



Admissions Consultation: Avanti Grange Secondary School

The Avanti Schools Trust would like to give notice of changes to the school's Admission Policy for the 2026-2027 academic year. The consultation will run from Tuesday 5th November 2024 to Tuesday 17th December 2024.

The proposed changes are as follows:

- **Oversubscription criteria - additional criteria 4: 'Children on the school roll at Avanti Meadows School or Avanti Brook School at the time of application'.**
This is a feeder school approach, to allow for continuity of ethos to children attending Avanti Meadows and Avanti Brook schools.
- **Clarity to oversubscription criteria 5: 'Children of a member of the school's staff who has been recruited to fill a vacant post for which there was a demonstrable skill shortage or has been employed by the school for two or more years at the time at which the application for admission is made.** Expanding the scope from "teaching" staff to all "school" staff ensures a more comprehensive approach to promoting wellbeing and supporting family balance.

The draft policy for consultation can be viewed below or a copy is available, upon request, from the school.

The admissions authority invites comments on the proposed changes to the school admissions arrangements:

1. For the addition of criteria 4; and
2. For the clarification to oversubscription criteria 5 for Avanti Grange Secondary School.

Comments may be sent via this <https://avanti.org.uk/consultations/> or via email to info@avanti.org.uk



ADMISSIONS POLICY

AVANTI GRANGE SECONDARY SCHOOL, BISHOPS STORTFORD
2026 - 2027

This policy is in force until further notice from:	28.02.25
Policy Must be Reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Compliance Officer:	October 2025
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:	January 2025

Introductory Statement

Avanti Grange Secondary 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/avantigrange

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.

Application Process for Admission in the Normal Admission Round

Applications for admission to year 7 must be made to the parents’ home Local Authority on their Common Application Form, which is accessible on their website. Where the home Local Authority is Hertfordshire, applications should be made online at [Secondary and upper school places | Hertfordshire County Council](#) or parents can request an application form from the Customer Service Centre on 0300 123 4043. The School will offer a place to children with an Education, Health and Care Plan (“EHCP”) that names the School.

The closing date for applications is 31st October 2025.

Published Admission Number (“PAN”)

The PAN for entry to Year 7 in 2026 is 180.

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.

Oversubscription Criteria

Where the School is oversubscribed, after the admission of pupils with an EHCP naming the School, priority for admission will be allocated in the following order:

1. Looked after children, previously looked after children, and children who appear to have been in state care outside 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 whose home address is in the Bishop’s Stortford North development – see map below or here - [20210401_MapBSN_SecSchAdmissAreaAndSiteV2_AB.pdf \(avanti.org.uk\)](#)
4. Children on the school roll at Avanti Meadows Primary School or Avanti Brook Primary School at the time of making the application.

5. Children of a member of the School's staff who has been recruited to fill a vacant post for which there was a demonstrable skill shortage or has been employed by the School for two or more years at the time at which the application for admission is made.
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.

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 will be measured in a straight line using a computerised mapping system to decimal places. The measurement is taken from the AddressBase Premium address point of your child's home address 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 does 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. A fresh round of random allocation will be used each time a child is to be offered a place from the waiting list.

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).

In-Year Admissions

Applications for in-year admissions should be made to the School using the School's in-year application form. This can be found on the School's website ([Admissions – Avanti Grange Secondary School](#)) or a copy can be obtained by contacting the School by email or in person. Once completed, the application form should be sent to admissions.ags@avanti.org.uk. 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.

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

Parents may request that their child is admitted outside their normal age group. 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.

Waiting Lists

On behalf of the Trust, the School administers a continuing interest (waiting) list ("CI list"). The names of all children who do not achieve a place will be placed on the CI 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 CI list at any time by writing to the School.

At the end of each school year all names will be removed from the CI 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 CI list will be determined by the oversubscription criteria and a child's place on the CI list can change as other children join or leave it. The School will contact parents if a vacancy becomes available and it can be offered to a child.

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 in the normal admission round or in-year. Appeals are dealt with strictly in accordance with the School Admission Appeals Code.

Appeals in the normal admission round should be made to the Local Authority using the form on its website which can be found here - [School appeals | Hertfordshire County Council](#).

Appeals against refusal of an in-year application should be made to the Local Authority using the form on its website which can be found here - [In year admissions – change school during the year | 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 Grange Secondary 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. Parents will be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

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 residential address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time. The child must be living at the address at the time of the application and it anticipated to be living there at the time of admission.</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 court documentation confirming the child's address. <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>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 section 22(1) of the Children Act 1989 as amended) at the time of making an application to the School.</p>

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.
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, children or extended family members (e.g. cousins) or friends 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>