



## **ADMISSIONS POLICY**

### **AVANTI HOUSE SECONDARY SCHOOL**

**2024 - 2025**

This policy is in force until further notice from:	28.02.23
This policy must be reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.23
Date policy reviewed by Compliance Officer:	28.02.23
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:	8 <sup>th</sup> February 2023

## **Introductory Statement**

Avanti House Secondary 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-secondary](http://www.avanti.org.uk/avantihouse-secondary).

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”)**

### **Year 7**

The published admission number (“PAN”) for entry to Year 7 is 180.

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.

Following the offer of a place at the School, parents/carers can be asked to provide proof of their child’s birth date and main residence. The forms of identification may include the child’s birth certificate, NHS registration card, council tax bill and recent utility bills.

### **Year 12 (Sixth Form)**

The PAN for external candidates meeting the minimum academic entry criteria for entry into Year 12 (sixth form) is 40.

Internal students already on the roll in Year 11 do not need to formally apply for admission, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria.

Where a lower number of Year 11 students transfer to Year 12 than anticipated, it may be possible to admit external candidates to Year 12 over the PAN.

The minimum academic entry criteria for admission/transfer to Year 12 is set out further below.

## Children with an Education, Health and Care Plan

Children with an education health and care plan (“EHCP”) which names Avanti House Secondary 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. Year 7 admission), 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 Secondary School or Avanti House Sixth Form at the time of application. Details of sibling to be included in the Common Application Form submitted to the Local Authority.
3. Children who attend Avanti House Primary School or Krishna Avanti Primary School (Harrow) at the time of application.
4. Children of a member of the School’s staff<sup>3</sup> who:
  - a. Has been employed at the School for two or more years at the time of application; and/or
  - 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.

5. Up to 15 places to Hindu children with a practising Hindu<sup>4</sup> parent who worships at an ISKCON temple in the following order of priority:
  - 5.1 Hindu children with a practising Hindu parent who has taken initiation (diksha)<sup>5</sup> and
  - 5.2 Hindu children with a practising Hindu parent who attends Sanga<sup>6</sup>;

To be included in this category, a completed supplementary information form (“SIF”)

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certified by a representative of the ISKCON temple 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.

6. Up to 15 Hindu children with a practising Hindu parent who do not worship at an ISKCON temple. 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<sup>7</sup>. 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.

7. All other children.

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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" will include 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. Parents must ensure that they have included full details of the sibling in the Admissions Application Form to be included in this category. Failure to do so will result in the child being placed into the next category that applies.

<sup>3</sup> A member of school staff is an employee of Avanti Schools Trust or its subsidiary companies whose normal place of work is based at the school. This applies to all groups of staff (including those working for the central Trust or a subsidiary) who have employment contracts that are permanent or fixed for at least 2 years' in duration with Avanti Schools Trust or one of its subsidiaries

<sup>4</sup> For the purpose of this policy, "practising Hindu" means worship at a Hindu temple at least monthly for at least one year at 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.

<sup>5</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 attends Sanga

<sup>6</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.

<sup>7</sup> Please see Harrow Council's guide to admissions for Secondary Schools on their website.

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

For children falling within categories 5 & 6, parents must submit a supplementary information form (“SIF”) certified by the practising Hindu parent’s temple to the School by the closing date for applications, in addition to submitting a completed Common Application Form 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 or in hard copy from the School’s office.

## **Order of Allocation**

School places will be allocated on the basis of our determined admissions arrangements. The order in which places will be allocated 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 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. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block

## **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.

## **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 usually 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 admissions authority 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.

### **Minimum Academic Entry Criteria for Year 12 (Sixth Form)**

The minimum academic criteria for transfer/admission to Year 12 (sixth form) are the same for current Year 11 students and external candidates. Only students who meet the minimum application criteria will be permitted to transfer/admitted.

The minimum academic entry criteria are:

- Six GCSE's at Grade 6.
- Each subject has individual requirements, published on the school's website annually.

### **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.

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 education 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.**

## **Applications for Admission**

### **Year 7**

Applications for admission to Year 7 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 **31<sup>st</sup> October 2023**.

Parents will be notified of the outcome of applications on "national offer day" which is **on or about 1<sup>st</sup> March 2024** as set out in the Admissions Code.

### **Year 12 (Sixth Form)**

Applications for the admission of external candidates to Year 12 must be made to the School (not the Local Authority) on the Sixth Form Application Form, which is accessible via the School's website and in hard copy from the School's office.

Applications must be submitted by the closing date, which is **Friday 15<sup>th</sup> Jan 2024**.

Parents will be notified of the outcome of applications on or before **1<sup>st</sup> April 2024**.

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, NHS registration card, council tax bill and recent utility bills.

## **Late Applications**

Applications received 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 local authority 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 Year 7 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.

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