



ADMISSIONS POLICY

AVANTI MEADOWS 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 Meadows Primary 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/avantimeadows

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 in 2026 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 for 2026 should be made to the parents’ home Local Authority on their Common Application Form (“CAF”). Applications to Hertfordshire County Council should be made online at [Primary, junior and middle school places | Hertfordshire County Council](#) or parents can request an application form from the Customer Service Centre on 0300 123 4043.

Applications must be made 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 date of birth.

Applications received by the Local Authority after the closing date for applications 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).

Children with an Education, Health and Care Plan

The School will offer a place to children with an Education, Health and Care Plan (“EHCP”) that names the School.

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

The children of UK service personnel (UK armed forces) with a confirmed posting to the area of the School, and the children of Crown servants returning from overseas to live in the area of the school, will be allocated a place in advance of the family arriving in the area as long as one is available and provided the application is accompanied by an official letter declaring the relocation date. This is an exception to the rule that the child must be living at the address at the time of application.

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 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 living in the Bishop's Stortford North development (boundaries/map included).
4. Children of a member of the School's staff who has been employed at the School for two or more years at the time of application.
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 and Tie-Breaker

The order in which places will be allocated in each of 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 by Hertfordshire County Council's computerised mapping system which measures 'straight line' distances to two decimal places. The measurement is taken from the 'AddressBase Premium' address point of your child's house to the address point of the school. 'AddressBase Premium' data is a nationally recognised method of identifying the location of schools and individual residences.

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.

Should there be more than one applicant for a final place living an identical distance from the School, the county council, on behalf of the School, will use the random allocation facility

within the Synergy “Admissions and Transfers System” pupil data base which is used for allocations.

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.

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.

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 Meadows, Farnham Road, Bishop Stortford, CM23 1FQ. 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 avantimeadows@avanti.org.uk or Avanti Meadows, Farnham Road, Bishop Stortford, CM23 1FQ 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.

In-Year Admissions

Applications for in-year admissions should be made to the Local Authority using the online form found here - [In year admissions – change school during the year | Hertfordshire County Council](#). If more applications are received than there are places available, applications will be ranked in accordance with the oversubscription criteria as outlined above. Applicants will be notified of the outcomes 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.

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 in the normal admission round 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 (e.g. following an unsuccessful in-year 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 if their admission application is rejected either in the normal admission round or in-year. Appeals are dealt with strictly in accordance with the School Admission Appeals Code.

Appeals against rejection in the normal admission round should be made using the local authority's appeal form found on its website [here](#).

Appeals against rejection in-year should be made using the local authority's appeal form found on its website here - [In year 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 Meadows 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 applications, 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	<p>The residential address 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 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>
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.
Member of the School's	An employee of Avanti Schools Trust or any of its subsidiary

staff	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.
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	<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>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> <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 from the School office: Avanti Meadows, Farnham Road, Bishop Stortford, CM23 1FQ marked including in accessible format

The completed form must be returned by post or email to the school Principal at avantimeadows@avanti.org.uk or Avanti Meadows, Farnham Road, Bishop Stortford, CM23 1FQ marked and 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 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.

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

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:

