



## ADMISSIONS POLICY

KRISHNA AVANTI PRIMARY SCHOOL HARROW

2026 - 2027

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| This policy is in force until further notice from:  | 28.02.25   |
| This policy must be reviewed by no later than*:<br><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  |
| Date Policy approved by the Trust Board and Minute reference  | 05.02.25<br>(Minute References 53 & 54)                          |
| Location of publication of policy:  | Governor Hub/<br>School Website<br>Internal Records and Intranet |

## 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](http://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 **15<sup>th</sup> January 2026**.

Parents will be notified of the outcome of applications on “national offer day” which is on **16<sup>th</sup> April 2026** (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 application deadline have been considered, which will substantially reduce the chance of achieving a place.

## 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:
  - 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 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<sup>th</sup> January 2026.

### **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 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: Krishna Avanti Primary School, Camrose Avenue, Edgware, HA8 6ES. 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 [kapsharrow@avanti.org.uk](mailto:kapsharrow@avanti.org.uk) or Krishna Avanti Primary School,

Camrose Avenue, Edgware, HA8 6ES 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.**

### **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 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 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](mailto: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](mailto: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

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| <p><b>Child’s Home Address</b></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"> <li>1. Parents are urged to reach an agreement as to the Child’s Home Address and notify the School of the agreed address.</li> <li>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.</li> </ol> <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><b>Child who appears to have been in state care outside of England</b></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><b>Compulsory school age</b></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><b>Diksha</b></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><b>Looked after child</b></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</p>   |

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|                                      | 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.  |
| <b>Member of the School's staff</b>  | An employee of Avanti Schools Trust or any of its subsidiary companies whose normal place of work is the School.   |
| <b>Parent</b>                        | <ul style="list-style-type: none"> <li>• Biological parents (whether or not they are married);</li> <li>• Any person who, although not a biological parent, has parental responsibility for the child;</li> <li>• People who are not biological parents and do not have parental responsibility for a child but who have care of the child.</li> </ul>   |
| <b>Practising Hindu</b>              | 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.   |
| <b>Previously looked after child</b> | 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).  |
| <b>Sanga</b>                         | 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.   |
| <b>Sibling</b>                       | <p>Includes:</p> <ul style="list-style-type: none"> <li>• full or half brother or sister;</li> <li>• an adopted brother or sister;</li> <li>• a step-brother or sister;</li> <li>• a foster brother or sister;</li> <li>• 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,</li> </ul> <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> |

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|                                 | <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>                  |
| <p><b>Summer born child</b></p> | <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: Krishna Avanti Primary School, Camrose Avenue, Edgware, HA8 6ES including in accessible format

The completed form must be returned by post or email to the school Principal at [kapsharrow@avanti.org.uk](mailto:kapsharrow@avanti.org.uk) or Krishna Avanti Primary School, Camrose Avenue, Edgware, HA8 6ES 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 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: