



## **HORIZON PRIMARY ACADEMY**

### **ADMISSIONS POLICY SEPTEMBER 2025 ENTRY**

Arrangements for applications for places in Reception at Horizon Primary Academy will be made in accordance with Kent's co-ordinated admission arrangements; parents resident in Kent can apply online [here](#); parents resident in other areas must apply through their home local authority. Horizon Primary Academy will use Kent's timetable published online for these applications and Kent will make the offers of places as required by the School Admissions Code.

#### **Published Admission Number (PAN)**

Horizon Primary Academy admits 30 pupils into Reception. If there are fewer applicants than places available all applicants will be admitted. Children are admitted to the Reception Class in the school year in which they have their fifth birthday.

#### **Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted. As a result of this, the PAN will be reduced accordingly.

#### **1. Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. A 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 the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with brothers or sisters attending Horizon Primary Academy at the time of entry. Brother or sister means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Children with medical or social needs which make the school particularly suitable for the child. Priority will be given to those children or their parent(s)/carer(s) whose mental or physical impairment, medical needs or social needs means they have a demonstrable and significant need to attend Horizon Primary Academy. Applications for priority in this criterion will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between the applicant's (or their parent/carers') needs and Horizon Primary Academy.
4. Distance we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point by NLPG. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by



NLPG .The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

### **Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

### **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Kent's Fair Access Protocol. This may mean admitting children above the PAN.

### **Deferred entry for Reception places**

In accordance with the requirements of the Admissions Code, if your child has been offered a place: -

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.



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

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. It is important for parents to note that they will have responsibility for providing evidence to support their request. When such a request is made, Horizon Primary Academy will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

### **In-year admissions**

Applications for in year transfers at Horizon Primary Academy will be made in accordance with Kent's in-year co-ordination scheme. Details and an application form can be found [here](#):

### **Waiting List**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. The school maintains waiting lists for all year groups which are updated on a regular basis.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

### **Appeals**

**The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties**

