

Avanti House Secondary School

Admission Policy for 2019/20

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/avantihousesecsecondary.

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.

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 (“EHC plan”) 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. in the September following their fourth birthday), 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. Looked after children¹ and previously looked after children who became subject to adoption, a child arrangements order or special guardianship order immediately after being looked after.
2. Children with a sibling² attending Avanti House Primary School or Avanti House Secondary School at the time of application. Details of sibling to be include 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 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. All other children.

Order of Allocation

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.

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

¹ A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

² A "sibling" is defined in this policy as a full or half brother or sister, an adopted brother or sister, a step-brother or sister or a foster brother or sister. For the avoidance of doubt, the children of extended family members (for example, cousins) or friends will not be a sibling for the purpose of this policy.

at the time of admission.

Where an issue arises, the Trust Board 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 to the area of the School, and the children Crown servants returning from overseas to live in the area of the School, will be regarded as living at the address stated in the application for admission at the time of application where it is accompanied by an official letter confirming the relocation date and a unit postal address or quartering address. 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 at Grade C including English and Mathematics;
- GCSE at Grade B in every subject to be studied in Year 12.

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 refuses a request for admission to a year other than the child's normal age group, there is no statutory appeal against that decision as there is with the refusal of a place, however parents may submit a complaint under the School'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 **31st October 2018**.

Parents will be notified of the outcome of applications on "national offer day" which is **on or about 1st March 2019**.

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 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 **1st December 2018**.

Parents will be notified of the outcome of applications on or before **1st April 2019**.

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 governing body 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 School 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/avantihousesecundary) 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.