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Horbury Academy

ADMISSIONS POLICY 2026-2027

A MEMBER OF Accord MULTI ACADEMY TRUST

Document Detail	
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Approvals

Name	Position	Signature	Date
A Lancashire	Chair of Trustees	A Lancashire	03 February 2025
A Warboys	CEO	A Warboys	03 February 2025

Document History

Version	Date	Author	Note of Revisions
1	December 2024	Chief Operating Officer	Policy updated to reflect 2026/27 admissions deadlines.

HORBURY ACADEMY ADMISSIONS POLICY FOR THE 2026/2027 SCHOOL YEAR

1. Glossary of Terms

1.1 "The Academy" means Horbury Academy

1.2 "The Trust" means Accord Multi Academy Trust

1.3 The Board of Trustees of Accord Multi Academy Trust is the "admission authority" for the Academy

1.4 "The LA" means Wakefield Metropolitan District Council acting in its capacity as local authority.

1.5 "The LA area" means the area in respect of which the LA is the local authority.

1.6 "Specified year" means the school year beginning at or around the beginning of September 2026.

1.7 "Admission arrangements" means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.

2. Admissions to Horbury Academy

2.1 The policy on admission to Horbury Academy is determined by the Board of Trustees of the Accord Multi Academy Trust. The administration of all admissions is the responsibility of the School Admissions Team within the LA Children and Young People Service.

3. Expressing a Preference

3.1 For admission to Horbury Academy applications from Wakefield residents should be made on Wakefield's Common Application Form.

3.2 Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant's "home" LA Common Application Form.

3.3 Repeat applications made for entry to the same oversubscribed year group at Horbury

Academy will not be considered unless there has been a material change in circumstances since the original application. The School Admissions Team will determine if there has been a material change in circumstances. Examples of a material change include a change of address. Where information was known at the time of the original application, or appeal, but parents chose not to use it, this information will not be considered as additional information or a change in circumstances.

3.4 Where parents submit a Common Application Form under a Co-ordinated Admissions Scheme, whether in the normal admissions round or in-year, which names more than one school, all applications will be treated equally and eligibility for a school place will be decided in accordance with the relevant Admissions Policies.

4. The Admissions Policy

4.1 If the number of preferences received for Horbury Academy does not exceed the Admission Number, all preferences will be met *(see explanatory notes 14.1 & 15).*

4.2 All applications received will be considered in the following order:

1. Applications received by the closing date in the normal admissions round:
    - for secondary applications the closing date is **31 October 2026**;

2. For late applications received between the closing date for the normal admissions round and the end of the summer term the following dates will apply:
    - applications for secondary places received up to and including **20 November 2025** will be accepted as if they had been received by the closing date;

4.3 Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

4.4. If there are more applications for admission to a school than there are places available, preference will be given in the following order:

1 (a) Looked after Children and all previously Looked after Children and Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.

This refers to children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the Local Authority on a voluntary basis under Section 20 of the Children Act 1989; and

- Children who have been adopted from Local Authority care, children who are subject to a Child Arrangements Order and those with special guardianship immediately following being Looked After will all be included within the higher priority for Looked after Children.
- 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 (see section 23ZZA (8) of the Children Act 1989 (inserted by section 4 of the Children and Social Work Act 2017) (see explanatory note 14.2).

1 (b) Children who attend a school/academy in the **Horbury Academy Pyramid** *(see explanatory note 14.3)* meeting the following criteria:

(i) Children who live in Horbury Academy's catchment area, who have brothers and sisters attending Horbury Academy at the time of admission (*see explanatory note 14.4*);

(ii) Other children who live in the Horbury Academy catchment area (*see explanatory note 14.5*);

(iii) Children who have brothers or sisters in attendance at Horbury Academy (*see explanatory note 14.6*);

(iv) Other children, with priority being given to those living nearest to Horbury Academy;

(c) Children who live in Horbury Academy's catchment area, who have brothers and sisters attending Horbury Academy at the time of admission (*see explanatory note 14.4);*

(d) Other children who live in the Horbury Academy catchment area (*see explanatory note 14.5*);

(e) Children who have brothers or sisters in attendance at Horbury Academy (*see explanatory note 14.6*);

(f) Other children, with priority being given to those living nearest to Horbury Academy.

4.5 In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and the LA will use the parent or guardian's address for admission purposes. Where an address is given which is either not the address of the child's parent or carer or is not the child's true home address, that address will not be treated as the home address for the purposes of the application.

Where the LA becomes aware that a child is living temporarily with someone other than his/her parent or carer and has moved there for the sole purpose of gaining a place at a particular school, and the address of that person has been given as the home address in the application, the application will be treated as intentionally misleading or fraudulent and the school place offered may be withdrawn (*see explanatory note 14.7).*

4.6 Only one address can be used on the application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor (*see explanatory note 14.7)*.

4.7 By submitting an application for a school place, the parent is confirming that they have parental responsibility for the child named on the form, or if parental responsibility is shared, that both parents are in agreement regarding the preferences stated on the application for a school place. In the case of parents disagreeing on the schools preferred, there is an expectation that parents will resolve these disputes themselves and make a single application which both parents are in agreement with. (*see explanatory note 14.8)*

4.8 In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance will be measured using the National Land and Property Gazeteer (NLPG).

4.9 Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

4.10 Where the admission of siblings from a multiple birth (e.g. twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.

4.11 Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to school. Changes in address will be accepted in accordance with the provisions of the Secondary Co-ordination Schemes. In cases where there is an anticipated change in circumstances, documentary evidence will be required. In the event of any category being over-subscribed, places will be offered in the order of priority (a)-(f) detailed above.

5 Children with an Education, Health and Care Plan

5.1 Children with identified Special Educational Needs have a significantly greater difficulty learning than their peers and/or cannot access learning without significant adaptations to the school facilities. This typically means that additional support will be required for them in order to access learning. Further information can be obtained from the SEND Code of Practice (January 2015), Special Educational Needs Assessment and Review Team (SENART) or the Special Educational Needs and Disability Information and Support Services (SENDIASS).

5.2 Admission authorities:

- Must consider applications from parents of children who have special educational needs or disability (SEND) but do not have an Education, Health and Care Plan (EHCP) on the basis of the published admissions criteria as part of the normal admissions procedures;
- Must not refuse to admit a child who has SEND but does not have an EHC Plan because they do not feel able to cater for those needs;
- Must not refuse to admit a child on the grounds that they do not have an EHC Plan;
- Must not discriminate against any child or young person who has an SEN or disability and must make reasonable adjustments as set out in the Equalities Act (2010) so that they can be admitted to the school where they do not have an EHC Plan.

5.3 Children with an Education, Health and Care Plan (EHCP) are dealt with under a different mechanism. Any child with a school named on their EHC Plan will automatically gain a place at the school named via the statementing process. Any child with an EHC Plan who is admitted to a mainstream school will be counted against the school's admission number.

6 The Offer of a Place at a School

6.1 Decisions will be posted 2nd class to parents on the following day. Secondary schools:

2 March 2026

6.2 Parents who have made an online application will be able to access their offer of a school place via the on-line website after 00.30 on the respective National Offer Day.

7 Point of Entry

7.1 For Horbury Academy, pupils will start school in the in-take year (i.e. Y7 for secondary schools) on the first day the school is open following 1 September 2026.

8 Admission of Children Outside their Normal Year Group

8.1 Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

8.2 A decision on these types of applications will be made by the Horbury Academy Principal and Local Authority based on the individual circumstances of the request based on the information provided by the parents.

8.3 Where the decision is to refuse the request there is no right of appeal if the child is offered a place in another year group at Horbury Academy.

9. Unsuccessful Applications

9.1 If a Wakefield pupil is not successful in securing a place at any school he/she has preferenced, a school place will be allocated in accordance with the appropriate Wakefield Co-ordinated Admission Arrangement Scheme.

9.2 Any parent whose child is not offered a school place for which they have expressed a preference has the right of appeal to an independent appeal panel.

10. Waiting Lists

10.1 Pupils will be added to the waiting list of Horbury Academy where they were refused a place in accordance with the provisions of either the Secondary Coordination Schemes or In-Year Co-ordination Schemes.

10.2 Places will be allocated from the waiting list when the number of pupils in the relevant year group falls below the admission number for that school. Waiting lists will be kept in strict priority order against the relevant Admission Policy

10.3 The waiting list for Horbury Academy will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.

10.4 The waiting list will be established on the offer day and will be maintained up to and including the end of the summer term in July 2027. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to reapply for that academic year.

11. In-Year Admissions

11.1 All applications made outside the normal admissions round (i.e. in-year applications) for Horbury Academy should be made on the Wakefield Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In Year Coordination Scheme". Parents can express up to 5 school preferences.

11.2 Where there are sufficient places, an application will normally be agreed. The Admission Number for Horbury Academy is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the academy. There may be exceptions, for example, if accommodation in the academy is removed, then the admission number may change for subsequent year groups.

11.3 If a place is not available, a refusal letter is sent outlining the rights of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community or voluntary controlled school with places. Should the child be already attending a Wakefield school then no school will be offered as an alternative. The child's name will be added to the waiting list for the school in the order against the relevant Admissions Policy.

11.4 Should a vacancy arise at the academy, the place will be offered to the child at the top of the waiting list.

11.5 If a place cannot be offered at a preferred school, and the address is not in Wakefield, the home authority will be responsible for allocating an alternative school.

12. Fair Access Protocol

12.1 The LA has agreed a Fair Access Protocol with its primary and secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups, which are already full, than all other pupils seeking admission to that school. (e.g. Children in Care as per definition at 4.4 (a) of this policy) Full details of the Protocol can be obtained from the LA.

13. False Information

13.1 Any place offered at Horbury Academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place may be withdrawn.

13.2 Where a child starts attending Horbury Academy on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the

length of time the child has been at the academy.

13.3 Where a place or an offer has been withdrawn, the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.

13.4 It is for the parents or guardian to satisfy the LA of their circumstances, as they apply to the admission criteria at the time of application.

14. Explanatory Notes

14.1 Admission Numbers

Each school/academy has an Admission Number (AN) for each "relevant age" group. Each year, the LA consults with the Governing Body of the school/academy before the AN is set. In the case of year of entry, a child may not normally be refused admission to a school/academy on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number, or a child is offered a school which is ranked higher on a Common Application Form under the respective Co-ordinated Admissions Policy.

14.2 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 a school.

A 'previously looked after child' includes children who were adopted (from Local Authority care) 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).

Children who were previously looked after includes children who have been adopted from Local Authority care, or who are subject to a Child Arrangements Order and those with special guardianship immediately following being in care.

Child Arrangement Orders are defined in s.8 of the Children Act 1989, as amended by s.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.

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

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 (see section 23ZZA (8) of the Children Act 1989 (inserted by section 4 of the Children and Social Work Act 2017).

14.3 Horbury Academy Pyramid

The following named schools and Academies are recognised as being within the Horbury Academy Pyramid:

- Horbury Bridge Academy
- Horbury Primary Academy
- Horbury St Peter's & Clifton School
- Middlestown Primary Academy
- Netherton J&I School
- West Bretton J&I School

14.4 Brothers and Sisters

This category includes children with brothers or sisters (including stepbrothers or stepsisters residing at the same address) of statutory school age, living at the same address, in attendance at Horbury Academy or a Horbury Academy Pyramid school/academy on the date of admission.

14.5 Catchment Areas

Horbury Academy and the LA believes it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is the catchment area school.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case.

If parents are in any doubt about the catchment area school for the area in which they live, they need to contact their local school or the School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL. Further information is also available for parents in the Secondary Guide for Parents.

The home addresses of some pupils may fall into an area that forms part of the catchment area of two schools (this is known as an Option area). Where a pupil's address falls within two catchment areas, the LA will consider the application as children who live in the catchment area for both schools.

14.6 Families Living Outside the District Boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

14.7 Address

The LA investigates all queries about addresses and an offer may be withdrawn where the LA concludes that the parent/carer have made a fraudulent or deliberately misleading application.

When an offer is made, it is assumed the parental address will be the same in the following September as is held on the LA's records. If a parent plans to move or has moved house, the parent must let us know immediately as the date of the move could affect the address which is considered to be the home address for the purposes of the application.

For secondary places, any change of address received after **6 January 2026** will be used for correspondence purposes only and will not be administered until after the secondary National Offer Day. Until then then the application will continue to be processed from the last known address.

Where a parent fails to notify the LA of a change of address, this may lead to the application being treated as a fraudulent or misleading application. This in turn may lead to the place or offer of a place being withdrawn. Where the place is withdrawn, the LA will offer a place at a school within the catchment area of the new home address if there are places available at that school. Where there are no places at the new catchment area school, the LA may offer a place at the next nearest school to the new home address which has a place available.

14.8 Parental Disputes

Parental Responsibility gives both parents important legal rights as well as responsibilities to be involved in decisions such as the choice of school. The LA can only process one application per child which has been made by a person who has parental responsibility for that child.

Where the LA receives two conflicting applications both made by persons who have parental responsibility, the LA cannot process either application and the parents must decide between them which application will be withdrawn. Evidence of parental responsibility must be provided.

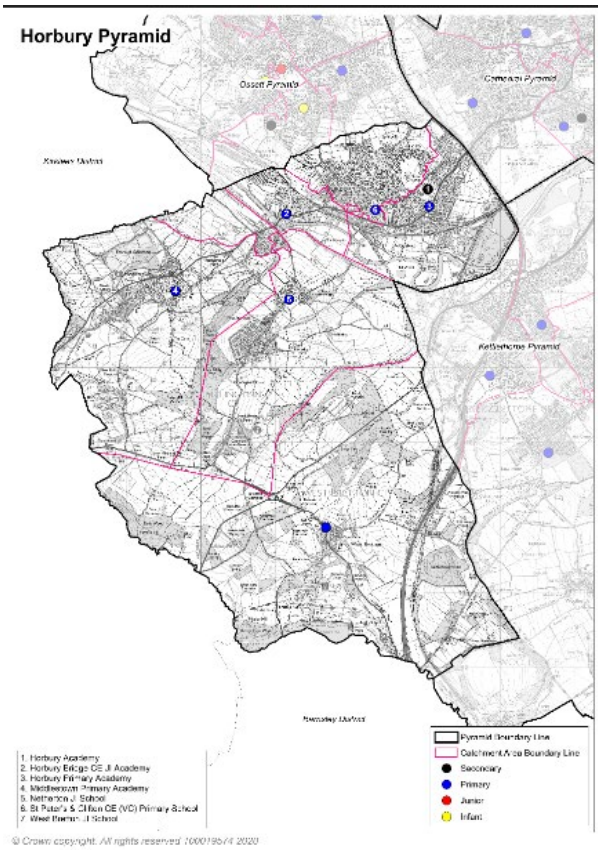
If an agreement is reached after the respective National Offer Day the agreed preferences will be processed as a late application.

Where an application has been made by a parent who has parental responsibility, and the other parent advises the LA that he/she disagrees with the school preference, the LA will continue to process the original application unless the parent who disagrees with the school preference provides evidence that the applicant does not have parental responsibility for the child, or is otherwise prevented from determining which school the

child should attend. Such evidence would be a copy of an existing Court Order or a Specific Issues Order.

15 Planned Admission Numbers 2026/2027

School	Category	Admissions Policy	Published Admission Number (PAN)
Horbury Academy	Trust	Horbury Academy Admissions Policy	210

Catchment Area Map

Horbury Pyramid