



Nursery
ADMISSIONS
POLICY

AVANTI FIELDS
SCHOOL

2022 - 2023

This policy is in force until further notice from:	March 2022
This policy must be reviewed by:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Compliance Officer:	
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Introductory Statement

Avanti Fields School (“the School”) is part of the Avanti Schools Trust and is an inclusive Hindu faithdesignated school which welcomes children of all faiths and none. More information about the School can be found by visiting the website at www.avanti.org.uk/avantifields.

The Trust Board of Avanti Schools Trust (“the Trust Board”) is the “admission authority” for all schools within the Trust and is responsible for determining and implementing the admission arrangements for those schools.

Definition of “Parent”

In this policy, a “parent” is defined as including a natural or adoptive parent of a child (irrespective of with whom the child lives, or whether the parent has contact with or parental responsibility for the child), as well as non-parents who have care of, or parental responsibility for, the child.

Number of Nursery Places

The number of places at the Nursery will be 52 full time equivalent places; of which 52 Morning places (08:00am – 11:00am), Afternoon places (12:00am-3:00pm) and Full time places (08:00am-3:00pm) *

*Please note; parents who do not qualify for 30-hour funding, can use their 15 hours free Nursery funding, and thereafter pay for the additional hours if their eligibility has ceased prior to completing the academic year. Additional payments will be made one term in advance via ParentPay. The charging schedule – will be sent to the parents nearer to the time if their child’s eligibility has changed. For further information, please speak to the school office.

Please note: Though the Nursery has 52 full time equivalent (FTE) places if the demand does not exceed 30 FTE places the number of places will reduce to 26 FTE (one Nursery class).

When completing the Nursery Application Form, parents must confirm their preference for full day, morning only or afternoon only place, with an order of preference if more than one is chosen.

Applications will then be ranked in the order of priority as set out below in the oversubscription criteria before preferences are considered. Parents should therefore note that only requesting one type of preference will not increase their chance of achieving a place for their child. However, parents should only express a preference for a type of place if they would accept an offer of that type of place, as it may not be possible for parents to change the type of place achieved once an offer has been made.

An unsuccessful applicant will be placed on our waiting list for their preferred session; however, they will also be offered a place in the alternative session if one is available.

The afternoon session will only commence if:

1. The morning session is filled and;
2. There are 15 or more students in the afternoon

If these two criteria are not met, the afternoon session will not run. All applicants who have applied for the afternoon session only will be informed in sufficient time to allow them time to make other arrangements with other providers.

How to Apply

1. Complete the Avanti Fields School Nursery application by the relevant admission deadline date in table below.
(Available on the school website, nursery admissions page) [Nursery Admissions – Avanti Fields School](#)
2. Submit the SIF form if applicable to the school by the relevant admission deadline date– SIF form can be found on the school website
3. Outcome letters to be emailed to parent/carers in accordance to the admission process table below.

When your child turns 3	Child's start date	Avanti Fields School Admission deadline date	DFE recommended window to apply for 30 hours code	Avanti Fields School confirmation of place	Avanti Fields School FEEE form deadline completion date	Avanti Fields school induction
1 April to 31 August	Autumn term (August)	1 st June	15 th June-31 st July	15 th June	25 th June	TBC
1 September to 31 December	Spring term (January)	1 st October	15 th October-30 th November	15 th October	25 th October	TBC
1 January to 31 March	Summer term (April)	1 st January	15 th January-28 th February	15 th January	25 th January	TBC

Children with an Education, Health and Care Plan

Children with an education health and care plan (“EHCP”) which names the Nursery will be allocated a part-time place. Parents are advised to speak to the school SENCO Lead to discuss further prior to the application deadline of February.

Age on Entry to the Nursery

Places are available in the September following your child's third birthday.

Parents should note that there is no automatic transfer from the Nursery to Reception Year at the School. A separate application for admission to Reception Year must be made at the appropriate time in accordance with the Local Authority's coordinated scheme

Oversubscription Criteria

All applications will be ranked in the following order of priority:

1. Children Looked After¹, 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 state care as a result of being adopted.

¹ A “looked after child” means any child who is in the care of a local authority or is being accommodated by a local authority in the exercise of their social services functions as defined in section 22(1) of the Children Act 1989. A child who was “a previously looked after child” means a child who was looked after but ceased to be so because they were adopted, became subject to a child arrangements order (defined by Section 8 of the Children Act 1989 as amended), or became subject to a special guardianship order (defined by section 14A of the Children Act 1989). A child who appears to have been in state care outside of England means a child who was in the care of or was accommodated by a public authority, religious organisation, or other care provider whose sole or main purpose is to benefit society. Relevant evidence may be required to be submitted (as per section 2.5 of the 2021 Admissions Code)

2. Children with a sibling² attending Avanti Fields School or Krishna Avanti Primary School, Leicester at the time of application. Details of sibling to be included in the Common Application Form submitted to the Local Authority.

3. Children of a member of the School's staff in either or both of the following circumstances: a. Has been employed at the School for two or more years at the time of application; and/or b. Was recruited to fill a vacant post for which there was a demonstrable skill shortage. For the avoidance of doubt, "a" and "b" above do not denote an order of priority – all children falling within this category will be treated equally.

4. Up to 10 places to Hindu children with a practising Hindu parent who worships at the ISKCON temple in Leicester. To be included in this category, a completed supplementary information form ("SIF") certified by a representative of the ISKCON temple in Leicester must be submitted to the School by the closing date for applications, in addition to the Common Application Form submitted to the Local Authority. Children for whom a certified SIF is not received by the closing date for applications, and children falling into this category who do not achieve a place, will be included in the next category that applies.

5. All other children. For the avoidance of doubt, geographical distances will be taken from the school's permanent site: Manor Farm site in Thurmaston Lane, LE5 0TF.

Supplementary Information Form ("SIF")

For children falling within Categories 4 and 5 above, parents must complete and submit a supplementary information form ("SIF") certified by the practising Hindu parent's temple to the School by the closing date for applications, in addition to submitting a completed Nursery Application Form. Failure to do so will result in the child being placed into the next category that applies, which will reduce the chance of achieving a place.

The SIF is available for download from the School's website or in hard copy from the School's office.

Order of Allocation

Nursery places will be allocated on the basis of our determined admissions arrangements. The order in which places will be allocated in each of the categories above will be by reference to the distance the child lives from the School, with those living closest to the School receiving highest priority. Distance will be measured from the centre point of the child's home address to the centre point of the School site in a straight line using the Local Authority's specialist software and in accordance to the Child's Home Address paragraph section in the policy.

² A "sibling" will include full or half brother or sister, an adopted brother or sister, a step-brother or sister or a foster brother or sister, provided that in all cases the sibling and the applicant child live permanently at the same home address (as defined by this policy) and are being brought up as siblings. For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address will not be a sibling for the purpose of this policy. Parents must ensure that they have included full details of the sibling in the Admissions Application Form to be included in this category. Failure to do so will result in the child being placed into the next category that applies.

Tie Breaker

Where two or more children live an equal distance from the School, random allocation supervised by someone independent of the School will be used as a tie-breaker to determine the order in which places are allocated.

Child's Home Address

For the purpose of this policy, the child's home address will be the residential address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the child is registered with their GP and dentist. Business addresses will not be accepted.

The child must be living at the address at the time of application and is anticipated to be living there at the time of admission.

Children of UK Service Personnel and Crown Servants

The children of UK service personnel (UK armed forces) with a confirmed posting, or crown servants returning from overseas, the admission authority will: a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The Admission authority will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. The Admission authority will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this. This is an exception to the rule that the child must be living at the address at the time of application.

Twins and Children of a Higher Multiple Birth

While every effort will be made to ensure that both twins or all children of a higher multiple birth achieve a place, this cannot be guaranteed due to the need to allocate all places strictly in accordance with the order of priority outlined above and strict rules regarding the ratio of children to adults in nursery classes.

Applications for Admission

Applications for admission must be made to the School using the Nursery Application Form available online, which is accessible on the website - See Admissions tab. The closing date for applications and the date on which offers will be made to parents will be published on the School's website.

Once a nursery place has been offered and accepted, parents will be asked to provide documentary evidence of the child's identity and home address. This may include the child's birth certificate, NHS registration card, council tax bill and/or recent utility bills.

Late Applications

Applications received by the School after the closing date as stated on the website will be considered as a late application, and will not be considered until all applications received on or before the closing date for applications have been considered and places allocated. The chance of achieving a place will therefore be reduced. The names of those children who do not achieve a place will be placed on the waiting list (see below).

In-Year Applications

In-year applications can be made to the School, by completing the online School form. If there is no place available, the child's name will be placed on the waiting list.

Waiting Lists

The School operates a waiting list for the Nursery for the duration of the academic year. The child's position on the waiting list will be determined solely by reference to the oversubscription criteria set out above, and not by reference to the date the application was received. This means that the child's place on the waiting list may go down as well as up, as further applications are received from children with higher priority.

False and/or Intentionally Misleading information

Parents should note that an offer of a place is likely to be withdrawn if it is found that it was made on the basis of fraudulent or intentionally misleading information provided by parents. The school may check any address and other information provided so that admissions authority can apply the oversubscription criteria accurately and fairly. The school may withdraw an offer if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application