Primary Admissions Procedure

Riverley Primary is a 2 form entry Primary School (60 pupils in every year group). Our admissions are managed by the London Borough of Waltham Forest (LBWF). We follow the Waltham Forest community school's criteria, except for the sibling definition. *

If there are more applications than there are places available at a school, the following criteria, in priority order, is used to decide who should be offered a place.

Special Educational Needs
Special Educational Needs Children who have a statement of special educational needs or Education, Health and Care Plan (EHCP) are placed in schools under the terms of the Education Act 1996 and the Children and Families Act 2014. They are not considered under the Admission Criteria referred to below. These children and young people will be allocated a place at the school they must attend which will be named on the Statement or EHCP.

Priority 1– Looked-After Children or previously Looked-After Children
Priority 2– Medical or social reasons or Children 'At Risk'
Priority 3– Siblings
Sibling means:

- a full brother or sister
- a half-brother or sister
- a stepbrother or stepsister
- foster brother or sister

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Priority 4– School staff children
Priority 5– Distance

More detailed information on the criteria and detailed information on how to apply for a primary school place is available on the Waltham Forest website which you can access by following this link: https://walthamforest.gov.uk/content/applying-primary-school-place

The closing date for applications for a 2026 Reception place is 15 January 2026. If you apply after 15 January, your application will be considered as late and will be processed after all the on time applications.

School Admission Appeals
If your child is not offered a place at one of the schools, you listed on your application form you can appeal against this decision to an independent appeal panel. You will be given details of how to make an appeal with your offer.

In Year Admissions
All in year admissions after the start of the year must be done via Waltham Forest who will allocate places if they are available. For more information, see their website https://walthamforest.gov.uk/content/year-admissions

Nursery Admissions

We have 15 morning and 15 afternoon places, we also offer 15 full time sessions. If you wish your child to join our Nursery, applications can be made direct at the Riverley office. Places are allocated according to age; we are currently admitting children the term after they turn 3. For full time places, you will need to provide your 30-hour eligibility code at the application stage. If you are not eligible for the 30-hour code and would like to pay for a full time place, please speak to the School Office. For full time places a fee of £3.00 (including a school meal) is payable for the one-hour lunch period.

Please note, we are not able to offer any flexible hours or days. The sessions we offer at Riverley Nursery are:

AM Session 8:50am-11:50am
PM Session 12:25pm -3:25pm
Full Time – 8:50am – 3:25pm

You must attend at least **two** Stay and Play Sessions with your child in order for them to be offered a place at Riverley Nursery. These sessions are free of charge and are run every Tuesday morning from 9am-10am. Your child will need to be at a minimum of two years of age to attend, there is no need to book. Please use the reception entrance via Park Road and register on arrival.