



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Schools Admissions Policy 2025-2026

**Horndon-on-the-Hill Church of England Primary
School**

Approved by Trust Board: September 2022

Consulted October 2022

Admission Arrangements Determined February 2024

Review Frequency: Annual

Osborne Co-operative Academy Trust Schools Admissions Policy

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

For the Admission of Students to Horndon-on-the-Hill C of E Primary School.

1. This document sets out the admission arrangements for primary schools operated by Osborne Co-operative Academy Trust. Any changes to the arrangements set out in this document must be approved by Osborne Co-operative Academy Trust.
2. For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to Osborne Co-operative Academy Trust. Osborne Co-operative Academy Trust will continue to have regard to the advice of the Thurrock & Essex Local Authority Admissions Forum.

I: ADMISSION ARRANGEMENTS

3. The admission arrangements for Horndon-on-the-Hill C of E Primary School for the year 2025-2026 are:
 - a. Horndon-on-the-Hill C of E Primary School has a published admission number (PAN) of 30 students. Horndon-on-the-Hill C of E Primary School will accordingly admit 30 students in the relevant age group each year if sufficient applications are received;
 - b. Horndon-on-the-Hill C of E Primary School may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Horndon-on-the-Hill C of E Primary School will consult those listed at paragraph 18 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. The schools will use a timetable for applications each year (exact dates within the months may vary from year to year) which will adhere to the Admissions Timeline set out in both the School Admission Code 2021 and in the School Admissions Regulations 2012. The admissions timeline applies to all state funded schools including Academies and Free Schools (through their funding agreement).
 - a. **September** – the schools will publish in its prospectus, information about the arrangements for admission, including over subscription criteria, for the following September (ie in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

Horndon-on-the-Hill C of E Primary School will have provided information to the Local Authority for inclusion in the composite prospectus, as required.

The Local Authority will publish in mid-October a Primary composite prospectus in accordance with the national timeline.

- b. **September/October** – Horndon-on-the-Hill C of E Primary School will provide opportunities for parents/carers and pupils to visit the school;
 - c. **January** - closing date for applications;
15 January is the National Closing Date for primary school applications.
 - d. **February – April** applications considered by Local Authority as part of the co-ordinated admissions process.
 - e. **April** - offers of places notified in writing to parents by the Local Authority.
16 April is National Offer Day for primary schools.
5. This timetable reflects the practice in Thurrock and Essex Local Authorities and is intended to secure a co-ordinated approach to admission for parents and pupils. Schools operated by Osborne Co-operative Academy Trust will fit in with the co-ordinated admissions scheme for Thurrock LA when this is agreed. It will adhere to the national admissions timetable identified by the School Admissions Code.

Consideration of applications

- 6. All schools will consider all applications for places. Where fewer applications than the PAN are received, places will be offered to all those who have applied.
- 7. Notwithstanding paragraph 6 above, Horndon-on-the-Hill C of E Primary School may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. In all the circumstances described in this paragraph, however, the Secretary of State may direct Horndon-on-the-Hill C of E Primary School to admit such a pupil and that direction shall be binding on Horndon-on-the-Hill C of E Primary School.

Procedures where Horndon-on-the-Hill C of E Primary School is oversubscribed

- 8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:
 - a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 function (see the definition in Section 22 (1) of the Children Act, 1989)
 - b. Priority will next be given to the children of staff in the following circumstances:

- i. where the member of staff has been employed at a school in the Osborne Trust for two or more years at the time at which the application for admission to the school is made; and/or
- ii. the member of staff is recruited to fill a vacant classroom-based post for which there is a demonstrable skill shortage
- c. Priority will next be given to children whose siblings* currently attend the school and will continue to do so on the date of admission.
- d. Admission of pupils who attend any named feeder infant school (schools to insert list of feeder schools here).
- e. Other children by distance from the school. Distances are calculated by the Local Authority as described in the Primary Education in Thurrock booklet 2025-26.

*For the purpose of allocating places, sibling means:

- Full sibling living at the same address as the applicant
- Step sibling living at the same address as the applicant
- Half sibling living at the same address as the applicant
- Long term foster sibling living at the same address as the applicant

Twins, triplets etc. If the last child to be offered a place is a twin and their sibling cannot be offered initially, both twins will be offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, we will offer places to the remaining child or children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place

9. Notwithstanding the provisions of points a – e above, the Secretary of State may direct Osborne Co-operative Academy Trust to admit a named pupil to Horndon-on-the-Hill C of E Primary School on application from the Local Authority.

Mid-Year Admissions and September Admissions for Year Groups other than Year R or 1

10. Parents/carers wishing to make an application for a place for their child should submit the appropriate form to the Local Authority.
11. The schools will maintain a waiting list and allocate places as they become available using the criteria set out in paragraph 8 above. If there are no places available, parents/carers must confirm in writing to the school if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are removed from the list at the beginning of every term unless parents/guardians submit a written request asking for their application to remain on the waiting list. Places will be allocated as they become available using the criteria set out in Paragraph 8.

There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

Arrangements for Appeals Panels

12. Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of (name of school). The Appeal Panel will be independent of the school and will be composed of three members who will include:
 - a. at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and
 - b. at least one person with experience in education who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.
13. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.
14. Parents/carers will normally have 14 days after notification of a place not being offered at their preferred school to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
15. Parents/carers wishing to appeal against an admission decision by the admissions authority, i.e. Osborne Co-operative Academy Trust, should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.
16. Parents/carers will be given 14 days' notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing the school will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend the school. The Appeal panel will have the discretion to refuse to admit late evidence.
17. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

18. Osborne Co-operative Academy Trust shall consult each year (by 31 January) on any changes to its proposed admission arrangements. Osborne Co-operative Academy Trust will have regard to the local admission forum for the Thurrock and Essex areas. It will consult with those parties defined in the School Admission Code, published by the Department for Education. If there are no changes to its proposed admission arrangements for a school, it will consult at least every seven years.
19. Osborne Co-operative Academy Trust shall consult on any proposed decrease to the Published Admission Number.

Determination and publication of admission arrangements

20. Following consultation, Osborne Co-operative Academy Trust will consider comments made by those consulted. Osborne Co-operative Academy Trust will then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

21. The published arrangements will set out:

- a. the name and address of the school and contact details;
- b. a summary of the admissions policy, including oversubscription criteria;
- c. numbers of places and applications for those places in the previous year;
- d. arrangements for hearing appeals.

Representations about admission arrangements

22. Where other admissions authorities in the relevant area make representations to Osborne Co-operative Academy Trust about its admission arrangements, Osborne Co-operative Academy Trust will consider such representations. Where Osborne Co-operative Academy Trust and other admission authorities cannot reach agreement locally, any admission authority in Thurrock or Essex may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Osborne Co-operative Academy Trust. Where they judge it appropriate, the Secretary of State may direct Osborne Co-operative Academy Trust to amend its admission arrangements.

23. Other admission authorities in the Thurrock and Essex areas have the right to ask Osborne Co-operative Academy Trust to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask to the Secretary of State to direct Osborne Co-operative Academy Trust to increase its proposed published admissions number. The Secretary of State will consult Osborne Co-operative Academy Trust and will then determine the published admission number.

24. In addition to the provisions at paragraphs 18 and 19 above, the Secretary of State may direct changes to arrangements for Horndon-on-the-Hill C of E Primary School and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by Osborne Co-operative Academy Trust after arrangements have been published

25. Once the admission arrangements have been determined and published, Osborne Co-operative Academy Trust will propose changes only if there is a major change of circumstances. In such cases, Osborne Co-operative Academy Trust must consult those consulted under paragraphs 18 and 19 above and must then apply to the Secretary of State setting out:

- a. the proposed changes;
- b. reasons for wishing to make such changes;
- c. any comments or objections from those entitled to object.

26. The Secretary of State will consider relevant applications from Osborne Co-operative Academy Trust to change its admission arrangements only when it has consulted on the proposed changes as outlined at 18 and 19 above.
27. Where Osborne Co-operative Academy Trust has consulted on proposed changes and there have been no objections from other admissions authorities, if so required, Osborne Co-operative Academy Trust must still secure the agreement of the Secretary of State before any such changes can be implemented. Osborne Co-operative Academy Trust must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
28. The Secretary of State can approve, modify or reject proposals from Osborne Co-operative Academy Trust to change those admission arrangements identified in the admissions annex to the supplemental funding agreement for Horndon-on-the-Hill C of E Primary School.
29. Records of applications and admissions shall be kept by Osborne Co-operative Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.