



ADMISSIONS POLICY

KRISHNA AVANTI PRIMARY SCHOOL HARROW

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:	February 2023

Introductory Statement

Krishna Avanti Primary School (Harrow) (“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/kapsharrow.

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.

Equality and Inclusion

The School is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs and disabilities. The School fully complies with its responsibilities under the Equality Act 2010.

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. London Borough of Harrow’s CAF can be found here - [Apply for a primary school place – London Borough of Harrow](#)

Applications must be submitted to the home Local Authority by the closing date, which is **15th January 2024**.

Parents will be notified of the outcome of applications on “national offer day” which is on **16th April 2024** (or the next working day). **Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.**

Failure to submit the CAF by the closing date will result in the application being dealt with as a late application, which means that it will be accepted but will not be considered until all applications received on or before the closing date have been considered, which will substantially reduce the chance of achieving a place. The names of children who do not achieve a place will be placed on the waiting list (see below).

Children with an Education, Health and Care Plan

Children whose Education, Health and Care plan (“EHC plan”) names Krishna Avanti Primary School, Harrow 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. Reception admission), the number of places available within the PAN will be reduced.

Children of UK Service Personnel and Crown Servants

In cases of children of UK service personnel (UK armed forces) with a confirmed posting, or crown servants returning from overseas, the Trust will 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.

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 admission. Parents must ensure that they have included full details of the sibling in the 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. A sibling relationship does not apply when the older child will leave before the younger one starts.
3. Children of a member of the School’s staff who:
 - 3.1. Has been employed at the School for two or more years at the time of application; and/or
 - 3.2. Was recruited to fill a vacant post the School or Nursery 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 an ISKCON Temple in the following order of priority:
 - 4.1. Hindu children with a practising Hindu parent who has taken initiation (diksha) and attends Sanga;

- 4.2. 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 oversubscription criteria 4 (sub-criterion 4.1 & 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.

In respect of criteria 4 the SIF must be certified by an authorised representative of the ISKCON Bhaktivedanta Manor temple (Dharam Marg, Hilfield Lane, Radlett, Watford WD25 8HE). Authorised representatives for criteria 4 are stated on the SIF form.

The SIF is available for download from the School's website ([Admissions – Krishna Avanti Primary School, Harrow](#)) or in hard copy from the School's office.

Nursery Children

Attendance at the nursery does not guarantee a place in Reception. Parents of children attending Krishna Avanti Primary Nursery must make an application in accordance with this policy for reception by 15 January 2024.

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 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 different dwellings (i.e. an apartment block), the distance will be measured from the same point in the building regardless of where within the building the child's home address is actually located, with the tie breaker being applied as necessary.

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 tiebreaker 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. We will admit them both or all (as the case may be) and exceed our 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 age 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

In the normal admission round, parents have a right to ask for their child to be admitted outside their normal age group, either above or below. It is, however, for the Trust 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:

1. Parents send a letter to the School explaining that they are requesting that their child be admitted outside their normal age group, giving details of all relevant circumstances and attaching any relevant supporting evidence.
2. 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 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. The Trust may delegate this decision as it considers appropriate.
3. The Trust's decision will be communicated to the parents in writing by the School.
4. If the request is refused parents may submit a complaint under the Trust's Complaints Policy.

It is important for parents to note that obtaining agreement in principle to 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 (as outlined above) and the letter from the School agreeing to admit outside the normal age group must be submitted along with the application for admission. Applications 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 outside the normal age group 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.

Waiting Lists

On behalf of the Trust, the School administers a waiting list 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. After that date, all names will be removed unless the child's parents notify the School that they wish to remain on the waiting list.

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.

When a place becomes available the list will be ranked and an offer made to the pupil within the relevant year group. The Local Authority will then be informed of the offer as soon as a place becomes available.

Please note that parents applying with a SIF are required to update this 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 admissions oversubscription 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 whether during the normal admission round or in-year 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. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents.

The appeals process is as follows:

1. Parents send an email to kapsharrow@avanti.org.uk requesting an appeals pack.
2. Parents complete the appeals pack confirming the grounds for making the appeal. Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.
3. Parents send the completed Notice of Appeal form (contained within the appeals pack) to the School by email to kapsharrow@avanti.org.uk or by delivering it to the School office.
4. The School arranges an independent hearing panel and parents are invited to attend.
5. The independent hearing panel will confirm the outcome to the parents.

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the School's website (<https://avanti.org.uk/kapsharrow/admissions/>).

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 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 down by the authorities within ISKCON.</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</p>

	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	<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; • a foster brother or sister; • a child of a parent's partner with whom that parent has been cohabiting as if they were husband and wife or civil partners for a period of at least one year at the application deadline, <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>

	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.
Summer born child	Children born from 1 April to 31 August. 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).