



## ADMISSIONS POLICY

### AVANTI HOUSE PRIMARY SCHOOL

2023 - 2024

This policy is in force until further notice from:	28.02.22
This policy must be reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.22
Date policy reviewed by Compliance & Governance Officer:	28.02.22
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:	15 <sup>th</sup> February 2022

#### Introductory Statement

Avanti House Primary School ("the School") is part of the Avanti Schools Trust and is an inclusive Hindu faith-designated 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/avantihouse-primary](http://www.avanti.org.uk/avantihouse-primary).

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.

#### Published Admission Number (“PAN”)

The published admission number (“PAN”) for entry to Reception Year is 60.

Where fewer applicants than the published admission number for the relevant year group are received, offers will be made to all those who have applied.

#### Children with an Education, Health and Care Plan

Children with an education health and care plan (“EHCP”) which names Avanti House Primary School will be admitted to the School under separate statutory procedures, rather than under this policy. Where they will be admitted in the normal admission round (i.e. in the September following their fourth birthday), the number of places available within the PAN stated above will be reduced, otherwise they will be admitted over the PAN where necessary.

#### Oversubscription Criteria

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

1. Children Looked After<sup>1</sup>, 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<sup>2</sup> attending Avanti House Primary School or Avanti House Secondary School 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

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<sup>1</sup> 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).

<sup>2</sup> A “sibling” is defined in this policy as a full or half brother or sister, an adopted brother or sister, a step-brother or sister or a foster brother or sister. For the avoidance of doubt, the children of extended family members (for example, cousins) or friends will not be a sibling for the purpose of this policy.

- 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 15 places to Hindu children with a practising Hindu parent who worships at the ISKCON Bhaktivedanta Manor temple (located at Hilfield Lane, Aldenham, Watford WD25 8EZ) in the following order of priority:
- 4.1 Hindu children with a practising Hindu parent who has taken initiation (diksha)<sup>3</sup> and attends Sanga.<sup>4</sup>
- 4.2 Hindu children with a practising Hindu parent who attends Sanga.

To be included in this category, a completed supplementary information form (“SIF”) certified by a representative of the ISKCON temple in Watford 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. Up to 15 Hindu children with a practising Hindu parent. To be included in this category, a completed SIF certified by a representative of the parent’s temple must be submitted to the School by the closing date for applications, in addition to the CAF submitted to the Local Authority. Children for whom a 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 category below.
6. All other children. Children who do not fall into any of the categories above will be allocated places under this category by reference to the child’s home address (as defined in this policy) to the school.

### Order of Allocation

School places will be allocated on the basis of our determined admissions arrangements. The order in which places will be allocated within 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

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<sup>3</sup> “Initiation” is acceptance of the shelter of a bona fide ISKCON guru and commitment to follow the principles laid down by the authorities within ISKCON.

<sup>4</sup> Sanga” is a registered congregational programme which involves regular congregational spiritual development meetings (usually held at least once every month) led by an experienced practising devotee recognised by the temple.

centre point of the child's home address to the centre point of the School's 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.

In the case of buildings containing a number of dwellings (i.e. a apartment block), the distance will be measured from the main entrance of the building regardless of the building the child's home address is actually located, with the tie breaker being applied as necessary.

#### Tie Breaker

Where two or more children live an equal distance from the School within categories 1 to 4, 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.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for the final place. The school will admit them both or all (as the case may be) and exceed the PAN.

#### 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 alternatively 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.

Where an issue arises, the Trust Board reserves the right to seek supporting evidence that the residential address stated in the application for admission meets this definition before the child is admitted.

#### 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.

### Statutory Maximum Infant Class Size

The statutory maximum number of pupils in a class in Reception Year to Year 2 is 30, however regulations set out categories of children who will be regarded as “excepted pupils” not counting towards the class size and can therefore be admitted.

Twins and siblings of a higher multiple birth will be “excepted pupils” where one or more of them achieves a place under the oversubscription criteria set out above, but their twin or sibling(s) of a higher multiple birth does not. In these cases, the twin or sibling(s) of a higher multiple birth will be admitted over the PAN.

### 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. Parents who defer the date that their child will start school must agree the decision in writing with the school.

In respect of parents of “summer born children” (i.e. children born on or between 1 April and 31 August) their children are considered to reach compulsory school age on 31 August following their fifth birthday if it falls on 31 August); these parents 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).

### 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 on one of the three prescribed dates set out above. In the case of “summer born children”, this right can be exercised during the final term of the school year. The right can also be exercised at the same time as deferred entry.

For example, a child born on 15 February will not reach compulsory school age until 31 March 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 1 April, when they will attend full-time. Parents

who exercise their right to send their children to school on a part time basis until the child reaches compulsory school age as prescribed in the dates set out in the above clauses of the Admissions Policy must agree this in writing with the school.

#### Admission of Children Outside their Normal Age Group

Parents have a right to ask for their child to be admitted to a school to a year group other than their child's year group, either above or below. It is, however, for the Trust Board to determine whether to agree or refuse the application.

In particular, parents of "summer born children" (i.e. those born on or between 1 April and 31 August) who want to delay their child starting school for one school year can ask for their child to be admitted to Reception Year rather than Year 1 at that time, one year below their normal age group.

The procedure for asking for admission of a child to a year group other than the child's normal year group is by letter to the school giving details of all relevant circumstances and attaching any relevant supporting evidence. The Trust Board 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 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.

Parents should note that, where the Trust Board offers the child a place at the school but refuses a request for admission to a year other than the child's normal age group, there is no statutory appeal against that decision. However, parents may submit a complaint under the Trust's published Complaints Policy. Where a request is refused, the Trust Board will write to the parents clearly setting out their reasons for doing so.

Where the Trust Board agrees a request in principle, they will write to the parents confirming their agreement. A request for admission outside normal age group is not an application for admission, and parents will need to submit a separate application for admission in the usual way at the appropriate time. Where a request for admission to a different year group has been agreed in principle, the letter from the Trust Board confirming this must be submitted with the application for admission.

**It is important for parents to note that obtaining the Trust Board's agreement in principle to admission to a different year group does not mean that the child will achieve a place in that year group. The separate application for admission 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 one year later than usual to Reception Year may not achieve a place and will then be in the position of having to apply to other schools for admission outside normal age group or applying for admission to Year 1 which is**

**subject to place availability.**

#### Applications for Admission

Applications for admission must be made to the Local Authority on their Common Application Form, which is accessible on their website.

Applications must be submitted by the closing date, which is **15<sup>th</sup> January 2023**.

Parents will be notified of the outcome of applications on “national offer day” which is **on or about 16<sup>th</sup> April 2023**.

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 birth certificate, doctor’s registration confirmation, council tax bill and recent utility bills.

#### Supplementary Information Form (“SIF”)

For children falling within category 4 (sub criterion 4.1 and 4.2) and 5 above, parents must submit a SIF certified by the practising Hindu parent’s temple to the school by the closing date for applications, in addition to submitting a completed CAF to the parents’ home Local Authority. Failure to do so will result in the child being placed into the next category that applies.

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

#### 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 Local Authority. 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. Applicants will be notified of the outcomes by the School.

#### Fair Access Protocol

The School is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Trust Board will admit a child for whom a place is requested under the Fair Access Protocol agreed for that school year,

even where this will result in the PAN being exceeded.

### Waiting Lists

The School operates a waiting list for each year group for the duration of the school year. The names of all children who do not achieve a place in Reception Year will be placed on the waiting list, and it will be open to other parents to ask for their child's name to be placed on the waiting list following an unsuccessful application.

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.

Parents applying with a SIF are required to update the form annually.

### 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. 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/avantihouse-primary](http://www.avanti.org.uk/avantihouse-primary)) 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.

### 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.

An admission authority must not withdraw an offer unless 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. Please refer to paragraph 2.13 and 2.14 of the Admissions Code for further detail.

Furthermore, in order to address the potential issue of offers being obtained through fraudulent or intentionally misleading applications, the School reserves the right to ask for additional information to check the veracity of the address and other information provided in the application.