



**Ryecroft Primary Academy**  
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Head of Academy: Helen Wrightson

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...Changing lives

## **Admission Arrangements for**

### **Primary School**

**2024/2025**

#### **Admissions Policy**

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

#### **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 one session which runs for 3 hours in the morning from 8:30am – 11:30am.

There are 26 places in the morning nursery. We accept children into nursery the September following their 3rd birthday and where places are available, throughout the year. If you are interested in a nursery place, please contact the school on 01274 422044.

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 or education.

## **ADMISSION PROCEDURES**

Parents/carers and their child are invited to a transition session before their child is due to start nursery. Children will transfer from nursery to reception 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. There are siblings from the same household already attending the school.
2. They live within the catchment area drawn up by Education Bradford.

### **Transition Procedures: Nursery**

In Ryecroft Primary Academy nursery, 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 and we would work in partnership with parents/carers to establish the best way forward for individual children's needs.

### **Transition Procedures: Reception**

- 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.

## **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. Siblings 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 Ordnance 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](#)

**Review Date: July 2025**