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## Admissions Policy

Lower Fields 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. Lower Fields Nursery has two part time sessions which run for 3 hours in the morning or afternoon.

There are 26 places in the morning nursery and 26 places in afternoon 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 3<sup>rd</sup> 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
- Home visits will be completed before the child starts school
- 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**

In Lower Fields 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
- A home visit to be completed before the child starts part time school. This provides an opportunity for the child to meet us on familiar ground
- 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 of reception age moving into the area who have not come through nursery will receive a home visit before they start school.
- 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 teacher decides a start date for a pupils transferring mid-term, preferably at the start of a term or half term. The new parent and child/ren meet with the head teacher 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.

**Review Date:** September 2019