

# Horton Admissions Policy

## 2026-2027



**Horton CE VA Primary School is a church school where the core Christian values of forgiveness, compassion, honesty, and respect permeate throughout all aspects of school life. These are the values we teach and encourage the children to demonstrate and the values we expect to see demonstrated in all aspects of the wider school community.**

**Our vision at Horton School is that everyone knows that they are loved by God and learns all that they need to flourish, contributing to the good of others in the school community and the wider world.**

*I am come that they might have life and have it to the full- John 10.10*

Start Date	February 2025
Review Date	October 2025
Headteacher's Signature	Nicola Berry
Chair of Governors' Signature	Suzanne Elmore

## **RATIONALE**

This admissions policy has been created to reflect our Christian foundation, and the continuing tradition of providing a Christian education in the local community. The Governors determine the admission policy for the school.

The admission number for the reception year 2026/27 is 8 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday, but parents/carers are referred to the notes at the end of this policy relating to deferred entry.

## **PROCEDURES**

Applications for a reception place at the school should be made through the South Gloucestershire Local Education Authority on their application form as published in the "Admissions to Primary Schools in South Gloucestershire – Information for Parents/Carers" Booklet. Booklets are also available from the school office. Applicants resident in other Local Authority areas should apply via their 'home' Local Authority.

The deadline for submission of application forms to South Gloucestershire Council is Thursday 15 January 2026.

The Governors may also require the submission of proof of baptism and/or regular worship as a member of a Christian Church; a church that is part of Churches Together in England or its partner body in Scotland, Wales and Ireland, or of the Free Churches Group or the Fellowship of Independent Evangelical Churches. This information would need to be supplied to the school by 15 January 2026.

The Governing Body of the school will offer places using their published criteria; the timing of the offers will be in line with South Gloucestershire LA.

The criteria listed below will be applied in the order stated should the number of applicants for places in any year group exceed the number of places available.

## **CRITERIA**

### **1. Looked After Children/Previously Looked After Children**

#### Definition

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the Horton C of E Primary School Admissions Policy 2026-2027 admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5).

(1) 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 a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(5) 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.

2. Siblings of children of a worshipping member of any church in the Benefice of Sodbury Vale and resident in the ecclesiastical parishes of Horton and Little Sodbury\*. A map may be seen at the school or visit [www.achurchnearyou.com](http://www.achurchnearyou.com)
3. Siblings of children and resident in the ecclesiastical parishes of Horton and Little Sodbury.
4. Children resident in the ecclesiastical parishes of Horton and Little Sodbury and who are children of a worshipping member of any Church in the Benefice of Sodbury Vale
5. Children resident in the ecclesiastical parishes of Horton and Little Sodbury.
6. Siblings resident outside the parishes and are a worshipping member of any other Church\*.
7. Siblings outside the parishes.
8. Children of a worshipping member of any other Church\*
9. Any remaining places will be offered on the basis of those living closest to the school. In determining which applicants live closest to school, distances from home to school will be measured in a straight line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.

\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## **OVER-SUBSCRIPTION AND WAITING LISTS**

Where the school is over-subscribed and it does not prove possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school, nominated by the Diocese of Gloucester.

In the event of over-subscription and refusal of applications for places, a waiting list will be maintained for vacancies which occur until the end of Term 2, and then discarded. Priority order on the waiting list will be determined according to the over-subscription criteria for the school, not by the date of joining the waiting list.

## **DEFINITIONS**

1. A sibling refers to a child who is:
  - a. a brother or sister or half brother or sister;
  - b. an adopted brother or sister;
  - c. a step brother or sister:

d. the child of the parent/carer's partner,

in every case the child should be living in the same family unit at the same address. The older child must still be in attendance at the school at the time of the younger child's admission.

2. A Christian church or chapel means one which is in membership of Churches Together in England or its partner body in Scotland, Wales and Ireland, or of the Free Churches Group or the Fellowship of Independent Evangelical Churches.
3. Regular attendance at worship means one who worships usually twice a month account also being taken of week day acts of worship including cell groups, house groups and bible study groups.
4. Proof of baptism is by certificate. Confirmation of regular church attendance needs to be from somebody who is either the Minister, a member of the governing council or the Secretary or Church Administrator of the church or chapel. A Minister's Support Form will be used to confirm church attendance.
5. Parent shall also mean legal guardian or carer.

### **LATE APPLICATIONS**

Applications received after the closing date, but before the offers of places have been made by the Governing Body, will be considered in accordance with the criteria above if, in the opinion of the Governing Body, there were good grounds for applicant's not being able to meet the required deadlines. In all other cases late applications will be considered, using the above criteria, only after all other applications received before the closing date has been determined.

### **Admission of Summer Born Children for Reception Entry**

The Federated Governing Body for Horton Church of England Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Horton Church of England Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

### **CASUAL ADMISSIONS**

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. The Governors have delegated responsibility for considering casual admissions to a sub committee comprising of the Head, Chair of Governors and one other member of the Governing Body.

### **DEFERRED ENTRY**

The Governors and Head Teacher believe that it is in the best interests of all children to commence school in the September of the academic year that a child will attain the age of 5. However, a child is not required to attend school until the beginning of the term after their fifth birthday and admission may be deferred or attend part-time until the

beginning of the Spring and Summer terms. Parents/Carers seeking such a deferment should make this clear when accepting an offer of a place.

## **APPEAL**

Parents/Carers have the right to appeal against the refusal by the Governing Body to admit their child and should put their appeal in writing to the Clerk of the Governors at the school within 20 school days of receiving the letter of refusal. Appeals will be conducted in accordance with the Code of Practice issued by the Secretary of State for Education and Skills under Section 84 of the School Standards and Framework Act 1998. Details of the appeals procedure and guidance will accompany any letter of refusal.

## **CHILDREN WITH AN EDUCATIONAL HEALTH CARE PLAN (EHCP)**

Children with an Educational Health Care Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with an Educational Health Care Plan that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the Educational Health Care Plan or the admission is to be made to The First Tier Tribunal (SEN and Disability). Parents/Carers of children with an Educational Health Care Plan should contact their child's case officer for any further information.

## **CONCLUSION**

This policy has been approved by the Governors of the school. It will be reviewed annually.