

The Federation of Riders Infant and Junior Schools



School Brochure

Kingsclere Avenue, Leigh Park, Havant, PO9 4RY

Telephone: 023 9247 5342

www.ridersschools.co.uk

[Facebook Page: Federation of Riders Infant and Junior School](#)

[Blog: ridersblogs.co.uk](http://ridersblogs.co.uk)

Executive Headteacher: Ms Lisa Dunning

Infant Head of School: Mrs Sue Holdway

Junior Head of School: TBC

Welcome

On behalf of staff and Governors I would like to welcome you to The Federation of Riders Schools. This brochure provides you with valuable information and how the school functions.

The Federated governing body employ an Executive Headteacher, with the Heads of School responsible for day-to-day leadership of each school. The Federation works very closely together with the aims of raising attainment and accelerating progress for the benefit of all children, through outstanding teaching and learning, leadership and management.

We actively encourage parents and carers to participate fully in their child's education. We believe that children achieve their very best when there is an effective partnership between parents/carers and the school.

We have high expectations of all children and actively reward effort in all aspects of school life. Our curriculum gives children a variety of exciting experiences to engage them in their learning.

Our vision for our school is:-

- *A curriculum that provides inspirational opportunities for all.*
- *Outstanding teaching that builds resilience in every learner and celebrates achievement in all its forms.*
- *A collaborative learning community that promotes responsibility and reciprocity.*
- *Creative, reflective and resourceful lifelong learners: who are equipped to succeed in an ever- changing world.*

We strongly encourage you to visit and look around our school and look forward to meeting you and your child. If there is anything else you would like to know please do not hesitate to contact us.

Lisa Dunning
Executive Headteacher

Admissions

There are set procedures when children start school:-

- For September admissions, applications should be made online at www.admissions.team.hants.gov.uk Alternatively a paper form is available to collect from schools or by contacting the County Admissions Team on 0300 555 1377.
- For applications during the academic year, please collect a form from the school office.
- Parents can choose any school as their first preference.
- Forms for September admissions should be returned to the school of your choice by beginning of January.

Please refer to our Admissions Policy which can be found at the end of this brochure.



Federation of Riders Infant and Junior School Governors

Executive Headteacher

Lisa Dunning

Governors

Carolyn Owens (Chair)

Sally Adcock

Sandi Chandler

Debbie Edwards

Karen Finch

Sue Holdway

Caroline Hewitt

Paul Monk

Sylvia Mordaunt

Laura Rowden*

Kevin Smart

Taylor Young

Clerk to the Governors

Emma Neal



**The school is maintained by the Educational Department of
Hampshire County Council.**

South East Divisional

Education Office

River Way

Havant

Hants

PO9 2EL

Telephone: 02392 498200

Staff

All classes have a Class Teacher and a Teaching Assistant (TA). Each year group has an emotional learning support assistant (ELSA) who supports children's well-being. Some teachers and learning support assistants teach intervention programmes for children and small groups that have been identified through our assessment processes, under the supervision of our Inclusion Leader.

Executive Headteacher

Ms Dunning

Head of School

Mrs Holdway

Head of School

TBC

School Business Manager

Mrs Wilkins

Teachers

Early Years - Unicorns

Mrs Clayton

Early Years - Meerkats

Mrs Hotchkiss

Early Years - Elephants

Miss Rooney

Year 1 - Foxes

Mrs Allen

Year 1 - Peacocks

Miss Strudwick

Year 2 - Giraffes

Mrs Vaughan

Year 2 - Magpies

Vacancy

Year 2 - Butterflies

Mrs Foster

Year 3 - Dolphins

Mrs Hamilton

Year 3 - Chameleons

Mr Addison

Year 3 - Owls

Mrs Hughes

Year 4 - Cats

Mrs Brown

Year 4 - Chimpanzees

Mr Winterman

Year 4 - Leopards

Ms Smith

Year 5 - Raccoons

Miss Church

Year 5 - Whales

Miss Martin

Year 5 - Turtles

Mr Hooper

Year 6 - Bears

Mrs O'Neill

Year 6 - Bees

Mrs Hayden

Year 6 - Orangutans

Miss Bridges

Inclusion Leader

Mrs Finch

Inclusion Co-Ordinator

Miss Rowden

Higher Level Teaching Assistants

Mrs Hunt

Mrs Jackson

Mrs Moxham

Mrs Smith (maternity)

Mrs Waller

Home School Link Workers

Mrs Wakeham and Mrs Kierstenson

Site Manager

Mr Monk

Caretaker

Mr Pagdin

Home/School Link Workers

Paula Wakeham and Karen Kierstenson are our Home School Link Workers. If you have any worries, questions or things you would like to discuss they are always happy to help. You can contact them via the school offices or you may like to pop into one of their Coffee Clubs which are held in the Parent Room on a Tuesday afternoon from 2pm until 3pm or Wednesday morning from 9am until 10am. We also hold various courses for parents throughout the year e.g reading, family learning, Confident Parents.



Liaison with Parents

We have an open door policy and we aim to discuss problems as and when they arise. If necessary an appointment will be made for the earliest possible time, but where emergencies occur or problems are of a minor nature, we do our best to see you without previous arrangements.

It is very important that you inform the class teacher of any changes or difficulties in home circumstances, no matter how small you may think they are, as they may adversely affect your child in school. Any information of a personal or private nature will be treated in the strictest confidence.

There is a weekly newsletter with information about school life. This goes home on a Friday and a copy can be found on our school website.

We hold Parent Workshops to keep you updated with how we teach, what your child is learning and how you can help at home, on a variety of topics such as maths, reading, handwriting, phonics, speaking and listening etc.



School Attendance/Absence

The school office is open from 8.00am to 4.00pm.

When a child is absent, please telephone the school absence line by 9.00am on the first day to let us know the reason. If you forget to notify us, we will send you a text message that day. Attendance is reviewed regularly and unexplained absences investigated further. Parents will be contacted if their child's attendance becomes a cause for concern.



Absence

It is important that children attend school every day.

If your child does not attend regularly they will fall behind their peers, fail to make their age-related expectations, find it hard to catch up, not achieve their targets, have to re-learn some of the things they had learnt, have difficulty fitting in and maintaining friendships.

There are two types of absence, which have to be recorded on your child's educational record:

- **Authorised Absence**

The school can authorise absence for illness or exceptional circumstances, for example, a funeral. Please note that family holidays will not be authorised unless there are exceptional circumstances.

- **Unauthorised Absence**

Absence is considered unauthorised when no satisfactory explanation is given. If you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.



Attendance Awards

We have a special reward for 100% attendance - certificates and rosettes for a whole term and for a whole year, an extra special reward!

Medical Matters



If a child needs to have a prescribed medicine during school hours, parents can bring it to the school office and complete an authorisation form.

If your child is unwell during school and we feel that they may benefit from a spoonful of child paracetamol, we will telephone the parent/guardian to request permission. **NO CHILD WILL EVER BE GIVEN PARACETAMOL WITHOUT A PARENT/GUARDIAN BEING CONTACTED FIRST.**

If a child has asthma, a record card is kept in school. Inhalers are kept in their classrooms and are available to the children at all times.

For minor injuries we have staff who are qualified first aiders. Parents are always informed of serious head bumps.

If a child has any other medical condition it is important that we know about it in case of an emergency and we may ask you to complete an Individual Health Care Plan.

IT IS ESSENTIAL THAT PARENTS INFORM THE SCHOOL OFFICE OF AN ADDRESS/TELEPHONE NUMBER WHERE A PARENT OR ANOTHER RESPONSIBLE PERSON CAN BE REACHED IN CASES OF ACCIDENT OR ILLNESS.

In no circumstances will a child be sent home on his or her own.

Doctor and dental appointments **must** be made outside of school hours.

Saving Smiles



Children in the **Infant School** regularly brush their teeth in class every day after lunch. Each child is given their own toothbrush and we will provide the toothpaste. If you do not wish your child to take part in this project, please let the school office know.

School Uniform



Clothes that are set aside for school help children to feel they belong to our school. The Governors and all staff are eager to promote positive attitudes to school and all children are expected to wear school uniform.

Our school uniform is currently a choice of:

Skirt or trousers - black or grey
Shirts, T shirts and blouses - white
School sweatshirts or jumpers - navy blue
Summer dresses - navy blue

School sweatshirts and cardigans are available to buy from the Skoolkit shop in Havant.

Sensible shoes, with laces, velcro or buckles. Slip-ons and high heels are dangerous. No boots. Please encourage your child to manage all buttons, zips etc by himself/herself.

Please do not send valuable items into school i.e. jewellery or special toys, as it causes problems when these items are lost, broken or mislaid.



PE

In the interest of health, comfort and safety, we require a change of clothing for PE. Please provide a pair of shorts and a T-shirt for PE in a simple drawstring bag. PE kits will be sent home every half term for washing. Trainers are required for the summer term in the Infant School and all year in the Junior School.



Hairstyles

Children must have a neat and well-presented hair style. No patterns cut into hair or coloured hair is allowed. Long hair should be tied up using appropriate hair bands for school.



Make-up and nail varnish

Under no circumstances is make-up or nail varnish to be worn.

Jewellery in School

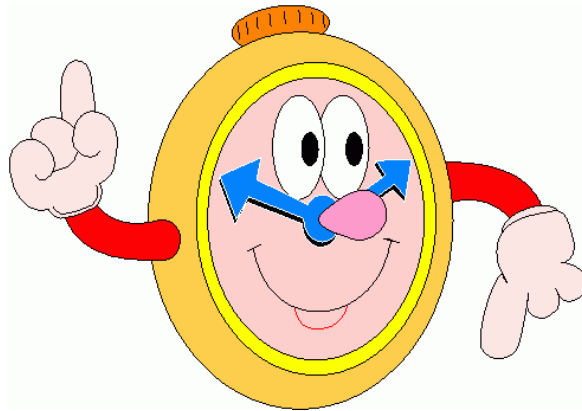
Only stud earrings

No earrings on PE days

No other jewellery may be worn

Watches are permitted

The *Governors* and *Executive Headteacher* will not accept any responsibility for accidents caused by earrings.



Lost property

We encourage children to take responsibility for their own clothes, hanging their coat on their peg, keeping clothes together when changing for PE. If an item of clothing is found and there is no name on it, it will be put in the lost property box. All lost property will be discarded after one term.

The Executive Headteacher and Governing Body cannot accept any responsibility for loss or damage to pupil's property.

The School Day at the Infant School

Morning: 9am - 12noon

Afternoon: 1pm - 3pm

Beginning and end of day

It is important to come to school on time in order to access valuable learning time and not disrupt other children in the class due to late arrival. Our doors open at 8.45am when children can go straight to their classrooms. Outside doors and gates are shut promptly at 9am. If you arrive after 9am you will need to take your child to the office to be signed in.

At the end of the school day, please collect your child from the outside classroom door. Children will only be allowed to go home with a parent/guardian or a designated person. They are not allowed to go home with brothers or sisters.

If you or the teacher need a discussion, please wait until all the children have been dismissed. Sometimes the teacher may phone you at home for a conversation.

The School Day at the Junior School

Morning 8.50am - 12.15pm

Afternoon 1pm - 3pm

Beginning and end of the school day

Children line up in the playground before school and are collected by their teachers. Please meet your child in the playground at the end of the school day. If you arrive after 8.50am you will need to take your child to the office to be signed in.



Starting school in Early Years

You can prepare your child for starting school by:-

- Talking to them about school, their day, their feelings, family life-everything!
- Letting them talk to you, listening to what they have to say
- Having good routines for getting up and going to bed
- Reading stories, sharing books - less TV and computer time
- Praising them for trying their best, being independent, doing the right thing
- Giving them clear boundaries/rules that you stick to, so they understand what's right and wrong
- Following through when they break the rules
- Encouraging them to be independent, to do things for themselves and make choices
- Encouraging them to get dressed on their own, including putting on and doing up their coat and finding their own clothes
- Helping them to use a knife and fork to eat
- Are able to dress and feed themselves independently
- Playing, sharing, taking turns with lots of different children
- Using the toilet independently, including washing hands

We have a carefully planned induction programme for when children start school aged 4/5 years which includes:-

- Talking to pre-school keyworkers
- Visiting your child in their pre-school setting
- Children and adults getting to know each other
- Fun activities to take part in together
- Meeting for parents to meet teachers, LSA's and key members of the school community
- Home visits

If you have any concerns about your child starting school contact us as we aim to make every child's start in school happy and successful. We appreciate that children have different needs and experiences.



Our School Rules



Be Kind

Be Respectful

Be honest

Be safe

Bullying

Bullying can occur at any school. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else over a period of time. It may be physical, psychological or verbal. At the Infant age it is sometimes due to poor social skills. We will always treat reports of bullying seriously believing every child has the right to attend school without being bullied. Although we encourage all children to talk to adults in the school if there is a problem sometimes they prefer to tell someone at home. We are always happy for parents to come in to discuss their child's problem and together we will seek ways to help both the bully and the victim.

Please tell us about all matters regarding bullying. Please see the behaviour policy and anti-bullying policy on our website for more information.



School Lunches



All children in the Infant School are entitled to a free, hot, healthy meal at lunchtime. Children in the Junior School receive a free meal if they are entitled (see information below) or you can purchase a school dinner. This will consist of a main meal, including vegetables or salad, potatoes, pasta or rice. Plus a dessert choice of ice-cream, fruit jelly or a homemade pudding. Water is also served with lunch. The meals are all cooked on the school premises.

Lunch time is an important part of the school day where children are learning healthy eating habits and boosting their energy levels ready for learning in the afternoon.

The children select their choice, either meat/fish meal or vegetarian meal each morning. It is an important part for your child's independence and morning routine to choose their meal. So please read the menus to them and ask them to make their own choice.

Menus are on a three week cycle and are available at the school office. In order to cater for medically proven allergies, the school menu is completely nut-free. This also applies to lunch boxes so please ensure no nuts are packed in lunch boxes. If your child is going to bring a packed lunch, we do not allow sweets, chocolates or fizzy drinks.

Free School Meals for Junior School Children

If you are in receipt of any of the following, you need to complete an application form, which is available from the school office:-

Income Support

Income-based Job Seekers Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The Guaranteed element of State Pension Credit

Child Tax Credit, provided you are **not** also entitled to Working Tax Credit, and have an annual gross income of no more than £16,190 as assessed by HM Revenue and Customs.



Pupil Premium



If you are in receipt of any of the following, we would ask you to complete an application form, which is available from the school office.

Income Support

Income-based Job Seekers' Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The Guaranteed element of State Pension Credit

Child Tax Credit, provided you are **not** also entitled to Working Tax Credit, and have an annual gross income, of no more than £16, 190 as assessed by HM Revenue and Customs

It is essential you complete the form as a high percentage of our school funding is based on the number of families in receipt of these benefits. This funding is essential for providing high quality teachers, support assistants and resources for your child's education.

Healthy Snacks



At the Infant School all children have fruit or vegetables during the school morning at snack time.

At the Junior School, there is a Tuck Shop which is open at break time. Children may choose from a number of items including fresh fruit and drinks and costs range between 20p and 50p. Alternatively, parents may choose to send their children in with fruit or fresh vegetables to eat at break times.

Water



Water is available throughout the day from water coolers situated throughout the school. Every child is provided with a water bottle at the beginning of September, for use in class. Replacement bottles are available from the school office at a cost of **80p**.

Milk



The government provide free milk at snack time for all children aged under 5 years. If your child is entitled to pupil premium or you claim free school meals, your child will also be entitled to free milk. However, milk is available to all children so please contact the school office for further information.

Our School Curriculum



Our curriculum is all the learning and other experiences that we plan for our children to promote the development of knowledge, understanding and skills. The curriculum is broad and balanced and promotes spiritual, moral, cultural, mental and physical development and prepares children for the next steps in their learning journey. Our vision is to make the curriculum inspirational and irresistible and as such we regularly review it to ensure all learning is new and engaging. There is more information on the school website about our curriculum.

Educational Visits

Educational visits are an essential element of our curriculum. Every visit has a learning purpose and is usually used as a stimulus to introduce new learning. We visit a wide range of places from Staunton Country Park, local shops, to theatres, museums and environmental centres. We ask parents to make a voluntary contribution towards educational visits, with part of the cost being subsidised by the school.



Residential Visits

In Year 4, children have the opportunity to spend a week at Stubbington Study Centre for a special week of environmental studies.

Our Year 6 children have the opportunity to go on a residential. In previous years we have been to an adventure centre on the Isle of Wight and the PGL Centre in Guildford; taking part in activities such as abseiling, canoeing and archery.

ICT at Riders



In the Infants we have computers in every classroom as well as a number of netbooks for the children to use. In the Juniors we have laptops available for every class too. We have tablet computers in every class, in both schools.

Each class has their own blog so that parents can keep up-to-date with what their children are learning. These can be viewed at www.ridersblogs.co.uk and we welcome comments from children, parents and other visitors too!

After School Clubs



We offer a variety of after school clubs. These run from 3pm to 4pm (or 4.15pm) and generally last for a term. We cover topics such as football, multi sports, fun club and tag rugby. Please note that places are not guaranteed on our clubs and that this is not an after school care provision.

Breakfast Club



Breakfast Club is held in the Junior school hall and is run jointly by the Infant and Junior school staff. It is open from 7.30 a.m. and currently costs £1.50 a day. The last breakfast of cereal, toast and a drink of fruit juice, is served at 8.20am. There is no need to book a place, children can be signed in on their arrival.

Library



We have a well-equipped library with a computerised borrowing system.

Rainbow Reading Challenge - Infant School



The Rainbow Reading Challenge rewards regular reading at home. Children collect stamps every time they read or are read to at home. 20 stamps earns a flag, for 50, 100 and 150 stamps, medals are given in weekly celebration assembly. Once a child has received 200 stamps they are awarded a Rainbow Reading Champions Cup at the end of the year. **Parents are expected to read with their child every day.** Reading may involve reading to someone else or themselves, being read to, sharing the reading, talking about books and can include story and information books, comics, food packets, road signs, car number plates, newspapers etc. Reading at home is important to develop the language of story, which helps with reading and writing, increase vocabulary through hearing new words, practice learnt skills and to talk about the books they have read. Every child who joins the school, receives a free book bag, which must be brought into school every day.

Accelerated Reader - Junior School



Accelerated Reader has had an amazing impact on reading standards at Riders Junior School. Children love reading the books and then complete a quiz, getting immediate feedback. The children are excited about their reading and hugely motivated by their progress. Teachers can easily monitor children's progress and can set personalised goals for each child. There is a reward system in place; rewarding children for the number of times they achieve 100% on a quiz as well as the amount that they are reading. Rewards include certificates, books and stationery.

Special Needs



We strive to provide an inclusive, caring, organised and stimulating place of learning for all our children and value and respect our children regardless of their abilities or behaviour.

Children develop differently, academically, socially, physically and emotionally. Class teachers are responsible for the progress of all children in their class and will identify children with Special Educational Needs, and with the support of our Inclusion Leader, Karen Finch, plan individual targets to support their progress. If necessary outside specialist support will be sought.

More Able Children

We aim to extend our more able children at all times and support is also given to them in smaller groups. We encourage every kind of talent. We believe that our able children should have the opportunity to develop and realise their true potential. We aim to provide learning opportunities that offer challenge, intellectual stimulation and an enriched curriculum. We will show concern for the children's emotional, social and intellectual growth and well-being. We believe that able children need as much support, guidance and encouragement as those with special needs.

Phoenix Pre-School

Phoenix Pre-School is a privately-run, sessional day care provider for children aged 2 years 9 months to 4 years old. They operate from a purpose-built unit within our school grounds. We have excellent links with their staff and children throughout the year. The pre-school runs morning and afternoon sessions every day.

If you want to know more about the pre-school you can visit them by calling in or by telephoning 02392 498500.

Complaints



Complaints are usually due to a misunderstanding. If you are worried or upset about anything, please come to school and discuss it with your child's teacher, the Head of School or the Executive Headteacher.

Should it be necessary, there is a procedure for formal complaints, which can be explained to you.

Your complaint will be dealt with promptly and will follow Hampshire and National guidelines. These can be seen at school and this formal procedure for complaint will be explained sympathetically.

This booklet for parents was correct at the time of printing, but Government legislation, County Council policy and the particular circumstances of the school might create the need for some organisational changes or adjustments in policy. We will always keep you informed of these changes by newsletter.

Riders Infant School

Admission Policy 2019-2020

This policy will be used during 2018/19 for allocating places in the main admission round for entry to Year R in September 2019. It will also apply to in-year admissions during 2019/20. It does not apply to those being admitted to nursery provision.

Hampshire County Council is the admission authority for Riders Infant School. The admission arrangements are determined by the County Council, after statutory consultations.

The published admission number (PAN) for Riders Infant School for 2019-2020 is **60**.

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 15 January 2019. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2019.**

Applications made after midnight on 15 January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming Riders Infant School will be admitted. Where possible such children will be admitted within the PAN.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (*see definition i*).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Riders Infant School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. Children of staff (*see definition iii*) who have, (1) been employed at Riders Infant School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) of Riders Infant School who at the time of application have a sibling (*see definition v*) on the roll of Riders Infant School or Riders Junior School who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]
5. Other children living **in** the catchment area of Riders Infant School.
6. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of Riders Infant School or Riders Junior School who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or Riders Junior School in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their

address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the Riders Infant School or Riders Junior School under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

7. Other children.

Definitions

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

(ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine child minding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

(iii) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(iv) A map of the Riders Infant School's catchment area is available on the school's details page of the Hampshire County Council website www.hants.gov.uk/educationandlearning/findaschool.

(v) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 4 and 7 include children who at the time of application have a sibling for whom the offer of a place at the preferred school or linked junior school has been accepted, even if the sibling is not yet attending. It also includes, in the normal admissions round, children who have a sibling on roll in Year 2 at the preferred infant school at the time of application, who are successful in gaining a place at the linked junior school on the national notification date.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

(vii) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application. Parents applying under criterion 4 or 8 must complete a Supplementary Information Form (SIF) which asks for declaration and verification of active membership. The SIF is available to download and print from the County website (www.hants.gov.uk/admissions) or from the school on request. It cannot be completed online. The completed SIF must be returned to the school by the application deadline.

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the

communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

Additional Information

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access placements by the local authority

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be offered to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August 2020, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school

Pupils born between 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2014 (inclusive) reach compulsory school age on 31 December 2019, at the start of the Spring term 2020.
- 1 January and 31 March 2015 (inclusive) reach compulsory school age on 31 March 2020, at the start of the Summer term 2020.
- 1 April and 31 August 2015 (inclusive) reach compulsory school age on 31 August 2020, at the start of the new school year in September 2020.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an

entire school year until September 2020. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2018 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at www.hants.gov.uk/ad-summerborn.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Riders Junior School

Admission Policy 2019-2020

This policy will be used during 2018/19 for allocating places in the main admission round for entry to Year 3 in September 2019. It will also apply to in-year admissions during 2019/20.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The published admission number (PAN) for Riders Junior School for 2019-2020 is **90**.

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 15 January 2019**. **Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2019.**

Applications made after midnight on 15 January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming Riders Junior School will be admitted. Where possible such children will be admitted within the PAN.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (*see definition i*).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Riders Junior School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. Children of staff (*see definition iii*) who have, (1) been employed at Riders Junior School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who at the time of application are on the roll of Riders Infant School.
5. Children living within the catchment area (*see definition iv*) of Riders Junior School who at the time of application have a sibling (*see definition v*) on the roll of Riders Junior School or Riders

Infant School who will still be on roll at the time of admission. [See 8 for additional children who may be considered under this criterion.]

6. Other children living within the catchment area of Riders Junior School.

7. Children living outside the catchment area who at the time of application have a sibling (see *definition v*) on the roll of Riders Junior School or Riders Infant School who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or Riders Infant School in the normal admission round in a previous year because the child was displaced (see *definition vi*) from the catchment school for their address, the application will be considered under 5, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at Riders Junior School or Riders Infant School under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

8. Other children.

Definitions

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

(ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine child minding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

(iii) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(iv) A map of Riders Junior School's catchment area can be viewed on the school's details page on the Hampshire County Council website www.hants.gov.uk/educationandlearning/findaschool.

(v) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Criteria 5 and 7 include children who at the time of application have a sibling for whom the offer of a place at the preferred school or linked infant school has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using

Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

Permanent Address

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access placements by the local authority

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be offered to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

At the time of receiving an application decision from the County Council or a school, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August 2020, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

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