

**Admission Arrangements for  
Primary School  
2025/2026**

**Admissions Policy**

(Ryecroft Primary Academy follows the guidelines for admission into Reception, Nursery and mid-term transfers as stated in the Bradford Council guidance 2025/2026. Copies of the guidance can be found on [bso.bradford.gov.uk](http://bso.bradford.gov.uk))

**Entitlement**

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases, children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

**Waiting list**

The academy compiles a waiting list in order to plan ahead in terms of staffing and provision. **It is important for parents to understand that length of time on the waiting list is not a criteria for admission. The admission criteria is detailed below.**

## Aims

- To ensure a smooth induction into school/nursery for both children and parents.
- To support “Home/School” links which will be reinforced during subsequent years.
- To facilitate quality provision for all pupils being admitted mid- term into all year groups.

## **EARLY YEARS: Nursery (Foundation Stage 1) and Reception (Foundation Stage 2)**

All 3-year-old children are entitled to 15 hours free Foundation Stage 1 education. Ryecroft Primary Academy has two part time sessions which run for 3 hours in the morning or afternoon.

There are 21 places in the morning nursery. A child’s name can be placed on the waiting list from birth onwards. A place in Foundation 1 does not however guarantee a place in the Foundation 2. We accept children into Foundation 1 the September following their 3rd birthday and where places are available, throughout the year.

Places will be allocated to children using the following criteria:

- Children in the priority age group: children who have had their third birthday and are due to become four in the current school year.
- New arrivals in the area or on the waiting list who fall into the priority age group.
- Younger children: over the age of three but not due to become four in the current school year.
- Children with special educational, social or emotional needs, as evidenced by a professional from health, social services of education.

## **ADMISSION PROCEDURES**

- Parents/carers and their child are invited to a transition session before their child is due to start nursery.
- Settling in procedures are followed

Children will transfer from Foundation 1 to Foundation 2 in September to full time education in the year they are five and places are allocated by Education Bradford based on the following criteria:

1. They are children from the same household already attending the school
2. They live within the catchment area drawn up by Education Bradford.

## **Settling in Procedures: Nursery – Foundation 1**

### **Registered Office / Head Office**

In Ryecroft Primary Academy Foundation 1 we believe that the most important first steps into education are to ensure that young children feel comfortable and happy in our setting. We feel we have established a structured approach that helps children settle quickly and is as follows:

- Parents/Carers and children are invited to an induction meeting the term before they are due to start school
- Parents/Carers are involved in the settling in procedure
- Day 1 – children attend for one hour with an adult. During this time child and adult are given a tour round the setting and practitioners ensure the child is very familiar with at least 3 areas of provision and can access these independently
- Day 2 – Parents/Carers stay with their child for a short time to settle and engage their child in play. Parents/Carers leave the child for up to one hour
- Day 3 – children attend the whole of either am or pm session

These procedures are effective for most children however, we are aware that some children may need different support strategies and we would work in partnership with parents/carers to establish the best way forward for individual children's needs.

### **Settling in Procedures: Reception – Foundation 2**

- In the week before Transition Day (beginning of July) parents of children going into Reception are invited to meet the EYFS leader for information and induction.
- Children spend Transition Day (morning or afternoon) the following week in their new class.
- Reception children attend for half days for the first week in September. They also stay for lunch during this induction period.

## Other year groups

The school does not allocate places for Years R – 6, all places are allocated by Bradford Council.

The school informs the Council of class sizes at the request of the Council.

The Head of Academy decides a start date for a pupil's transferring mid-term, preferably at the start of a term or half term.

The new parent and child/ren meet with the Head of Academy prior to the start date in order to share expectations and gather information.

A home visit will take place either before or soon after the start date.

## Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to that school.

## Multiple Births

Where a parent of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## Admission Policies

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1 Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be state care as a result of being adopted. (See Note 1).

2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see Note 2).

4 All other children.

5 Where demand exceeds places in any of the above criteria, the distance between the child's home address and school measured by a straight line from the Ordinance Survey address point of the home address to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places (see Note 3).

## Make an appeal

If you would like to make an appeal, then please contact Bradford Council [Make an appeal | Bradford Council](#)

## NOTES

1. A “looked after child” is a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A “previously looked after child” is a child who is no longer looked after because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order which includes arrangements relating to with whom the child is to live. Evidence will be required on a case by case basis.
2. The terms “siblings” refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included. Cousins are not siblings.
3. ‘Home address’ refers to the child’s permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

**Review Date:** September 2025