



ADMISSIONS POLICY

2025 – 2026

(for F2 Admissions in Sept 2026)

October 2025

Next Review: October 2026

Approved By: Governing Body

Glade Hill Primary School is a Community School and is governed by the Local Authority admission arrangements that are reviewed annually. Full details of these arrangements are obtainable from Nottingham City Council Admissions Office and are sent to all parents when making a school place application.

NURSERY (FOUNDATION 1) ADMISSIONS

The school admissions criteria for Nursery (F1) is based on the same principles of openness, fairness and consistency which underpin the Local Education Committee’s guidance. We try to maintain a good balance within the Nursery in terms of age, sex and ethnic background, taking each individual case on its own merits.

Children will be eligible for a place in Nursery from their 3rd birthday. Parents/carers will be contacted by letter a few weeks prior to this with a visit date and an official start date.

Because of the popularity of the Nursery we operate a waiting list for children to be admitted. Parents are strongly advised to put their child’s name on the waiting list at least a year before their 3rd birthday. If the number of children on the waiting list is more than the admission number of 60 (30 morning and 30 afternoon) in one year then children with older siblings in school, those who live in the catchment area and those who have been on the waiting list longest will take priority in that order.

The school is able to offer a limited number of full-time (30 hour) Nursery places for 3 and 4 year olds of eligible parents under the government funded scheme for working parents. For further information please contact the school office.

ADMISSIONS TO PRIMARY SCHOOL

The Nursery serves a wider catchment area than the main school and no child attending the Nursery is guaranteed a place at the school and will be excluded from the School register when they reach the time of transfer from Nursery to infant education at the age of 5.

All applications for admission to F2 are made through the Nottingham City Admissions Department. Information regarding this is mailed to parents in the Autumn Term prior to the academic year that their child will turn 5.

Children born on or between	Starts full-time school in Foundation 2
1 st September and 31 st August	Autumn Term

If a parent would like to delay their child’s start at school until they reach the stage of compulsory school age, this may be arranged with the Head Teacher of the school.

Currently, the school’s Planned Admission Number (PAN) for F2 and Years 1 - 6 is 60 pupils.

The following admissions criteria are used to offer places at Glade Hill Primary School:

- .1 Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- .2 Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who have a sibling already attending the school whom is expected still to be on roll at the proposed date of admission of the applicant sibling.
- .3 Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.
- .4 Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the closing date for applications, have a sibling already attending the school whom is expected still to be on roll at the proposed date of admission of the applicant sibling.
- .5 Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

The above criteria will be overridden and a place offered if an applicant can establish any of the following:-

- has special educational needs that can only be met at a specific school
- has medical, mobility or social needs that can only be met at a specific school

Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you

will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

Over Subscription Criteria for Primary Admissions

If the school is oversubscribed and applicants are equal in terms of which criteria they meet, places will be offered to the children who live closest to the school first. This is measured by a computerised geographical information system in a straight line (as the crow flies) from a point on the school site to a point at the pupil's home.

Where two or more pupils are equal in all respects and it is not possible to differentiate between them, the LA will draw lots to decide who to offer places to (this will be supervised by someone independent).

APPENDIX 1

Planned SEN Unit (provisional opening date of September 2026)

Glade Hill Primary and Nursery School's planned SEN Unit will be a bespoke 16 place provision that is not joined to the current school, but pupils will have opportunity to access the main school building and curriculum as appropriate. Once the Unit is opened, places will be made up of 8 Glade Hill pupils identified by the school, and 8 pupils placed directly via The Local Authority. Pupils placed by the LA will have an EHCP (bar in exceptional circumstances) and all placements will be made via the City's Autism Focus Provision Panel. Places will not be allocated in any other way and are in addition to the School's PAN (Pupil Admission Number).