission is open to any student, providing a place is available, under the admissions policy. As the school does not have a religious character no priority is given on religious grounds to any student.

Riverside School adheres to the School Admissions Code, which states 'schools are required to admit children with statements of special educational need where the school concerned is named on the statement' even if by doing so the school exceeds its planned admissions number.

1.2 How to apply for a place at Riverside School

Parents/carers residing in the London Borough of Barking & Dagenham have the choice to either complete the Common Application Form, or an on-line application, to be submitted to the London Borough of Barking and Dagenham by the published closing date. Full details are to be found in the LBBD Secondary Transfer Booklet, available from the LBBD website.

Parents/carers may list up to six preferred schools that they wish their child to be considered for. Parents/carers residing outside the London Borough of Barking & Dagenham must complete the Common Application Form (CAF) provided by their borough or county and submit it to their borough or county by their closing date, listing Riverside School as one of their preferences.

It is important that parents rank the schools in true order of preference. Potential offers are exchanged between councils until the parent's home borough can make a single best offer (including any schools parents may have applied for in other boroughs).

1.3 How preferences will be processed

All applications are processed using the equal preference system, which is a model system where all preferences listed by parents on the Common Application Form or submitted on line are considered under the oversubscription criteria for each school without reference to parental rankings.

Each preference is considered as if it were the only preference. For each preference the admissions criteria are used to see if a place can be offered. If a place can be offered at two or more schools which a parent has listed, the place will be given at the school ranked highest on the application form.

The offer to be made will be the highest preferred school named on the Common Application Form that the child qualifies for under the various admission criteria. It is important, therefore, that parents/ carers list their Preferences in true priority order.

Applications for places received after the published closing date will not be considered until all of the applications received by that date have been dealt with, unless the parents/carers have just arrived in the borough and the delay has been created by factors outside of their control.

1.3.1 Children with statements of special educational need where Riverside School is named on the statement

Riverside School will admit students with a statement of Special Educational Needs (SEN) who name the school as the one they wish to attend, even if the school is over its Pupil Admission Number.

1.4 Oversubscription

In the event of over-subscription for places at Riverside School, admissions will be based on the following criteria, in the order set out below:

Priority 1:

Children who are in the care of a local authority and previously looked after children. (A looked after child, as defined by Section 22 of the Children Act 1989, is a child who is in the care of a local authority, or provided with accommodation by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted - or became subject to a residence order or special guardianship order.)

Priority 2:

Children who live closest to the school, measured in kilometres in a straight line (as the crow flies) between the home address and Riverside School, determined using a computerised geographical information system, from the centre of the child's home to the school's main gate.

Notes:

a) Children with statements of special educational needs are dealt with under the terms of the Education Act 1996 and are not referred to in the criteria above. Children with a statement of special educational needs will go to the school that is named on their statement.

b) The child's home must be the permanent address where they live with their legal guardian. This should be the address for the parent's or carer's Council Tax bill and where Child Benefit is addressed.

c) All distances are measured using SIA's Geographical Information System, SMART, from the centre of the child's home to the school's main gate.

d) The distance measured from the child's home to a split site will be measured to the main site. The main site is the entrance through the main door at the site where the head teacher's main office is situated.

e) Distance from home to school will be used to distinguish between pupils who have equal claim for a place. Those children living nearest to the school will be given priority when deciding on places. When measurements are the same (for example from a block of flats), a lottery system (random allocation) will be used to offer places to children.

f) Other circumstances not listed in the criteria cannot be considered. It is essential that judgements are consistent and use only the criteria that have been agreed.

g) If it is discovered that a child a place has been given a place at the school based on false or misleading information, the place will be withdrawn and legal action may be taken.

h) Applications from residents who live outside LBBD will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Barking & Dagenham and those who are resident outside the Borough when these criteria are applied.

1.5 Tie Breaking

In the event that two applicants have equal weighting despite applying the criteria above, lots will be drawn by an independent person nominated by the School Governors.

1.6 Waiting List

Riverside School's waiting list will be administered by LBBD, using the same procedures and policies as for Local Authority schools in the Borough.

Once offers of school places have been made for the agreed number of students in each year of operation, a waiting list will be opened. Parents must fill in an application form to be placed on this list.

A clear, fair and objective waiting list will be maintained for the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Waiting lists are reviewed at the end of every term and if places become available on or before these dates they are offered to children on the waiting list using the admissions criteria. A child's name will remain on the waiting list until a parent asks for it to be removed.

1.7 Fair Access

Riverside School will participate in the arrangements operated by LBBD and agreed with local Secondary Head teachers in regard to the Fair Access Protocol, which requires schools to admit a fair percentage of students who are deemed "hard to place".

2.0 16+ ADMISSIONS POLICY

Students may apply to join Riverside School Sixth Form, which is part of a partnership of local schools, and will be interviewed to discuss their subject choices and career intentions. Such interviews are solely to discuss options and academic entry requirements, and are not part of the decision-making process in allocating places.

Riverside School Sixth Form has a Pupil Admissions Number of 120 in Year 12, with priority being given to existing Riverside students. The entry criteria for each course can be found in the tables below.

Course Entry Requirements

A level Entrance Criteria – All Students will study a minimum of 3 and a maximum of 4 A Levels

Subject	Entry Grades in Chosen Subjects	Math Grade	English Grade	Additional Criteria
History	6	5	6	
Geography	6	5	6	
English Literature	6	5	6	
Spanish AS/A	6	5	6	GCSE Spanish
Psychology	6	5	6	
Sociology	6	5	6	
Law	6	5	6	
Art	6	5	6	
Physical Education	6	5	6	GCSE PE
Economics	6	5	6	
Business	6	5	6	
Mathematics	7	7	5	Entrance Exam – 70% pass
Further Math	8	8	5	Entrance Exam - 80% pass
Biology	77 or 776	6	5	Entrance Exam – 70% pass
Physics	77 or 776	7	5	Entrance Exam – 70% pass and must study math at A Level
Chemistry	77 or 776	6	5	Entrance Exam – 70% pass

BTEC LEVEL 3 NATIONAL EXTENDED DIPOLMA (Equivalent to 3 A levels)

Subject	Math Grade	English Grade	Additional Criteria
BTEC Level 3 National Extended Diploma in Sport	4	4	RBA Athlete
Cambridge Technicals Applied Science	4	4	55 in Science

3.0 APPEALS

Riverside School's admissions appeals process is administered on behalf of the school by LBBD in line with all the requirements of the relevant current legislation.

The Appeal Panel is made up of three people with knowledge of education in Barking and Dagenham but is independent of the Local Authority and Riverside School.

The Appeal Panel will not include anyone who has been involved in allocating school places for the local education authority or on behalf of Riverside School, or anyone who has any knowledge of the case.