The James Hornsby School

Together we excel

Admissions Policy 2027-2028

Approved by Local Governing Body:	September 2025
Approved by Zenith Multi Academy Trust:	December 2025
Next review due by:	December 2026

ADMISSION TO THE JAMES HORNSBY SCHOOL

POLICY AND NUMBERS:

Pupils will normally be admitted at the age of eleven. Priority of admissions will be given to sisters and brothers of children already enrolled in the school. The remainder of pupils will be admitted on a distance criterion. The school's capacity assessment generated an indicated admission number of 210. The Governors have set the actual admissions number for the year commencing 1 September 2027 for Year 7 at 210 and will include applications for those with an EHCP (Educational Health Care Plan).

The school's Published Admission Number (PAN) only applies to the usual point of entry in school – at The James Hornsby School, this would be Year 7. For other year groups, which are not the usual points of admission, it will be for the admission authority to determine whether there are available spaces or whether admission beyond a particular level would cause prejudice to the provision of efficient education, causing problems in delivering appropriate educational provision for its existing pupils. The James Hornsby School will publish their operational capacity for each year group by 31 August in relation to the following academic year.

OVERSUBSCRIPTION CRITERIA:

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body to the children of those parents who have expressed a preference for the school by submitting an application form by the published cut-off date and in accordance with the following criteria and in the following numbered order of priority:

1. Looked After Children and previously looked after children:

   A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

   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 (as defined in Section 22 (1) of the Children Act 1989); or
   c) those children who appear (to the admission authority) to have been in state care outside of England and be in state care as a result of being adopted.

2. Children with a sibling:

   a) sibling is defined as a child with a brother/ sister or step brother/ sister, living at the same address.
   b) a sibling will be attending the School at the time of the start date
   c) siblings residing within a reasonable commuting distance of the school to ensure regular and punctual attendance. (also see note (a)).

3. Children of staff gainfully employed by the school:

Children of staff working at the school: Any member of school staff who has been working at the school for a minimum of 2 years at the time of application (on a permanent contract), or to fulfil a vacancy in an area in which it is difficult to recruit. Staff must still be working at the school on 1 March.

4. Zenith Multi Academy Trust:

a) where the child attends one of the partner primary schools of the Zenith Multi Academy Trust.

5. Distance:

a) any remaining places will be allocated according to the distance from the child's home address to the school (see note (b) below).

NOTES:

a) Siblings are defined as children with a brother or sister (or a step brother/sister) living at the same address, and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted. There is an expectation that sibling applicants reside within a reasonable commuting distance of the school to ensure regular and punctual attendance.

b) Distance from the child's home address to the school's address on Leinster Road will be measured in a straight line with those living nearer being accorded the higher priority. The home address is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian that is in receipt of child benefit for the child that is considered as the home address. Verification may be required. In the event of a tie-break for the distance criteria, the Governors' Committee will use the principle of drawing names out of a hat.

WAITING LISTS:

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school until the end of the first term.

APPEALS:

Issues relating to unsuccessful applicants and those on the waiting list will be managed in accordance with the LA's scheme for co-ordinated admission. Unsuccessful applicants will have the right of appeal to an Independent Appeals Panel, as specified in the Code of Practice, which will meet on a specified date.

LATE APPLICATIONS:

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the child's Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

WITHDRAWAL OF AN OFFER:

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

ADMISSION ARRANGEMENTS:

All applications, including mid-year applications, must be made in accordance with the coordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 must be received by the National Closing Date – 31st October.

The Governing body will apply the admission arrangements in accordance with the coordinated scheme for Essex and as such all deadlines and requested proof of residence within that scheme should be adhered to by applicants.

Prospectuses are available from the School. The application form used relating to entry to the School is the Common Application Form used across the Local Education Authority.

Parents wishing their child to be considered for entry to The James Hornsby School must name the School as one of their preferences on the form, which will be returned to the Local Education Authority by the date on the Common Application Form.

MULTIPLE BIRTH CHILDREN

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Admissions Authority will ensure both twins are offered a place at the school. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Admissions Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move addresses but just wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

MID YEAR ADMISSIONS:

Mid year applications for places (i.e. those made outside of the Year 6 to 7 transfer process) must be made directly to the school using the mid-year application form. This is available to download from the school website www.jameshornsby.essex.sch.uk or from www.essex.gov.uk/admissions. Please note that once a sibling leaves The James Hornsby School you will no longer be ranked under the sibling criteria on the waiting list.

At The James Hornsby School the following apply

1. It should be aimed that The James Hornsby School will inform parents/carers with the outcome of their in-year application in writing within 10 school days of receiving the application form.

2. In any event, The James Hornsby School will inform parents/carers of the outcome of their in-year application in writing within 15 school days;

3. The James Hornsby School will notify the Council of every application and every outcome within 2 school days of the decision being made

4. The James Hornsby School will provide the LA with details of the number of places available whenever this information is requested, no later than 2 school days following receipt of the LA request.

5. The James Hornsby School will notify the local authority of their intention to manage their own mid year admissions by 31 August.