ADMISSIONS POLICY

[AVANTI GARDENS SCHOOL]

[2023 - 2024]

This policy is in force until further notice from:	28.02.22
This policy must be reviewed by:	31.10.22
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.22
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Under the Trust's Scheme of Delegation this policy must be approved by [Learning, Teaching and Standards Committee]. Such approval was given on:	The Admissions Committee

Avanti Gardens School

Admission Policy for

2023/2024

Date of Approval: February 2022

Introductory Statement

Avanti Gardens School ("the School") is part of the Avanti Schools Trust. More information about the School can be found by visiting the website at www.avanti.org.uk/avantigardens.

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 PAN for entry to Reception Year is 60.

Where fewer applications than the PAN, or an amount equal to the PAN, for the relevant year group are received, offers will be made to all those who have applied.

Applications for Admission in the Normal Admissions Round (i.e. to Reception)

Applications for admission in the normal admission round must be made to the parents' home Local Authority on their Common Application Form which is accessible on their website.

Applications must be submitted to the home Local Authority by the closing date, which is **15 January 2023**.

Parents will be notified of the outcome of applications on "national offer day" which is on **16 April 2023** (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.

Children with an Education, Health and Care Plan ("EHCP")

Children with an EHCP which names **Avanti Gardens School** will be admitted to the School even where this may result in the PAN for that year group being exceeded. Where they will be admitted in the normal admission round (i.e. to Reception Year), the number of places available within the PAN will be reduced.

Children of UK Service Personnel and Crown Servants

Children from families of service personnel with a confirmed posting, or crown servants returning from overseas will be allocated 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.

Oversubscription Criteria

Where the School is oversubscribed, the 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 **Avanti Gardens 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 of a member of the School's staff in either or both of the following circumstances:

    a. where the member of staff has been employed at the School for two or more years at the time of application; and/or

    b. where the member of staff was recruited to fill a vacant post at the School 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, applying the tie breaker where necessary.

4. Other children by distance from the School, with priority given to children that live closest to the School measured as described below.

Further evidence may be requested where it is unclear whether a child meets any of the oversubscription criteria.

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 distances will be measured in a direct line from a point on the home address as held by the Local Authority, and as defined in the Local Land and Property Gazetteer, to a defined point within the main school building using the Local Authority's computerised mapping system. This point is used for the My Neighbourhoods information available on the Bristol City Council website.

If the family have a permanent address in the UK, this address will be used for school admission purposes. If the family do not have a permanent address and reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the home to school distance will be calculated from Bristol City Hall to the School.

Tie Breaker

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified 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 who are tied for the final place. We will admit them all and exceed our PAN.

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

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 decide that they will defer the date that their child will start school until later in the school year without losing the achieved place. Admission 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. Parents who defer the date that their child will start school must agree the decision in writing with the School.

Part-Time Attendance in Reception Year

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. The school will liaise with parents and will ultimately determine part-time arrangements for practical reasons and to reduce disruption to learning and teaching (e.g. whether part-time attendance is morning sessions, afternoon sessions).

Admission of Children Outside their Normal Age Group and Delayed Entry

In the normal admission round, parents have a right to ask for their child to be admitted outside their

normal age group, either above or below. For example, the child may be gifted and talented, or may be a summer born child. It is, however, for the Trust to determine whether to agree or refuse the application.

The procedure for asking for admission of a child to a year group other than the child's normal year group is:

1. Parents send a letter to the School (emailing avantigardens@avanti.org.uk or via post) explaining that they are requesting that their child be admitted outside their normal age group, giving details of all relevant circumstances and attaching any relevant supporting evidence.

2. 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 parents' views, the Principal's view, 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. The Trust may delegate this decision as it considers appropriate.

3. The Trust's decision will be communicated to the parents in writing by the School.

4. If the request is refused parents may submit a complaint under the Trust's Complaints Policy.

It is important for parents to note that obtaining agreement in principle to 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 (as outlined above) and the letter from the School agreeing to admit outside the normal age group must be submitted along with the application for admission. Applications will be considered with all other applications for that year group and the oversubscription criteria applied where necessary. This means that parents who obtain agreement in principle to their child being admitted outside the normal age group may not achieve a place, and then be in the position of having to apply to other schools for admissions outside normal age group, or applying for admission to Year 1 which is subject to place availability.

Late Applications

Applications received by the Local Authority after the closing date will be late applications and will not be considered until after applications received on or before the closing date 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).

Waiting Lists

On behalf of the Trust the School administers a waiting list for the duration of the school year. The names of all children who do not achieve a place will be placed on the waiting list automatically, and for the duration of the school year in which they would otherwise have been admitted. Parents can ask the School to remove their child's name from the waiting list at any time by writing to the School.

At the end of each school year all names will be removed from the waiting list unless the parent indicates to the School that they wish for their child's name to remain on the list for the next school year. Note that this will be repeated at the end of each school year.

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.

In-Year Admissions

Applications for in-year admissions should be made to the School by completing the application form on the School's website page titled 'In Year Transfers' and linked here. You will then be contacted by the School to provide further information to support your application. If more applications are received than there are places available, applications will be ranked by the School in accordance with the oversubscription criteria. Applicants will be notified of the outcome by the School within 15 school days.

If admission is not granted, parents will have the opportunity to appeal the decision. Please see below for further information.

Fair Access Protocol

The School is committed to participating in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, children may be admitted to the School under the Fair Access Protocol, even where the School is full.

Statutory Right of Appeal

Parents have a statutory right of appeal if their admission application is rejected either in the normal admissions round or in-year.

Appeals against a decision to refuse a place in the normal admissions round (i.e. to Reception Year) should be submitted on the appeal form which is available from the Bristol City Council website on the 'School Admission Appeals' page or by clicking here. Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the School's website (www.avanti.org.uk/avantiGardens) 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.

Appeals against a decision where an in-year place was not granted should be submitted in writing to the School within one calendar month from the date of the letter rejecting the application.

All requests for an admission appeal must be accompanied by the grounds for making the appeal. Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.

Appeals are heard by an independent appeal panel and are dealt with strictly in accordance with the School Admission Appeals Code.

Withdrawing an Offer

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 offer of a place may be withdrawn 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.

In order to ascertain whether an offer has been made on the basis of a fraudulent or intentionally misleading application, the School reserves the right to ask for additional information to check the veracity of the information provided in the application.

Glossary

Child's Home Address	The place where the child is living with their parent. 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. 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 the School is not notified of the agreed address, evidence may be required (e.g. a child arrangements order). 3. Where satisfactory evidence cannot be provided, the Child's Home Address for the purpose of this policy will be determined with reference to where the child spends the majority of their time (i.e. more than 50% of the week). 4. If it is unclear where the child spends more than 50% of their week, evidence will be requested which will normally be the address where the child is registered with a medical GP. 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.
Child who appears to have been in state care outside of England	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.
Compulsory school age	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.
Looked after child	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.
Parent	• 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.
Previously looked after child	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).
Sibling	Includes: • 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.
Summer born child	Children born from 1 April to 31 August. 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).