

Admissions Policy



'We can and we will'

GLEBE PRIMARY SCHOOL

ADMISSIONS POLICY

Mission Statement

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Introduction

The Governing Body of Glebe School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The school Standards and Framework Act 1998 <https://www.legislation.gov.uk/ukpga/1998/31/contents> introduced a new framework for school admissions as of September 2000. The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy conforms to the regulations that are set out in the Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. In implementing this policy we have due regard to the school's policies relating to Inclusion, Equal Opportunities and Race Equality.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

How parents can apply for their child to be admitted to our school

Nursery

In order to apply for a place at our nursery, the children must be 3 years old by the 31st August.

1) Part-time education – Nursery

The school deals with admission arrangements for the Nursery. Parents apply directly to the school for a place for their child. We aim to give children three terms in Nursery before they join Reception. However, in some cases, it may be necessary to delay admission from September to January to ensure that the child is appropriately prepared for the rigors of a school nursery.

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If numbers requiring places exceed the places available, the school will apply the following priority criteria :

1. Pupils with siblings already on roll in the school (siblings who have now left Glebe or in the current Year 6 are discounted) .
2. Pupils will be admitted in order in terms of the distance from the school to their home (i.e. the closest get the first priority). This is based on an 'as the crow flies' approach and this task will be performed by the Local Authority (LA) admissions team using the appropriate software.

These criteria apply only to general admission to the school **not** the allocation to the morning or afternoon sessions. Intakes are monitored very carefully so that class sizes, age and gender groupings are organised to the best educational benefit of the children.

The school will allocate morning and afternoon places and while we endeavour to meet parental requirements this is not always possible. We do operate a waiting list in first come first served order for preferred morning or afternoon places.

A place in the Nursery does not guarantee a place in the main school.

Induction: The school has a single intake into Nursery and the school has an induction process over a four week period. Children will start in the Nursery in small numbers at a time . The exact process will be decided on a year by year basis dependent on numbers/ages etc. It is likely that some of the children will not start until the fourth week of the term.

Casual admissions can join our Nursery class at any time in the year – where there are places available and the child is of the appropriate age.

Extended Hours in the Nursery: From September 2017 the school has offered extended hours in our school nursery. This decision was taken to coincide with the 30 hours of free childcare provision the Government offers to eligible parents. The school aims to ensure that it is able to offer good quality education and childcare to all those which attend regardless of a part or full time place.

The school is able to offer places for each of its two daily sessions (in either a combination of part or full time).

A full time place runs from 8.45am until 3.30pm and includes a lunchtime session of 45 minutes.

All parents are entitled to 15 hours of free provision (3 hours per day, Monday to Friday, in either a morning or afternoon session). Any additional sessions above this will be chargeable either through the 30 hours of free childcare scheme or payable directly to the school.

If parents are intending to use the free provision under the 30 hours of childcare for 3 year olds, then they are responsible for ensuring eligibility (an eligibility calculator can be found on the Government Childcare Choices website: <https://www.childcarechoices.gov.uk/>) Any additional hours which are not covered by this (including lunchtime sessions) will be chargeable. Parents should consult with the school office to confirm the appropriate fee.

Appeals: If parents have not been allocated a nursery place because the numbers requiring them exceed the number of places available then they may appeal to the Governing Body of the school. Parents will be required to submit their reasons for the

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appeal to a convened panel of governors. The decision of the panel will be final and there is no recourse for further appeal.

2) Full-time education

As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the "Admissions Authority" for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA (see appendices 1 and 2). Please see <http://www.hillingdon.gov.uk/schooladmissions> for more information. Parents can receive a copy of these regulations directly from them. They are also available from the school office from July each year and can often be found in council buildings such as libraries.

The LA publishes a composite admissions prospectus, each year, along with an application form, which gives information about how parents can apply for a place in the school of their choice. They are available from the school office from July each year. The prospectus and application form are also available on line through the council's website. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms should be completed by the date stipulated on the form. These can be returned directly to the school or to the local authority either electronically or in paper form. The school also sends out application forms to parents of children in Nursery and those who are on our waiting list. The LA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter full-time school as "Rising Fives". There is one admission date per year, in September (i.e. at the start of the school year). For casual admissions to school, parents are asked to contact the LA and follow the appropriate procedure. The school is not able to offer places without consultation with the LA as they hold the appropriate waiting list.

Admission Appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much or if the school was unable to meet the specific needs of a pupil.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against the decision. An appeals panel's decision is binding for all parties concerned. If the appeals' panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. Details of appeal arrangements are available from the LA.

The Standard Number

The standard number is the number of children the school can accommodate. As from September 2019, from Reception- Year 6, each year group can accommodate 90 children- 3 classes each of 30 children.

In general, we would always aim to not exceed 30 pupils in any class. However, if our numbers across a year group were to fall below a viable amount then this may have to be reconsidered in Key Stage 2. The aim will be to keep numbers at a maximum of 30. However, this number may have to be exceeded in order to accommodate requests for places. At this point, the school will consider additional support for the class (e.g. additional classroom assistants) or consider vertical grouping options i.e. mixing two year groups together.

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Each individual case will be judged on its own merits and will be agreed by the Head teacher in consultation with the relevant professionals and governing body.

Infant Class Size

We teach infants (Key Stage 1 and Foundation Stage) in classes that have a maximum number of 30 children.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Waiting lists

Hillingdon Council are responsible for maintaining our waiting lists. We will maintain a clear, fair and objective waiting list for children until 31st December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined below. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

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In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

Fair Access Protocol

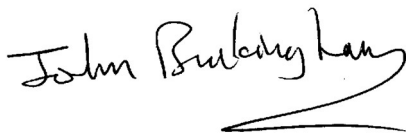
As set out in the School Admissions Code 2021, all local authorities must have a Fair Access Protocol (FAP) to ensure that outside the normal admissions rounds, unplaced children, especially the most vulnerable, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible. We participate in Hillingdon's Fair Access Protocol. The protocol also aims to ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour.

Review

We undertake a rolling programme of policy review as part of our school self-evaluation. This policy will be reviewed as part of that programme, in the light of any changed circumstances in our school or LA, or if legislation requires it.

Reviewed: February 2026

To be reviewed: February 2027



Chair of Governors

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Appendix 1: ADMISSION CRITERIA AND ARRANGEMENTS FOR HILLINGDON LOCAL AUTHORITY COMMUNITY INFANT, JUNIOR AND PRIMARY SCHOOLS -except for Deanesfield Primary School, Frithwood Primary School, Harmondsworth Primary School and Heathrow Primary School.

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care (EHC) Plan where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.

2. Children attending year 2 at the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).

3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.

4. Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.

5. Children who have a sibling* living within the distance priority radius.

6. Children who have a sibling* who was admitted to the full time school prior to 31st August 2017.

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7. Children living nearest the school within the distance priority radius.

8. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

9. Children who have a sibling* living outside of the distance priority radius.

10. Children living nearest the school not within the distance priority radius.

Priority will be given within each criteria for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.

The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant.

* For the purposes of criteria 5, 6 and 9, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for these criteria.

The distance priority radius for each school will be set as follows:

1 form entry school = 500 metres

2 form entry school = 750 metres

3 form entry school = 1000 metres

4 entry school = 1500 metres - (currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

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APPENDIX 2 – ADMISSIONS CRITERIA FLOWCHART

Admissions Criteria Flowchart - Community Junior Schools

