

# Admissions Policy



GLEBE HOUSE  
SCHOOL & NURSERY  
HUNSTANTON

**This policy was updated in September 2025.  
Review is due for the beginning of September 2026.  
All changes from previous documents and sections have been highlighted yellow.**

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<i>This policy initiated</i>	-	<i>September 2022</i>
<i>Policy written by</i>	-	<i>Head</i>
<i>Policy to be updated on an annual basis.</i>		

## **Change Log – for 2025/2026**

Sections which have changes from the previous Online Safety Policy.

The policy will be published on the website for current and prospective parents, governors, staff and volunteers. Hard copies are available from the School Office. The policy should be read in conjunction with:

- Equal Opportunities Policy (School website.)
- Bursary Policy (available on request.)

This policy applies to all children in the school from EYFS (Reception) to Division VIII.

## General

Glebe House School is a co-educational weekly boarding preparatory school for pupils from the ages of four to thirteen. The school has a maximum of 18 pupils in Reception, and 20 pupils in all other classes, except in very exceptional circumstances. To assist parents and carers in making important decision regarding schooling their children, the school welcomes individual visits during term time so that parents can see the school in action, experience the happy atmosphere, meet the confident pupils, explore the first-class facilities and observe the teaching and learning at first hand. Please telephone the Registrar, on 01485 532809, or email [tjf@glebehouseschool.co.uk](mailto:tjf@glebehouseschool.co.uk) to arrange a visit. Further information about the school can also be found on the following website - [www.glebehouseschool.co.uk](http://www.glebehouseschool.co.uk).

For the purpose of this policy "Parent" shall include a guardian, carer or any other person with parental responsibility for a child at the School.

## Aims

- To give parents and children as much information as possible about entry to Glebe House School and the education the School provides
- To do our best to make sure that any child starting at Glebe House settles in as quickly and happily as possible
- To begin forming a partnership with parents and carers as they start their journey with us.

## THE ENTRY PROCEDURE

### Pre-prep (Reception, Div I, Div II)

Reception (age 4) is a main entry point offering 18 places for prospective families, although there are sometimes vacancies for entry into Div I or Div II.

Children entering Pre-Prep do not have an assessment before entry. We consider applicants for every year group within our Pre-Prep dependent on pupil numbers. Classes are limited to 20 pupils in Div I and Div II.

Selection is based on an interview at the School and references from the candidate's previous school. We also look to select on the basis of pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

## REFERENCES

For in-year transfers, references will be sought from the Head of a candidate's current school. Any offer of places will be subject to a satisfactory reference.

## **Equal Treatment**

Glebe House School is committed to equal treatment for all and The Board of Governors' Admissions Policy does not permit religion, race, ethnic origin, sexual orientation or social background to be used as a criterion for admission. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be available in order to widen access to the education we offer. A copy of the Bursary Policy is available on request.

## **Special Educational Needs**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs or learning difficulties and disabilities, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities unless the nature of the disability is such that a child cannot cope with the environment and programme that Glebe House offers. We advise parents of children with special educational needs or physical disability to discuss their child's requirements with us when registering for a place. Each case will be considered in detail, and a judgment will be made by the Head based on whether the pupil can be accommodated if certain reasonable adjustments are made. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

## **Entry Procedures**

Children are admitted in each Division (form) up to a maximum of twenty, or eighteen in Reception. Priority is given to siblings of existing pupils wherever possible, as the school appreciates the difficulty for families with children in a number of different schools. The limit per class is only exceeded in circumstances the Head considers to be exceptional.

## **Initial Enquiry**

When an initial enquiry is made, details of the child's name, address and date of birth are taken and an information pack is sent or provided when a tour is arranged. Parents are asked how they heard about the school. They are offered an opportunity to be shown around the school by the Head, Deputy Head, Head of Pre-Prep or the Registrar, visits to the school on an Open Event are also encouraged.

## **Registration**

Should a parent wish to proceed with registering their child, they will need to visit the school if they have not already done so. To register a child formally, a Registration Form must be completed and signed by all those with parental responsibility. This is returned to the school, together with a non-refundable registration fee which can be paid online using the bank details on the Registration Form. The Registration Form can also be completed on the School's website within Admissions. In the instance where a place is being registered for Reception, there is an additional payment required to secure that place which is detailed on the attached Registration Form. Parents interested in applying for a Bursary Award for Reception or any other class should register on the School's Registration Form and pay the registration fee (this will be returned if the application is not

successful). They should write clearly on the form that they are registering for a Bursary Award. Please request to see our Bursary Policy for more details.

### BURSARIES

The School is able to offer a limited financial support for pupils from reception or above. Further information is available from the Bursar via email [bursar@glebhouseschool.co.uk](mailto:bursar@glebhouseschool.co.uk). As the School does not have much access to bursary funds, these financial supports will form discounts on fees. For this policy, the use of the word bursary refers to both bursaries and discounts.

Parents will be asked to complete a preliminary financial questionnaire and if it is clear that a bursary would be required both parents are required:

- to provide proof of their income
- expenditure
- assets
- background financial checks

The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Bursaries are normally reviewed on a biennial basis. Bursaries are only offered to families who are resident in the UK.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

## Allocation of Places

### Places in Reception

- Children start in Reception at Glebe House at the beginning of the Autumn Term following their fourth birthday. Places in Reception are allocated in the following order:
  - Siblings of current pupils
  - Children of staff
  - Time of registration on a first-come, first served basis\*

\*The school has a limited amount of Bursary funding available. In order to ensure the financial security of the school, there will be occasions when oversubscribed and the school has to give priority to those families who do not require financial support. These decisions will be made by the finance committee and will be final.

- To be placed on the waiting list, parents must formally register their child.
- If funding is available for the year of entry, parents who have indicated that they wish to apply for a bursary, will be contacted and asked to complete a Bursary application form, in advance of an offer of a place being made.
- Early in the Autumn Term, preceding the child's date of entry to Glebe House, all parents whose children have a guaranteed place must sign the form accepting the school's terms and conditions, and in particular the clause stating that a term's fees are payable in lieu if proper notice is not given prior to the withdrawal of a child.
- If any spaces become available to those on the waiting list, they will be offered in order of registration, unless there are siblings of children already at Glebe House further down the list.
- If places arise at any time until the beginning of the Autumn Term they will be offered, as and when they come up, in order of registration as explained in the point above. The deadline for acceptance will be specified by the School at the time of making the offer.

### Places in other year groups

A waiting list is kept for all classes where there are no spaces immediately available. As part of our admissions process, the Head meets with all prospective parents/carers. When a place is available, families will be invited to visit and begin the registration process. Parents will be asked to give their permission for the Head to contact the child's current school for a confidential reference where appropriate. A school report may also be requested. Places will be offered after careful consideration of all the information gathered. General If a place becomes available in the relevant Division and bursary funding is not available, the parents will be advised. They will still have the opportunity to be considered for the place, at full fees, should they wish to do so. If any application for a place or a Bursary Award in any class is made outside the usual timeframes for entry in September, appropriate timelines and deadlines will be specified by the School. Registration will still be required, at which stage a visit to the school is made to meet with the Head, followed by the application for Bursary funding (see Bursary Policy).

## Information for Parents

- Parents/carers are provided with a copy of relevant documents by the Registrar when they first enquire.
- Parents/carers whose children are due to join Reception are invited to Glebe House at appropriate intervals to meet the Head, the Head of Pre-Prep, the Reception Form Teacher and her/his Assistants.
- They are given details and information about the first few days of term and take home a Parents' Handbook.
- They are asked to complete a Confidential Personal Record sheet for their child prior to admission.
- Parents/carers whose children are joining the school at any other point also receive the Parents' Handbook and complete the Confidential Personal Record sheet.
- Once the child has been admitted, parents will be given the contact details of the Form Tutor to ensure that their child's transition is a smooth one.

## Visit for Children

All the children at Glebe House School go up to their new classes for an afternoon towards the end of the Summer Term. Children who are due to join Glebe House School in September will be invited to join us on that afternoon. The new entrants for Reception will spend time in the classroom and meet their Form Teacher and the Classroom Assistants. Children joining further up the school will join their peer group and go up with them to their new classroom and meet the Form Teacher who will be looking after them for the next academic year. Glebe House School - Admissions Policy Page 6 Children starting at the school at other times during the year may also be invited into school to spend a day with the class they will be joining, in addition to attending the taster day.

## FLUENCY IN ENGLISH

In order to cope with the high academic and social demands of Crosfields, pupils should be confident English speakers. Screening for English as an Additional Language (EAL) may be undertaken as part of the Admissions Process. Tuition in EAL will be arranged at the parent's expense, where a required.

## RELIGIOUS BELIEFS

Crosfields School welcomes applications from prospective pupils of all faiths and of no faith.

Although Crosfields School has Christian roots, the School does not select for entry on the basis of religious belief. Crosfields holds regular assemblies (known as Collect) and teaches Religious Studies (RS) as part of the curriculum. All children must attend Collect and RS lessons.

## Glebe House School's Contractual Terms & Conditions

Copies will be issued to parents as part of the admissions process.

## Complaints

Although it is hoped that you and your child do not have any complaints about our admissions process, a copy of the School's complaints procedure is available on the website.

## RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold personal data for longer than is necessary for a lawful purpose.

This policy also applies to EYFS.