**Key EYFS & HLN Dates for Academic Year 2025-26**

**Preparation for Spring (Main) Panel, held in January 2026**

|  |  |
| --- | --- |
| September/October 2025 | School and PVI setting identification of pupils |
| **PVI Submission Deadline:**  Friday 21st November 2025 | **Early Years Settings** are required to submit requests for all children. Moderation Details to follow. |
| **Bid Support – Drop In**  2nd October 2025 | **HLN Bid Writing Support for Senco’s**  Drop-in session 2pm to 5pm at the Nottingham Belfry Hotel |
| **School Moderation:**  4th, 5th & 6th November 2025 | 3-day in person panel, held at Castle Cavendish  Further details to be provided by Education Support Teams |
| **School Submission Deadline:**  Friday 21st November 2025 | **Primary Settings**  Rebids are required to submit for following years: 1, 3 & 5.  **Secondary Settings**  Rebids are required to submit for following years: 7, 9 and 11 (if staying on for 6th Form).  Please note automatic extensions will be applied for summer term 2026 for all year 11 students who are in receipt of HLN for spring term 2026.  **Please Note:**  Pupils with an EHCP are to be reviewed via the same process of non-EHCP learners. |
| **Submission of Requests:** | [Education.HLN@NottinghamCity.gov.uk](mailto:Education.HLN@NottinghamCity.gov.uk) (For Schools)  [EYFSSEND@NottinghamCity.gov.uk](mailto:EYFSSEND@NottinghamCity.gov.uk) (For PVI’s) |

**Spring Panel Dates**

|  |  |
| --- | --- |
| Tuesday 6th January 2026 | EYFS panel am / Primary panel pm |
| Wednesday 7th January 2026 | Primary Panel Continuation |
| Thursday 8th January 2026 | Secondary Panel |
| Friday 9th January 2026 | Additional Panel Day if Required |
| **Note:** Schools that have not followed the new moderation process will have all requests rejected.  We aim to issue the panel result in the week commencing Monday 23rd February 2026 | |

**Interim Panels**

**Interim panels are for requests for pupils new to setting or where there has been a significant change of need. Evidence of discussion with a support service over change of need will be required for application to be accepted by the panel, please provide this evidence in the ‘Additional Comments’ section of each request.**

|  |  |
| --- | --- |
| **Deadline for Submission** | **Panel Date** |
| Friday 19th September 2025 | Wednesday 1st October 2025 – Autumn Interim Panel |
| Friday 27th March 2026 | Thursday 16th April 2026 – Summer 1 Interim Panel |
| Friday 22nd May 2026 | Monday 8th June 2026 – Summer 2 Interim Panel |
| **Note:** We aim to issue interim panel results two weeks after the panel date. | |

**Additional Information**

* Due to the continued increase in requests being submitted after panel deadline dates and taking in to account the complications and delays that this causes, going forward any requests received after the above deadline will not be accepted.
* Please ensure you check your Full Year Allocation Report for any ‘Decision Out of Process’ (DOP) and/or ‘Complex Case Panel’ (CCP) re-bid date’s.
* **Please ensure that all email contact is via Education.HLN or EYFSSEND – any emails sent to named person’s accounts will not be responded to.**