



ADMISSIONS POLICY

**AVANTI GRANGE SECONDARY SCHOOL, BISHOPS STORTFORD
2025 - 2026**

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| This policy is in force until further notice from: | 28.02.24 |
| Policy Must be Reviewed: | Annually |
| Policy Author(s): | Shamita Kumar |
| Date policy reviewed by Education Director: | 28.02.24 |
| Date policy reviewed by Compliance Officer: | 28.02.24 |
| 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: | January 2024 |

Introductory Statement

Avanti Grange Secondary 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/avantigrange

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.

Application Process for Admission in the Normal Admission Round

Applications for admission to year 7 must be made to the parents’ home Local Authority on their Common Application Form, which is accessible on their website. Where the home Local Authority is Hertfordshire, applications should be made online at [Secondary and upper school places | Hertfordshire County Council](#) or parents can request an application form from the Customer Service Centre on 0300 123 4043. The School will offer a place to children with an Education, Health and Care Plan (“EHCP”) that names the School.

The closing date for applications is 31st October 2024.

Published Admission Number (“PAN”)

The PAN for entry to Year 7 in 2025 is 180. 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.

Oversubscription Criteria

Where the School is oversubscribed, after the admission of pupils with an EHCP naming the School, priority for admission will be allocated in the following order:

1. Looked after children, previously looked after children, and children who appear to have been in state care outside 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 in the Bishop’s Stortford North development – see map below or here - [20210401 MapBSN SecSchAdmissAreaAndSiteV2 AB.pdf \(avanti.org.uk\)](#)
4. Children of a member of the School’s teaching staff who has been recruited to fill a vacant post for which there was a demonstrable skill shortage or has been employed by the school for two or more years at the time at which the application for admission

is made.

5. Other children by distance from the School, with priority given to children whose home address is closest to the School measured as described below.

Order of Allocation

The order in which places will be allocated in each of the categories above will be by reference to the distance the child's home address is from the School, with those living closest to the School receiving highest priority. A straight line distance is used for home-school measurement. Distances are measured 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 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.

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 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).

In-Year Admissions

Applications for in-year admissions should be made to the School using the School's in-year application form. This can be found on the School's website ([Admissions – Avanti Grange Secondary School](#)) or a copy can be obtained by contacting the School by email or in person. Once completed, the application form should be sent to admissions.ags@avanti.org.uk. If more applications are received than there are places available, applications will be ranked by the admissions authority in accordance with the admissions over subscription criteria as outlined above.

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 written request with their application, specifying why admission out

of normal year group is being requested.

When such a request is made, the 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 Principal and any supporting evidence provided by the parent.

Waiting Lists

After places have been offered, the School will maintain a continuing interest (waiting) list ("CI list"). A child's position on the CI list will be determined by the oversubscription criteria and a child's place on the CI list can change as other children join or leave it. The School will contact parents if a vacancy becomes available and it can be offered to a child. CI lists will be maintained for every year group until the summer term. To retain a place on the CI list after this time, parents must make an In Year application.

Statutory Right of Appeal

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

Appeals against a decision not to admit your child either in the normal admission round or in-year should be made to the Local Authority using the form on its website found here - [School appeals | Hertfordshire County Council](#).

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the School's website ([Admissions – Avanti Grange Secondary School](#)) 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. Parents will be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

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 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

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| <p>Child's Home Address</p> | <p>The residential address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time. The child must be living at the address at the time of the application and it anticipated to be living there at the time of admission.</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 court documentation confirming the child's address. <p>Business addresses will not be accepted.</p> <p>The Child's Home Address for children of UK service personnel 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> |

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| Parent | <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. |
| Previously looked after child | <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> |
| Sibling | <p>Includes:</p> <ul style="list-style-type: none"> • full or half brother or sister; • an adopted brother or sister; • a step-brother or sister; or • a foster brother or sister. <p>For the avoidance of doubt, children or extended family members (e.g. cousins) or friends will not be a sibling for the purpose of this policy.</p> |
| Summer born child | <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> |

Admissions area for the new Avanti Secondary School at Bishop's-Stortford North

