



## AVANTI BROOK PRIMARY SCHOOL

### Admissions Policy

2024 - 2025

This policy is in force until further notice from:	28.02.23
This policy must be reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.23
Date policy reviewed by Compliance Officer:	28.02.23
Location of publication of policy:	School Website
Under the Trust's Scheme of Delegation this policy must be approved by	The Admissions Committee
Such approval was given on:	8 <sup>th</sup> February 2023

## **Introductory Statement**

Avanti Brook Primary School (“the School”) is part of the Avanti Schools Trust. More information about the school can be found by visiting the website: [www.avanti.org.uk/avantibrook](http://www.avanti.org.uk/avantibrook).

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.

## **Admission number(s)**

The school has an admission number of 30 for entry in year Reception for 2024

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## **Application process**

Applications for admission for 2024 should be made on the online school application form available from both the school [www.avanti.org.uk/avantibrook](http://www.avanti.org.uk/avantibrook) and county council [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) websites by the closing date, which is 15th January 2024. Parents will be notified of the outcome of applications on “national offer day” which is on or around 16<sup>th</sup> April 2024.

Following the offer of a place at the school, parents/carers can be asked to provide their child’s proof of identification and main residence. The forms of identification may include the child’s short birth certificate, NHS registration card, council tax bill and recent utility bills.

Applications received by the Local Authority after the closing date for applications stated above will be late applications, and will not be considered until after applications received on or before the closing date for applications have been considered and places allocated. This means that the chance of achieving a place will be reduced. The names of those children who do not achieve a place will be placed on the waiting list (see below).

## **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special

guardianship order<sup>1</sup>, including those 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.<sup>2</sup>

2. Priority will next be given to children with a sibling attending the school at the time of application.
3. Priority will next be given to children<sup>3</sup> living within the catchment area set out in the map at the end of this policy.
4. Priority will next be given to the children of a member of school staff<sup>4</sup> who have been recruited to fill a skill-shortage.
5. Other children on the basis of distance, with those living closest to the school given priority.

### **Tie-break**

If in categories 2-5 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance will be measured by Hertfordshire County Council's computerised mapping system which measures 'straight line' distances to two decimal places. The measurement is taken from the 'AddressBase Premium' address point of your child's house to the address point of the school. 'AddressBase Premium' data is a nationally recognised method of identifying the location of schools and individual residences. When measurements involve flats in the same block, the distance will be to the main entrance of the block, with those on lower floors given priority.

In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school, the local authority will use the random allocation facility within the Synergy "Admissions and Transfers System" pupil database which is used for allocations.

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<sup>1</sup> 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).

<sup>2</sup> 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. Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

<sup>3</sup> Child can be defined in line with section 576 of the Education Act 1996. That section defines a parent as someone who:

- (a) Is a biological parent;
- (b) Is not a biological parent but has acquired parental responsibility; or
- (c) Otherwise has care of the child (i.e. living with the child, either full-time or part-time, and looking after the child).

<sup>4</sup> A member of school staff will be a parent of a child if they fulfil the definition of "parent" in section 576 of the Education Act 1996.

Random allocation will not be applied to multiple birth siblings (twins, triplets, etc) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

Applications received by the Local Authority after the closing date for applications stated above will be late applications, and will not be considered until after applications which were received on time. This means that the chance of achieving a place will be reduced. The names of those children who do not achieve a place will be placed on the waiting list (see below).

### **Deferred entry for infants**

Children are entitled to a full-time place in Reception year in the September following their fourth birthday. Children do not, however, reach compulsory school age until one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). These prescribed days are 31 December, 31 March and 31 August.

Parents who are offered a place for their child in Reception Year have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent

### **Deferred Entry to Reception Year**

Children are entitled to a full-time place in Reception year in the September following their fourth birthday. Children do not, however, reach compulsory school age until one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). These prescribed days are 31 December, 31 March and 31 August.

Parents who achieve a place for their child in Reception Year have a right to decide that they will defer the date that their child will start school until their child reaches compulsory school age, without losing the achieved place.

However, parents of “summer born children” (i.e. children born on or between 1 April and 31 August) cannot defer the date that their child will start school beyond the first day of the final

term of the school year without losing the place that has been achieved, which will then be allocated to another child. Parents of “summer born children” do, however, have the right to release the achieved place and delay their child’s start date for one whole academic year, when they will either seek admission to Year 1 (which is subject to availability of a place) or make a request for admission outside normal age group to Reception Year (which is at the discretion of the Trust Board) and go through the normal admission allocation process for that cohort.

### **Continuing interest (Waiting lists)**

The school operates a continuing interest list (waiting list) for each year group for the duration of the school year. For applications to Reception made during the main admissions round, all children who were unsuccessful in securing a place will automatically be placed on the waiting list. For unsuccessful applications made outside the main admissions round, it will be open to other parents to ask for their child’s name to be placed on the waiting list.

A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above, and not by reference to the date that the application for admission was made. This means that a child’s place on the waiting list may go down as well as up, as more applications are received from children with higher priority.

At the end of each academic year students will be automatically removed from the list. To retain a place on the waiting list parents must make a new In Year application. More information is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

### **Appeals**

Parents have a statutory right of appeal to an independent appeal panel in the event of a refusal of a place. Appeals are dealt with strictly in accordance with the School Admission Appeals Code 2012.

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the school’s website. ([www.avanti.org.uk/avantibrook](http://www.avanti.org.uk/avantibrook)) on or before 28 February after the closing date for applications for that year. Information will also be included in the letter sent to parents notifying them of a refusal. The appeal process can be found on the following: <https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/covid19/guide-to-written-school-appeal-process-final.pdf>

### **Reception Admissions**

For Reception applications, parents wishing to appeal who applied to the school direct should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link ‘log into the appeals system’.

## **In Year Admissions**

The In Year process will be co-ordinated by HCC on behalf of the school. Parents must fill in the home Local Authority In Year Form when applying for an In Year place. Hertfordshire parents should complete the online application form available at [www.hertfordshire.gov.uk/inyear](http://www.hertfordshire.gov.uk/inyear). Places will be offered only if spaces are available and the over-subscription rules will be applied. The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at: [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

The school will hold a Continuing Interest list for each year group and at the end of each academic year students will be automatically removed from the list. To retain a continuing interest place parents must make a new In Year application. More information is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

**Fair Access Protocol** The school participates in the HCC's Fair Access Protocol and will admit children, In Year, under this protocol before children on continuing interest and over Published Admission Number (PAN) if necessary.

### **Notes:**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.