

Admissions Statement

Horizons Academy

September 2025

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1. Admissions Overview

As with all special schools, children who are admitted to Horizons Academy have an Education, Health and Care Plan (EHC) that names the special school. Before an EHC plan is issued, the child or young person will have undergone formal assessment. After this multi-professional assessment, parents will receive a plan describing the child's or young person's special educational needs, and the various elements of special educational, health and social care provision required.

When considering a parent's preference, the Integrated Children's Disability Service (ICDS) at Nottinghamshire County Council will need to be sure that the academy named by the parent can meet the pupil's special educational needs, and that the placement is consistent with the provision of suitable education to other children and young people already at the school. ICDS also needs to be sure that the placement is compatible with the efficient use of available resources.

Before admission to a special school, the ICDS will consult with the Principal of the Special School to ensure that all needs can be met. This takes the form of a four stage consultation process.

Stage One

ICDS will consult with Horizons Academy to enquire about places and suitability. If the child's needs can be met, then the ICDS will direct Horizons Academy to carry out a second stage consultation.

Stage Two

Horizons Academy will contact the current placement of the child and arrange a visit to meet them and get to know more about them.

Stage Three

Horizons Academy will formally let the ICDS whether the child's needs can be met and whether there is a place available within a suitable class and peer group.

Stage Four

ICDS will confirm that the child has been successful in securing a place and this will be shared with parents/carers for acceptance.

Information on the assessment and EHC process and how parents can be supported within it is available from the ICDS or by contacting the academy.

For further information regarding the admissions process to special schools, parents should contact the Local Authority Admissions Team.

2. Visiting Horizons Academy

Prospective parents/carers and children are always welcome to visit the academy, either informally or following the suggestion of the Local Authority, as part of the EHC Plan assessment process.

Parents/carers are always ensured open and frank advice by staff at Horizons Academy as to whether the academy feels it can meet the needs of their child. It should be noted that all formal decisions are reported back to the ICDS officially and not shared with parents/carers during a visit or consultation.

To arrange a visit, please contact the Horizons Academy main office (from January 2026).

3. In Year Admissions

Applications for in-year admissions or transfers should be made directly via Nottinghamshire County Council in line with our admission arrangements. The ICDS will share with Horizons Academy information regarding any child for whom parents/carers are requesting a transfer to Horizons Academy and at this point the formal consultation process will begin, as outlined in section 1.

4. Appeals

If your child is not allocated a place at the academy or school, you prefer you have the right to appeal. The letter you receive telling you that the admission has been refused will contain some information on how to appeal.

For more information on the appeals process and to make an appeal, visit the Nottinghamshire County Council appeals page.

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>