



ADMISSIONS POLICY

AVANTI BROOK PRIMARY SCHOOL

2026 - 2027

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| This policy is in force until further notice from: | 28.02.25 |
| This policy must be reviewed by no later than*: <i>*this refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i> | Annually |
| Policy Author(s): | Shamita Kumar |
| Date Policy approved by the Trust Board and Minute reference | 05.02.25 (Minute References 53 & 54) |
| Location of publication of policy: | Governor Hub/ School Website Internal Records and Intranet |

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.

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

Published Admission Number (“PAN”)

The School has a PAN of 30 for entry in year Reception for 2026.

Where fewer applications than the PAN, or an amount equal to the PAN, for the relevant year group are received, the Trust will offer places at the School to all those who have applied.

Application Process for Admission in the Normal Admission Round (i.e. to Reception)

Applications for admission in the normal admission round must be made to the parents’ home Local Authority on the Common Application Form (“CAF”).

The CAF for Hertfordshire can be found on the county council’s website - [Primary, junior and middle school places | Hertfordshire County Council](#)

Applications must be submitted by the closing date, which is 15th January 2026.

Parents will be notified of the outcome of applications on “national offer day” which is on 16th April 2026 (or the next working day).

Following the offer of a place at the School, parents can be asked to provide proof of their child’s birth date.

Oversubscription criteria

When the School is oversubscribed, available places will be allocated to children in the following order of priority:

1. Looked after children, 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.
2. Children with a sibling attending the School at the time of application. Details of the sibling(s) must be included in the application form. Failure to do so will result in the child being placed into the next category that applies.

3. Children whose home address is within the catchment area set out in the map at the end of this policy.
4. Children of a member of School staff who have been recruited to fill a skill-shortage.
5. Other children on the basis of distance, with those whose home address is closest to the School as described below given priority.

Order of Allocation

Where more than one child falls into one of the oversubscription categories, the order in which places will be allocated will be by reference to the distance that the child lives from the School, with those living closest to the School receiving highest priority. Home to School distance will be measured in a straight line using a computerised mapping system to decimal places. The measurement is taken from the *AddressBase Premium* address point of your child's home address to the address point of the School. AddressBase Premium data is a nationally recognized method of identifying the location of schools and individual residences.

If the family does not have a permanent address and reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the Local Authority will be consulted.

Tie-break

Should there be more than one applicant living an identical distance from the School, the local authority's random allocation facility within the Synergy "Admissions and Transfers System" pupil database will be used as a tie-breaker to determine the order in which places are allocated. Random allocation will be supervised by someone independent of the School and a fresh round of random allocation will be used each time a child is to be offered a place from the waiting list.

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 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).

Admission of Children Below Compulsory School Age and Deferred Entry to Reception

Children are entitled to a full-time place in school 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 whose child is offered a place in Reception Year have a right to defer the date their child will start school until later in the school year. Places cannot be deferred beyond the date that the child would reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

Part-Time Attendance in Reception

Parents have a right to decide that their child will attend school part-time until they reach compulsory school age.

For example, a child born on 15 February will not reach compulsory school age until 31 March following their fifth birthday, but is entitled to a full-time place in Reception Year from the preceding September. The child's parents can decide that their child will not start school until 1 January and will attend part-time until 31 March. From 1 April the child will attend full-time. Parents who exercise their right to send their children to school on a part time basis must agree this in writing with the School.

Admission of children outside their normal age group and Delayed Entry

The procedure for making a request is:

1. Parents must complete a 'Request for admission outside of normal age group form' (see Appendix A1). A hard copy of this form is available from the School Office: Avanti Brook Primary School Newland Avenue, Bishop's Stortford, CM23 2UW. In that form, parents must explain that they are requesting that their child be admitted outside their normal age group, stating which year group they request and giving details of all relevant circumstances together with any relevant supporting documents.
2. The completed form and any supporting documents must be sent by post or email to the school Principal at avantibrook@avanti.org.uk or Avanti Brook Primary School, Newland Avenue, Bishop's Stortford, CM23 2UW and marked 'Request for admission outside of normal age group.'
3. The Trust or the Panel appointed by the Trust will consider the request and 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 parent's views, the view of the Principal of the school concerned, information about the child's academic, social and emotional development, the child's medical history and the view of their medical professionals (where relevant), whether the child has previously been educated outside their normal age group, and whether they would have naturally fallen into a lower age group if they had not been born prematurely.

4. The Trust or appointed Panel will notify parents of their decision, including reasons, in writing, normally within 15 days of the date of receipt by the school of the request.
5. Where the request is agreed in principle in advance of an application being made, the decision letter **must** be included in the application.
6. Where a request is being made for twins, triplets or children of multiple higher births, a separate request must be made for each child.
7. There is no statutory right of appeal against refusal of a request for admission outside of normal age group. However, if parents are dissatisfied with the decision, they may submit a complaint under the Trust's Complaints and Concerns Policy.

It is important for parents to note that obtaining agreement in principle to a request for admission outside the normal age group does not mean that the child will achieve a place in that year group. The usual application for admission must be submitted to the Local Authority by the closing date (outlined above). When making the application to the Local Authority, parents are also required to submit the decision letter from the School agreeing to educate their child outside the normal age group alongside the application for admission. Applications will be considered with all other applications for that year group and the oversubscription criteria will be applied where necessary. This means that parents who obtain agreement in principle for their child to be educated outside the normal age group may not achieve a place at the School.

Continuing interest (Waiting lists)

On behalf of the Trust, the School administers a continuing interest list (waiting list) for each year group for the duration of the school year. For applications to Reception made during the normal 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 normal admissions round, it will be open to 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, 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 [In year admissions – change school during the year | Hertfordshire County Council](#)

In Year Admissions

The In Year process will be co-ordinated by Hertfordshire County Council 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. 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

Fair Access Protocol

The School participates in the Fair Access Protocol and will admit children under this protocol even where the School is full.

Appeals

Parents have a statutory right of appeal to an independent appeal panel in the event of a refusal of a place either in the normal admission round or in-year. Appeals are dealt with strictly in accordance with the School Admission Appeals Code.

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the school's website ([Admissions – Avanti Brook](#)) 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>

Appeals in the normal admissions round should be made to Hertfordshire County Council. Parents should call the Customer Service Centre on 0300 123 4043 to request their registration details, log into www.hertfordshire.gov.uk/schoolappeals and click on the link 'log into the appeals system'.

In-year appeals should be made to the Local Authority using the application form on its website which can be found here - [In year appeals | Hertfordshire County Council](#)

Glossary

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| <p>Child's Home Address</p> | <p>The place where the child lives for the majority (i.e. more than 50%) of the week.</p> <p>If the child lives at more than one address (e.g. in the case of separated parents), or if more than one address is supplied, or there is a dispute over the Child's Home Address, the following steps will be followed. This is because the Trust cannot accept more than one address as the Child's Home Address.</p> <ol style="list-style-type: none"> 1. Parents are urged to reach an agreement as to the Child's Home Address and notify the School of the agreed address. 2. If it is unclear where the child spends more than 50% of their week, evidence will be requested which will normally be the address at which the child is registered with a medical GP. <p>Business addresses will not be accepted.</p> <p>The Child's Home Address for children of UK service personnel (UK armed forces) with a confirmed posting, and children of crown servants returning from overseas, will be the address at which the child will live as long as the parents provide evidence of their intended address. A Unit or quartering address will be used as the Child's Home Address where a parent requests this.</p> |
| <p>Child who appears to have been in state care outside of England</p> | <p>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.</p> |
| <p>Compulsory school age</p> | <p>Children reach compulsory school age on one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.</p> |
| <p>Looked after child</p> | <p>Any child who is in the care of a local authority or is 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 as amended) at the time of making an application to the School.</p> |
| <p>Member of School staff</p> | <p>An employee of Avanti Schools Trust or any of its subsidiary companies whose normal place of work is the School.</p> |

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| <p>Parent</p> | <ul style="list-style-type: none"> • Biological parents (whether or not they are married); • Any person who, although not a biological parent, has parental responsibility for the child; • People who are not biological parents and do not have parental responsibility for a child but who have care of the child. |
| <p>Previously looked after child</p> | <p>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).</p> |
| <p>Sibling</p> | <p>Includes:</p> <ul style="list-style-type: none"> • natural brother or sister; • half brother or sister; • an adopted brother or sister, or adopted half-brother or sister; • a step-brother or sister; or • other child living in the same household as part of the same family, <p>provided that in all cases the sibling and the applicant child live permanently at the same home address (as defined by this policy), are living there at the time of the application and are being brought up as siblings.</p> |
| <p>Summer born child</p> | <p>Children born from 1 April to 31 August.</p> <p>Summer born children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).</p> |

Appendix A

Request for admission outside of normal age group form

This form is for use by parents who wish to request that their child be admitted to school outside their normal age group, either above or below. This form is available in the School's admission policy and a hard copy form is available from the school office: Avanti Brook Primary School, Newland Avenue, Bishop Stortford, CM23 2UW including in accessible format

The completed form must be returned by post or email to the school Principal at avantibrook@avanti.org.uk or Avanti Brook Primary School, Newland Avenue, Bishop Stortford, CM23 2UW and clearly marked '[Request for admission outside of normal age group](#)'

This is not an application for admission. A separate application for admission must be made in the usual way.

| About the child | |
|-----------------------|--|
| Child's forename | |
| Child's surname | |
| Child's date of birth | |

| Parent's details | |
|----------------------|--|
| House number or name | |
| Street | |
| Area or district | |
| Town | |
| Postcode | |
| Phone number | |
| Email address | |
| Parent's full name | |

Name of school(s) to which you are seeking approval to apply outside of the normal age group

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|----------------|
| Name of school |
| |

Year groups:

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|------------------------------|--|
| Child's normal age group: | |
| Year group sought for child: | |

Please explain below why you are requesting for your child to be admitted to a year group outside their normal year group and why you feel that this is in the best interests of your child. If you wish to provide any professional evidence, please attach it to this form. The Trust or the appointed Panel will take into account the following factors when considering whether or not to agree to your request in principle:

- information about the child’s academic, social, and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

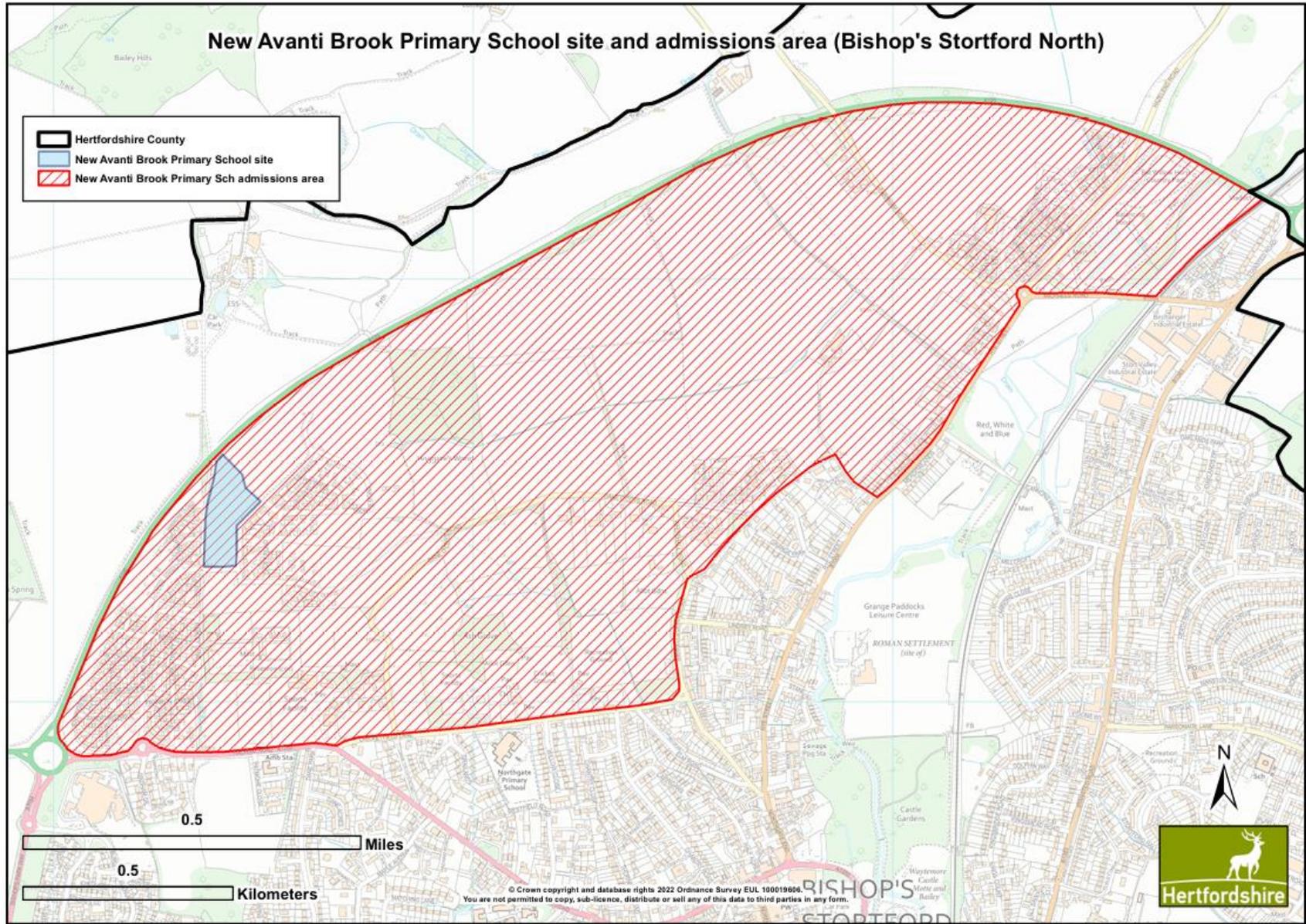
Please list below the documentation you have attached in support of your request if any:

I confirm that the information provided on this form is true and accurate. I confirm that in making this request, I have the consent of any other parent of this child to make this request.

Signed: Date:

New Avanti Brook Primary School site and admissions area (Bishop's Stortford North)

-  Hertfordshire County
-  New Avanti Brook Primary School site
-  New Avanti Brook Primary Sch admissions area



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