

## Apply for your child to start Reception in September 2018

Admission arrangements for children entering school in Reception are dealt with by Leeds City Council and this information can be found in their composite prospectus which is published on their website (link below).

We have one intake each year at the start of the Autumn Term. Pupils are eligible to be admitted to school in the September following their 4th birthday. Prospective parents are most welcome to make an appointment to look around our school or to visit on our Open Day (keep an eye on our website [www.ryecroft.leeds.sch.uk](http://www.ryecroft.leeds.sch.uk) for further details).

Parents are asked to complete preference forms in the Autumn of the year before the child starts school. Places are allocated in the late Spring / early Summer Term – **we have a maximum intake of 60 children**. Following this stage, some parents choose to appeal if their choices have not been met.

Once we know our exact intake, we begin the process of ensuring every child's entry into school is happy and relaxed. In the Summer Term before the September start, parents come to a Welcome Meeting with their children to find out more about how we work and ask any questions they might still have.

This meeting also gives parents the opportunity to meet and talk with the Reception class teacher and other support staff. Soon after, children are invited to spend time in their new class as part of the transition process.

If we are unable to offer you a place the Leeds City Council Admissions Team will contact you to advise of the schools in your area and any vacancies at these schools. You will have the right of appeal to an Independent panel for the school you have been refused.

### How to apply - Invitation to apply letters

If your child is due to start primary school in September 2018 you will receive a letter before 1 November 2017, inviting you to apply for a place for your child between 1 November 2017 and 15 January 2018.

The letter will inform you of your nearest school. This is the school at which your child has a higher priority for admission under the school's admission policy.

It is recommended that you include this school as one of your five preferences, even if it is your fifth preference, although there is no guarantee that you will be offered a place at this school.

### Before you apply

- read the [Leeds Primary Schools 2018/2019 Composite Prospectus \(PDF 3.3MB\)](#) for all the information you require to guide you through the application process and to make an informed choice about your child's future
- watch the ['how to' video](#) to help you use the online application form

**To apply online** you will need a valid email address. We will be holding sessions in school so that parents can use our PCs to complete the online application (keep an eye on our website [www.ryecroft.leeds.sch.uk](http://www.ryecroft.leeds.sch.uk) for further details).

After completing your online application, you will receive an email confirming it has been received. **If you don't receive an email, your application has not been completed properly. You should log back in and make sure the form is fully completed.** If you live outside Leeds and want your child to go to a school in Leeds, you must apply to your own local authority and they will inform us of your request.

The online application form will be available to use from 1 November 2017 for applications to start Reception class in September 2018.

**You must submit an application even if you would like a place at your priority catchment school or your child has a sibling in school.**

### Important dates

Date	Stage
1 November 2017 to 15 January 2018	Apply for a place
16 April 2018	National Offers Day
30 April 2018	Waiting list deadline
16 May 2018	Deadline for accepting offers and appeals
April to July 2018	Places allocated from the waiting lists and appeals held
September 2018	Start primary school