

# ADMISSIONS POLICY

2026-2027

**New Horizons Children's Academy**  
Part of the Thinking Schools Academy Trust

Date of determination: January 2025  
Review date: January 2026



[office@newhorizonschildrensacademy.org.uk](mailto:office@newhorizonschildrensacademy.org.uk)  
CHILD FIRST – ASPIRE – CHALLENGE – ACHIEVE



## Introductory statement

### 1. Aims

This policy aims to:

- Explain the Published Admissions Number (PAN) with the contact of the Academy (“the School”)
- Explain how to apply for a place at the School
- Set out the School’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Academy Context

New Horizons Children’s Academy is a 4 – 11 Primary School, coeducational, non selective academy.

Our admissions process is in line with the coordinated school admissions scheme as set out in the DfE School Admissions Code 2021. The Trustees of New Horizons Children’s Academy are responsible for admissions to the school and for publishing the following admissions policy. Admissions to the School are part of the co-ordinated admissions scheme of Medway Council.

### Published Admission number (PAN)

The school has an admission number of **90** for **each group**. It will admit this number of pupils if there are sufficient applications. If fewer than **90** applications are received, all applicants will be offered a place.

### Application process

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### Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children
2. Children who have an exceptional social or medical need which means they should attend this school rather than any other. Your application must be supported by evidence, for example from a medical specialist or social worker, of the [child’s/parent’s] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.
3. Priority will next be given to children of staff at the School, in either of the following circumstances:
  - a) The member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Siblings of pupils attending the school at the time the application is received. (Siblings will not be prioritised if their sibling is in Year 6)  
A sibling is :



- A natural brother or sister, or half brother or sister
  - A legally adopted brother or sister, or half brother or sister
  - A step brother or sister
  - Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.
5. Distance/catchment – all distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school. Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by Medway Council's School Services

### Children at the School's Nursery

Parents should note that children who attend the school's nursery will not automatically transfer to Reception Year at the school. An application for admission to Reception Year must be made in the normal way.

## Tie-break

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

## Delayed admission to reception

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

## Admission of children outside their normal age group (including for 'Summer born' children)

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.



## Waiting list

**Medway Council will be responsible for holding a waiting list for parents who request their child's name be added for Reception until 31<sup>st</sup> December.**

The school will maintain a waiting list for all year groups until the end of the academic year. A parent whose application was unsuccessful may ask for their child's name to be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Fair Access Protocol

We participate in Medway Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact the Headteacher at [office@newhorizonschildrensacademy.org.uk](mailto:office@newhorizonschildrensacademy.org.uk) for information on how to appeal.

## Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the School's admission arrangements at least once every 7 years.