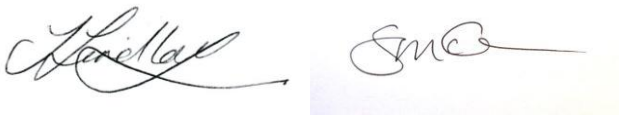
GLEBE PRIMARY SCHOOL
UNITED LEARNING ACADEMY

Admissions Policy
2026-2027

Updated: Autumn 2025
New Review: Autumn 2026

Approved by the Local Governing Board on 01.12.25



Signed by: Mrs. J Findlay & Mrs. S McCorry
Position: Co-Chairs of the Local Governing Body

September 2026
Glebe Primary School is a two form entry school with a Published Admission Number of 60 pupils per year group.

Glebe is part of Untied Learning Academy and United Learning is the admissions authority. We work closely with the responsibility of the Local Authority and applications must be made through their offices at

Pupil Admissions
CYPS
Centenary House
Durrington Lane
Worthing
West Sussex BN13 2QB
Telephone: 0845 075 1007
Email: admissions@westsussex.gov.uk

Under the Education Act parents can express a preference for any school but parents do not have a right to choose a school. West Sussex Children and Young Peoples Services does however make every effort to meet parental preferences where possible. Further information about how places are allocated at Glebe School, and other schools in the County, is contained in the Authority's Information for Parents Booklet, a copy of which is available from the Pupil Admissions Office. Further details relating to admissions can be found on the West Sussex Grid for Learning www.wsgfl.westsussex.gov.uk

At Glebe Primary School we aim to be inclusive and support the United Learning and the County's application of the principles of equal opportunities within the admissions process.

We aim to make Glebe School a welcoming place where children settle quickly because consideration has been given to the individual needs and circumstances of children and their families by effective transition from nurseries and other pre-school providers.

Admission Arrangements
Applications to join our Reception classes in September are to be made online and must be received at West Sussex admissions department by a specified date. Parents may use the internet access at Glebe and our staff are happy to help with the application if further assistance is needed.

In the Autumn Term each year the school offers tours of the school for prospective parents. Parents apply for places during the Autumn term for the following September.

In April each year the school finds out the names of children who will be joining the school the following September. The Early Years' Leader contacts parents and carers at this point to share the summer term induction programme. Induction includes meetings for parents and carers and taster sessions for children in June or July.

After initial contact and sharing the summer term transition plan, visits are made by Glebe Reception staff to see the children at their pre-school setting.

When children start school in September we do not operate a staggered start for children but welcome every child to start on day one. Most children are used to pre-school timings and a full school day is fine for most children (8.30am to 3.00pm). Parents can agree a bespoke staggered start for their child in consultation with the teachers and agreed with the Headteacher.

Places will be allocated to comply with Infant Class Size Legislation. This legislation restricts all Reception, Year 1 and Year 2 classes to a maximum of 30 pupils with one qualified teacher. A permitted exception to this is in the case of twins and children from multiple births when one of the siblings is the 30th child admitted.

All parental preferences will be considered at the same time against the oversubscription criteria applicable to the

relevant school. In the case of oversubscription priority is given to applicants who live nearest the school measured by a straight line from school to the child's home address.

Infant/Primary: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;

2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;

3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;

4. Children who live in the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;

5. Other children who live in the catchment area;

6. Children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;

7. Children of staff (see above);

8. Other children who live outside the catchment area.

Joining Glebe into an existing year group.
When children move from another school within the same year, these are called 'in-year admissions'. Parents can apply to move a child to Glebe School at any time of the year, for example if they move address or want to change school for another reason.
Parents/carers are requested to make an appointment with the Headteacher. They will be invited to visit and tour the school and discuss admission details with the Headteacher.

We advise parents to contact the school or West Sussex Admissions team to check the availability of places in the year group required if they are interested in joining us.

We are very open to school visits if prospective parents wish to come and meet us.

The Standard Number

The standard number is the number of children the school can accommodate.
We keep this number under review.

Year Group & Pupil Age	Published Admission Number
Reception 4-5 year olds	60
Year 1 5-6 year olds	60
Year 2 6-7 year olds	60
Year 3 7-8 year olds	60
Year 4 8-9 year olds	90
Year 5 9-10 year olds	60
Year 6 10-11 year olds	90