



ADMISSIONS POLICY

AVANTI HOUSE PRIMARY SCHOOL

2026 - 2027

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
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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.

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 Admission 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 (“CAF”), which is accessible on their website. The CAF for the London Borough of Harrow can be found here - [Apply for a primary school place – London Borough of Harrow](#)

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.

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

Children with an EHCP which names **Avanti House Primary 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 House Primary School or Avanti House Secondary 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 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. 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:
 - a. Hindu children with a practising Hindu parent who has taken initiation (diksha) and attends Sanga.
 - b. Hindu children with a practising Hindu parent who attends Sanga.
5. Up to 15 Hindu children with a practising Hindu parent.
6. Other children by distance from the School, with priority given to children whose home address is closest to the School measured as described below. 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.

Supplementary Information Form ("SIF")

For children falling within categories 4 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 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 ([Admissions – Avanti House Primary School](#)) or in hard copy from the School's office.

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 distance for Harrow postcodes will be measured from the 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 published online here - [Find your nearest primary schools – Apply for a primary school place – London Borough of Harrow](#). For out of borough postcodes, home to School distance will be calculated by the Local Authority using a computerised mapping system based on the Ordnance Survey data.

In the case of buildings containing a number of dwellings (i.e. an 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.

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 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.

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.

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 communicate the decision in writing to 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.

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 House Primary School, Common Road, Stanmore, Middlesex, HA7 3JB. 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 AHS.primary@avanti.org.uk or Avanti House Primary School, Common Road, Stanmore, Middlesex, HA7 3JB 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.

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 each year group 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.

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

In-Year Admissions

Applications for in-year admissions should be made to the Local Authority using the online form which can be found here - [Apply for an in-year school place – London Borough of Harrow](#). If more applications are received than there are places available, applications will be ranked in accordance with the over-subscription criteria. Applicants will be notified of the outcome by the School.

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 are dealt with strictly in accordance with the School Admission Appeals Code.

Appeals against a refusal of a place either in the normal admission round or in-year should be made using the Local Authority's appeal form found on its website ([Appeal a school place – London Borough of Harrow](#)) and submitted to the email address stated on the form.

Information on the appeal timetable (including the deadline for requesting an appeal in the normal admission round) will be published on the School's website ([Admissions – Avanti House Primary 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.

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

<p>Child’s Home Address</p>	<p>The place where the child lives and sleeps for more than 50% of their time from Monday to Friday during term time.</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 Child Benefit is claimed or, if ineligible, the address at which the child is registered with a medical GP and dentist. <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>Diksha</p>	<p>“Initiation” is acceptance of the shelter of a bona fide ISKCON guru and commitment to follow the principles laid</p>

	down by the authorities within ISKCON.
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.
Member of the School's staff	An employee of Avanti Schools Trust or any of its subsidiary companies whose normal place of work is the School.
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.
Practising Hindu	An individual who has worshipped at a Hindu temple at least monthly for at least one year immediately preceding the closing date for applications. An adjustment to this requirement may be made by the temple's representative to take into account difficulties caused by disability or other unavoidable cause which has prevented this level of worship.
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).
Sanga	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.
Sibling	Includes: <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, 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.

	<p>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.</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>

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 the school office: Avanti House Primary School, Common Road, Stanmore, Middlesex, HA7 3JB including in accessible format

The completed form must be returned by post or email to the school Principal at AHS.primary@avanti.org.uk or Avanti House Primary School, Common Road, Stanmore, Middlesex, HA7 3JB 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

Name of school

Year groups:

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

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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: