



## **Horsendale Primary School** **Admissions Policy 2026-2027**



At Horsendale Primary School our mission statement is at the heart of everything we do.  
**Dream, Achieve and Flourish**

The application process for Horsendale Primary School is maintained by the Admissions team at Nottinghamshire County Council. Our school will determine our own admissions criteria within this policy and carry out the ranking of applications, where applicable, for our school.

Nottinghamshire County Council Admissions will take applications, contact families to offer places, maintain waiting lists and maintain the online admissions portal for our school.

**For information on the admissions and application process, please contact:**

**Nottinghamshire County Council Admissions**

**Tel: 0300 500 8080 or visit the website for information on how to contact them.**

**Main website page: <http://www.nottinghamshire.gov.uk/education/school-admissions>**

**Contact: [Contact us](#) | [Nottinghamshire County Council](#)**

The published admission number (PAN) for Reception is 30. This means we are unable to admit more than 30 children to our Reception class.

### **Horsendale Admissions Criteria**

We use this criteria to rank applications to our school, both for September Reception intake and in-year transfers. In the event of an oversubscription or a waiting list, we will always rank applications in order of the following criteria:

#### **CRITERIA**

1. Children looked after by a local authority (LAC) and previously looked after children (PLAC), including children outside of England (IAPLAC).
2. Children who live in the catchment area\* and who, at the time of admission, will have a brother or sister attending the school
3. Other children who live in the catchment area\* at the closing date for applications.
4. Children who live outside the catchment area\* and who, at the time of admission, will have a brother or sister attending the school
5. Children who live outside the catchment area\*.

**\*NB: All school catchment areas can be viewed using the County Council website:**

**<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>**

**\*Link to Horsendale catchment boundary map – also available on the school’s website under Admissions/Catchment: [Catchment Map - Horsendale Primary School](#)**

**Website Link: <https://www.horsendale.co.uk/catchment-1/>**

## **September intake – Reception class - first admission to school**

Parents/carers must apply for school places on a common application form through their 'home' local authority: the local authority under which they live.

Applications will be considered in relation to the published admission number (PAN), which for Horsendale is 30 places. Reception entry is subject to DfE infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

Before you apply for your child's first school place at Horsendale for September 2026, please make sure that your child is the right age – meaning they were born between 1 September 2021 and 31 August 2022 inclusive.

Outcomes to online applications made with Nottinghamshire County Council will be sent via email on National Offer Day, 16<sup>th</sup> April 2026. Outcomes for other applications will be posted 2<sup>nd</sup> class on National Offer Day or next working day if this date falls on a weekend.

### **September intake - Admission over-subscription criteria**

In the event of over-subscription, the following criteria will be applied in the following order, to determine which applications will be granted a place once places have first been allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school.

Applications will be sorted into one of the 5 criteria groups. Once 'looked after children' (Criteria 1) have been allocated a place, the rest of the applications are then sorted into one of the other 4 criteria groups of either in catchment or out of catchment, and then if the applicants will have siblings at the school at the time of joining.

Once all applicants have been sorted, each criteria group is ranked one more time, on distance from school. Within each group, preference will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the entrance of the child's home to the principal entrance to the main administrative building of the school using the Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, random allocation will be used as a tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **September intake - Waiting list**

We shall keep the waiting list for the September Reception intake open until 20<sup>th</sup> July 2027. If a place becomes available, Nottinghamshire County Council Admissions will contact the parents of the child first on the waiting list, ranked in accordance to our published over-subscription criteria, to offer the place. The waiting list will be closed on the 20<sup>th</sup> July 2027 and those on the list who were not offered a place by this time, will be removed. If a parent wishes their child stay on our waiting list, it is the parent's responsibility and new applications should be made to Nottinghamshire County Council Admissions by parents for the next academic year.

In line with the School Admissions Code 2021, the position of an application on the waiting list is determined by our school's oversubscription criteria. Parents/Carers should contact Nottinghamshire County Council Admissions they wish to remove their child from the waiting list. If there is no place available at the school

upon application 'application refused', Nottinghamshire County Council Admissions will add the child to the school's waiting list.

### **September intake – Late applications**

Late applications will be considered as long as they are received via Nottinghamshire County Council Admissions. The school will continue to use the published arrangements and over-subscription criteria for late applications. If there are no spaces due to the lateness of the application and on time allocations already being offered and accepted at the time of the school receiving the late request from Admissions, the late application will go onto the school's waiting list.

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

Parents may seek a place for their child outside of the normal age group, for example, has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to the school and Nottinghamshire County Council Admissions as early as possible. The Head Teacher and Governors along with the support of the Trust and the Local Authority, will make decisions based on 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, the child's 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. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round along with all other applications, on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Transfer to secondary school for children admitted outside the normal age group**

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred secondary school to decide whether to admit the child out of the normal age group. The admission authority must decide on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

### **In-year transfers**

If a parent wishes to transfer their child to Horsendale from another school, parents/carers must apply for school places on a common application form through the school's own local authority, Nottinghamshire County Council Admissions, contact details are on page 1.

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions.

On application, if there is a place available in the required year group and there are no other children on the waiting list, Nottinghamshire County Council Admissions will formally offer the place. If parents accept, the school will then contact those parents to proceed and administer the move.

### **In-year waiting list & ranking process**

If there are no spaces within the required year group, parents can request Admissions add their child to the waiting list. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year. Parents are welcome to ask the position they currently hold on the list. However, because the school constantly receives applications throughout the year, the waiting list frequently changes. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time an application is on the waiting list will not be a factor in offering a place.

For all waiting lists, our admissions criteria will be followed, to rank and determine which applications will be granted a place should one become available.

Applications will be sorted into one of the 5 criteria groups. Once 'looked after children' (Criteria 1) have been allocated a place, the rest of the applications are then sorted into one of the other 4 criteria groups of either in catchment or out of catchment, and then if the applicants will have siblings at the school at the time of joining.

Once all applicants have been sorted, each criteria group is ranked one more time, on distance from school. Within each group, preference will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the entrance of the child's home to the principal entrance to the main administrative building of the school using the Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, random allocation will be used as a tie-break. This process will be independently verified.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **Special consideration**

The following groups of children will be given special consideration in their application for a particular school: children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the admissions criteria.

## **Definitions**

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. If a child's parents live at separate addresses, the address where the child permanently spends (by formal arrangement) at least three school nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between separated parents will not be taken into consideration.

### **Parents**

The mother of the child. The father of the child where he was married to the mother either when the child was born or at a later date. The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate. An adoptive parent or any other person who has acquired 'parental responsibility' through the courts. Evidence of this may be required. In all cases all those with parental responsibility must agree with the preferences made.

### **Siblings (brothers or sisters)**

A brother or sister who shares the same parents. A half-brother or half-sister. A legally adopted child living at the same address. A child looked after by a local authority, placed in a foster family with other school age children. A stepchild or children who are not related but live as a family unit (all have same registered place of residence), where parents both live at the same address as the child.

### **Distance Measurement**

Within each of the admissions criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

### **A looked after child**

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.

### **Previously looked after children (PLAC)**

These are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

### **Internationally adopted previously looked after children (IAPLAC)**

From 1 September 2021, children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, outside of England, will also be prioritised as PLAC children noted above. Paragraph 1.7 of The School Admissions Code agreed by Parliament on 13 May 2021 which comes into force 1 September 2021.

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).

### **Further admissions information**

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website

<https://www.nottinghamshire.gov.uk/education/school-admissions/applying-for-a-school-place-september>.

### **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal.

As an Academy, our appeals arrangements are handled by the schools' Trust, The Flying High Partnership. All appeals received by the school are handled by an independent appeals clerk appointed by the Trust who will make all the necessary arrangements to ensure all appeals are compliant with statutory guidelines.

Applicants wishing to make an appeal should do so within 28 days of the date of the letter notifying them of the decision to refuse admission to the school. An appeals form should be completed in every case and submitted to The Flying High Partnership within the 28 days. The form is available on the school's website under 'Appeals' <https://www.horsendale.co.uk/admissions/>, or by contacting Horsendale directly on 0115 913 2331.

### **Appeals**

All appeals must be emailed to : [appeals@flyinghightrust.co.uk](mailto:appeals@flyinghightrust.co.uk)

Any paperwork or enquiries about an appeal sent to the main [info@flyinghightrust.co.uk](mailto:info@flyinghightrust.co.uk) may cause delays to your appeal. The [appeals@flyinghightrust.co.uk](mailto:appeals@flyinghightrust.co.uk) inbox is exclusively monitored by our dedicated, independent appeals clerk.

Parents may also contact The Flying High Partnership directly:

The Flying High Partnership

0115 989 1915

Email : [info@flyinghightrust.co.uk](mailto:info@flyinghightrust.co.uk)

C/O Flying High Partnership, 2a Vickery Way, Chilwell Nottingham NG9 6RY

### **Fair Access Protocol**

Horsendale Primary School participates in Nottinghamshire County Council's Fair Access Protocol.