



**Horizon**  
**Academy Trust**

Where anything is possible

# **Admissions Policy**

**2025-2026**



**Date of next Review: Autumn 2024**

**Version Control**

Version	Purpose/Change	Author	Date
1.1	Creation of policy – inclusion of Bilton Primary School and relevant admission procedures for LEA co-ordination Admission Policy	Trust Clerk	November 2022
1.2	Updated – Following recommendations from the School Adjudicator, there have been several amendments to the wording of Admission Arrangements. <ul style="list-style-type: none"><li>• Update to wording in relation to EHCPS.</li><li>• Update to wording referring to the date the PAN is in force until.</li><li>• Update to wording relating to In Year applications</li><li>• Update to paragraph relating to SEND provision</li><li>• Update in relation to independent appeals admissions appeal clerk.</li></ul>	Trust Clerk	October 2023
1.3	Updated link to Hull CC in year transfer <i>(2025-2026 version determined by the Trust Board 09.2.2024)</i>	Trust Clerk	December 2023

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# Introduction

The admission authority for all Horizon Academy Trust Schools is the Trust Board of Horizon Academy Trust. The admission authority is responsible for determining the school's admissions arrangements, including this policy and deciding who can be offered a place in accordance with it. All admissions authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

This policy complies with and operates within relevant East Riding of Yorkshire and Hull City Council Coordinated Admissions Schemes and related protocols, including the East Riding and Hull City Council Fair Access Protocols. The Fair Access Protocol is agreed with schools to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol will take priority over this policy.

This policy details the admission arrangements for applications and preferences in the normal primary admissions round; that is when applying for a place in advance for Reception as the year of entry to start primary school for the first time.

This policy also details the admission arrangements for 'in-year' applications and preferences outside the normal admissions round; that is when applying either during the school year, outside the period of coordination in the primary admissions round, or for admission into a year group other than the normal year of entry.

The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a Horizon Academy Trust School has been named, a place will be allocated for these children before considering other applications.

<b>Hull City Council</b>	<a href="https://www.hull.gov.uk/education-and-schools/applications-and-transfers/primary-school-applications">https://www.hull.gov.uk/education-and-schools/applications-and-transfers/primary-school-applications</a>
<b>East Riding of Yorkshire Council</b>	<a href="https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/normal-school-admissions/">https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/normal-school-admissions/</a>

## Horizon Academy Trust- Primary Schools and Pupil Admission Number (PAN)

The Published Admission Number (PAN) is the number of pupils a school is intended to admit into the Reception year group. For Reception in the 2025-2026 school year the PAN for all Horizon Academy Trust Schools is detailed below. The PAN remains in force until the end of the year of entry.

- Biggin Hill Primary School – 90 PAN
- Bilton Primary School – 30 PAN
- Cavendish Primary School- 60 PAN
- Cleeve Primary School- 60 PAN
- Gillshill Primary School- 60 PAN
- Spring Cottage Primary School- 60 PAN
- Thanet Primary School- 60 PAN

The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admission arrangements for admission to the Reception year at a primary school, even if the school and nursery are located on the same premises or run by the school itself.

This policy includes an option of 'deferred entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday.

### Admission criteria

The admission of children with an Education, Health and Care plan are covered by different admission regulations. Where any of our schools have been named, a place will be allocated for these children before considering other applications.

Learners with an EHCP may need to change their educational setting for a wide range of reasons including:

- Starting education for the first time
- Phase Transfer (e.g. moving from primary to secondary education)
- Change of special educational needs or provision
- Returning to School following a period of Elective Home Education

Horizon Academy Trust welcomes children with disabilities or Special Educational Needs (SEN). Any parent or carer who wishes to admit a pupil with disabilities or SEN will be encouraged to have an initial discussion and/or visit to the school to explore the school's educational offer. On admission, parents will be offered an induction meeting in order to ensure that there is a smooth, easy transition into school life. Disabled pupils and pupils with

SEN are treated fairly so that they have equal opportunities and access to all school experiences. We adapt our education plans, environment and facilities to meet the individual needs of our children. Children with special educational needs without an educational health care plan do not automatically have right of admission.

Some schools will be oversubscribed after the allocation of pupils with an Education, Health and Care plan. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school in the following order:

1. All **'looked after children' or 'previously looked after children'**,<sup>1</sup> including those from outside England.<sup>2</sup>
2. Those children with **significant medical or social need**.<sup>3</sup>
3. **Children, with a sibling who will be attending the academy**<sup>4</sup> at the expected time of admission.
4. **Children of staff based in the academy** where the member of staff has been employed at the academy for 2 or more years at the time that the application is made for a place at the academy or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **Children whose parents reside within the catchment area of the academy** at the time of application. See Appendix 1 for current catchment areas. Proof of **residence**<sup>5</sup> will be required.
6. **Geographical distance**,<sup>6</sup> with priority given to those living nearest to the school.

Criteria 6 will be used as a tie-breaker for other criteria if needed.

### **Definitions of oversubscription criteria**

1. **A looked after child, or previously 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. 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. Such care may have been provided by orphanages or other settings.

**3. Significant medical or social need** is defined as a need that a child has that would put them at a significant disadvantage if they did not attend at the school. This must be supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person. This evidence must demonstrate why the child must attend at the chosen school due to their need.

**4. Sibling** is defined as natural brothers or sisters (children with the same natural parents who live at the same address or different address), adopted siblings, stepbrothers or sisters and foster brothers and sisters, who reside at the same address and will be attending the school at the expected time of admission.

**5. Residence** is defined as the normal family address where the child lives. The qualification date is the closing date for applications. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week.

**6. Geographical distance** Where distance from the child's home to school has to be measured, the admission authority, or another body acting on their behalf, uses a computer GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer, (LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's home to the LLPG recorded address point for the school.

### **Normal entitlement to school place and deferred entry**

Under the normal admission arrangements, where the local authority has offered a child a place at a school, that child is entitled to a full-time place in the September following their fourth birthday. This policy includes an option of 'deferred entry'.

This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

Compulsory school age is set out in Section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their

fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

### **Admission of children outside their normal age group**

Parents and carers can apply for a place for their child outside of their normal age group. Parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Parents do not have the right to insist on their child being admitted into a particular age group – this is a decision for the Academy Trust (Admissions Authority). Parents must make it clear during the application process that they would like to apply for a place outside of their child's normal age range. The decision of the Headteacher is final in relation to the year group that a child should be admitted.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

### **Notification of places**

In accordance with the coordinated admissions policy the local authority will make the formal offer of a place to parents and carers or guardians on behalf of the Trust. This will in no way affect parents' and carers' right of appeal for a place at another school.

### **Appeals**

The procedures outlined within this section will apply to all appeals, and these will be heard in accordance with the School Admissions Appeals Code.

In accordance with the coordinated admissions policy, appeals are to be lodged with the relevant local authority.

The relevant local authority will forward all appeal requests to an independent clerk as appointed by Horizon Academy Trust.



For more information, please contact for Hull Schools:

Admissions Team  
Children and young people's services  
Hull City Council Treasury Building  
Guildhall Road  
Hull,  
HU1 2AB  
01482 300 300  
[lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

For more information, please contact for East Riding Schools:

School Admissions  
East Riding of Yorkshire Council  
County Hall  
Beverley  
HU17 9BA  
01482 392100  
[schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

## Waiting list

After offers have been made parents and carers can ask to go on the waiting list for any school. The waiting list will be held in accordance with the oversubscription criteria order of the admissions policy and children can remain on a waiting list for the whole of the academic year. Any places that become available will be filled from the waiting list. Priority must not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## In-Year admissions

In-year admissions are those that are made either during the school year, outside the period of coordination in the normal admissions round(s), or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group, that is whether prejudice to the provision of efficient education or use of resources would arise as a result of the admission of an additional pupil. If there are more applications for a place than places available, then the oversubscription criteria as outlined in this policy will be applied to ascertain which child is most entitled to a place.

Each school will maintain a current admission number for each year group according to whether prejudice to the provision of efficient education or use of resources would arise as a result of the admission of an additional pupil. When a cohort of pupils

progresses to a higher year group, the admission number previously determined for that year group will be reviewed afresh and applicants can only normally be refused a place if the number on roll is equal to or greater than the admission number. This can only be where prejudice to the provision of efficient education or use of resources would arise as a result of the admission of an additional pupil.

Each school will when setting a current admission number take into account the number of pupils currently on roll, their needs and the current organisation of classes in the school, in determining where prejudice to the provision of efficient education or use of resources would arise as a result of the admission of an additional pupil.

Each school may review the current admission number at any time should their determination change as to where prejudice to the provision of efficient education or use of resources would arise as a result of the admission of an additional pupil. This will be at least for each year group every year in the summer term before the start of the new school year, and where a change is proposed, communicate the new number and the reasons for this change (including details of any accommodation changes, class organisation and relevant financial information) to the relevant Admissions team for the purposes of coordination and to ensure the local authority's sufficiency requirements.

### **Pupils moving into the area during the academic year**

As the Trust is part of the local authority's in-year co-ordination scheme, it is the local authority which receives applications for admission during the academic year and they will relay the outcome to parents/carers directly. Parents and carers moving during the academic year should therefore complete an In-Year Transfer Form, which is available from the Local Authority websites below.

<b>Hull City Council</b>	<a href="https://www.hull.gov.uk/schools-education/applying-school">https://www.hull.gov.uk/schools-education/applying-school</a>
<b>East Riding of Yorkshire Council</b>	<a href="https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/in-year-school-admissions-and-school-transfer/">https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/in-year-school-admissions-and-school-transfer/</a>

The Trust must offer a place to every child who has applied for one and a space is available, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources. For example, admission authorities must not refuse to admit a child solely because they have applied later than other applicants, they have followed a different curriculum at their previous school, or information has not been received from their previous school.

## Admission of children of UK Service Personnel and Crown Servants

Schools will allocate a school place for families of UK Service personnel and Crown Servants returning from overseas to live in their area, in advance of the family arriving in the area, even if there is no confirmed address, provided their application is accompanied by an official letter declaring a relocation date. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return.

Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application. If the school is oversubscribed then places will be allocated in accordance with the oversubscriptions criteria.

## Variations

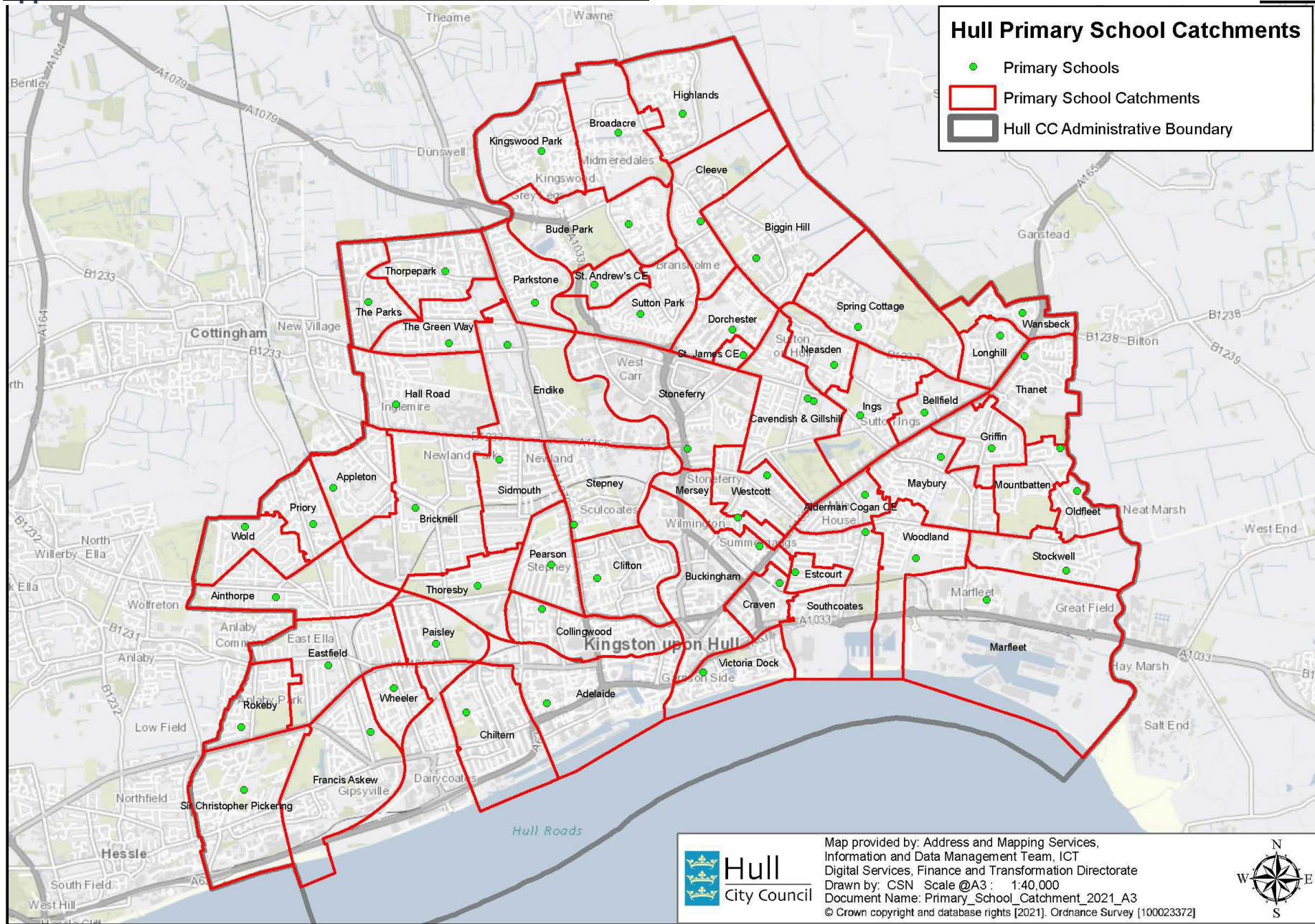
The trust board will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements. The trust board may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change. Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

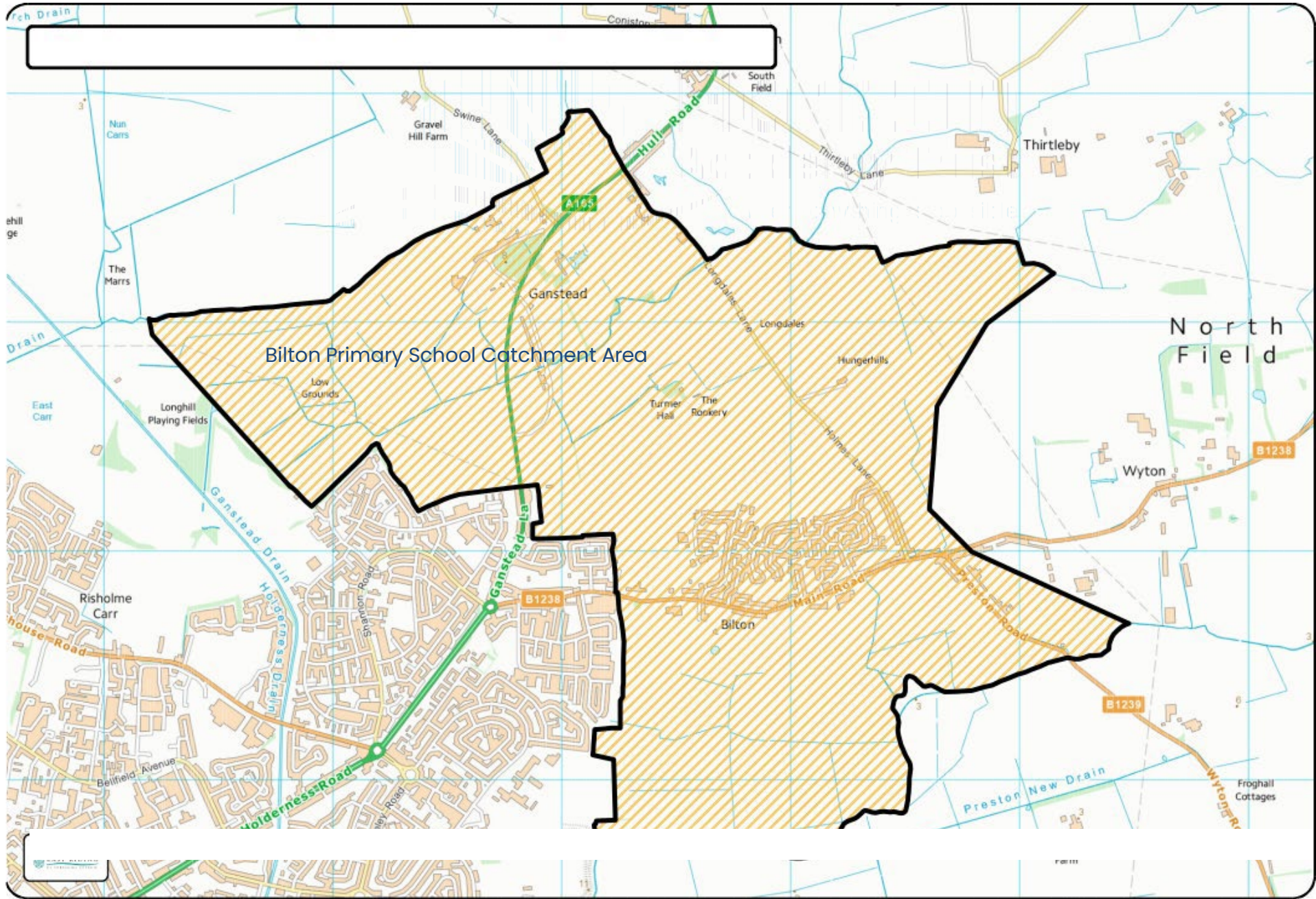
## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

## Appendix 1 – Current Catchment Areas





Bilton Primary School Catchment Area

North Field

B1238

B1239

Wyton

Froghall Cottages

Scale