

Consultation: Avanti House Secondary

Thank you for taking the time to read consultation information for Avanti House Secondary's Admissions Policy. We hope that you find it informative and are able to take the time to share your views with us.

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/avantihouse-secondary.

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.

Proposed Changes

In this recent revision of the Admissions policy we have amended our over subscription criteria to include up to 10 places to Hindu children with a practising Hindu parent who worships at the ISKCON Bhaktivedanta Manor temple (located at Hilfield lane, Aldenham, Near Watford, Hertfordshire, WD25 8EZ). Additionally, siblings from Krishna Avanti Primary School have been included in the oversubscription criteria.

Aim and Length of Consultation

As required by law, because the proposed amendments to this policy affect admissions arrangements, we are consulting on the proposed changes to the admissions policy. The aim is to give all relevant stakeholders and interested parties an opportunity to raise any concerns about the proposed changes and to provide stakeholders and interested parties with sufficient information such that they ideally feel comfortable and confident in the proposed changes we intend to make.

Through the process of this consultation, the Trust is able to answer questions about the proposal, gain valuable feedback from the community and adapt the proposals if needed.

This consultation will run for over six weeks from the 8th November 2019 to the 24th December 2019. At the end of the consultation a summary report will be published to outline findings.

Engaging with the consultation

It is important that we gain as much feedback from the community as possible, so please do share your thoughts on the proposal via our online survey, available at: www.avanti.org.uk/consultations

In addition to the above, we would be grateful if you would be able to share our proposals with others that might find it of interest. You can do so by directing them to www.avanti.org.uk/consultations

If you have difficulty in accessing or understanding any aspect of the proposal or giving your feedback online, please do get in touch with us so that we can help. You can reach us by emailing info@avanti.org.uk or calling 020 8249 6830.

Avanti House Secondary School

Admission Policy for 2021/22

Introductory Statement

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/avantihouse-secondary.

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.

This policy applies to admissions to Year 7-13 at the School

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.

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”)

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.

Following the offer of a place at the School, parents/carers can be asked to provide proof of their child’s birth date and main residence. The forms of identification asked for may include the child’s birth certificate, NHS registration card, council tax bill and recent utility bills.

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 be entitled to 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. The minimum academic criteria required to be achieved is the same whether the student is being admitted or transferred.

Children with an Education, Health and Care Plan

Children with a statement of special educational needs or an education health and care plan (“EHC plan”) which names the 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. Year 7 admission), the number of places available within the PAN stated above will be reduced, otherwise they will be admitted over the PAN where necessary. In respect of all other admissions, the child will be admitted to the School even where this will result in the published admission number (“PAN”) for that year group being exceeded.

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. To be included in this category, the application must be supported by the relevant Local Authority’s Children’s Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also accompany the application for admission
2. Children with a sibling² attending Avanti House Secondary School, Krishna Avanti Primary School (Harrow) or Avanti House Primary School at the time of application. Details of sibling to be included 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.

In order to apply under this category, the parent who is the employee of the School must complete the Common Application Form (‘CAF’) and ensure that they confirm within it that they are an

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) at the time of making the application to the School.

² A “sibling” will include full or half brother or sister, an adopted brother or sister, a step-brother or sister or 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, 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. 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. Parents must ensure that they have included full details of the sibling in the Admissions 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.

employee. Failure to take this step by the closing date for applications will result in the child being placed into the next category that applies.

5. Up to 10 places for Hindu children with a practising Hindu³ parent who worships at the ISKCON Bhaktivedanta Manor temple (located at Hilfield lane, Aldenham, Near Watford, Hertfordshire, WD25 8EZ) in the following order of priority:

- 5.1 Hindu children with a practising Hindu parent who has taken initiation (diksha)⁴ and attends Sanga⁵;

- 5.2 Hindu children with a practising Hindu parent who attends Sanga⁶;

To be included in this category, a completed supplementary information form (“SIF”) certified by an authorised representative of the ISKCON Bhaktivedanta Manor temple. Authorised representative for criteria 5 are stated on the SIF form. SIF form must be submitted to the School by the closing date for applications, in addition to the Common Application Form submitted to the Local Authority. Children for whom a certified SIF is not received by the closing date for applications, and children falling into this category who do not achieve a place, will be included in the next category that applies.

6. All other children. 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 categories 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 Common Application Form to the parents’ home Local Authority. Failure to do so will result in the child being placed into the next category that applies.

The SIF is available for download from the School’s website or in hard copy from the School’s office.

Order of Allocation

School places will be allocated on the basis of our determined admissions arrangements as set out in this policy. 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 and in accordance to the Child’s Home Address paragraph section in this policy.

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.

³ For the purpose of this policy, “practising Hindu” means worship at a Hindu temple at least monthly for at least one year at 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.

⁴ “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.

⁵ “Sanga” is 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.

⁶ See footnote 5.

Tie Breaker

Where two or more children live an equal distance from the School, random allocation supervised by someone independent of the School and the Local Authority 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.

Child's Home Address

For the purpose of this policy, the child's home address is determined as defined in Harrow Local Authority's Admission's arrangements.⁷

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 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 area 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's at Grade 6.
- Each subject has individual requirements, published on the school's website annually.

Admission of Children Outside their Normal Age Group

Parents have a right to ask for their child to be admitted to at the 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

⁷ Please see Harrow Council's guide to admissions for Secondary Schools on their website.

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 ; it simply is an indication that the Trust Board will accept an application for admission of a child to the desired year group, and it is not a guarantee that a place in the desired year group will be achieved. 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 2020**.

Parents will be notified of the outcome of applications on "national offer day" which is **on 1st March 2021** as set out in the Admissions Code.

Failure to submit the CAF by the application 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

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 is 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 **Friday 15th Jan 2021**.

Parents will be notified of the outcome of applications on or before **1st April 2021**.

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 asked for 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).

Waiting Lists

The School operates a waiting list for the duration of the school year. The names of all children who do not achieve a place in Year 7 in the normal admissions round 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 would like their child's name to be kept on the waiting list going forwards.

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.

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. 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.

Where an application for in-year admission or admission to a year group other Year 7 is unsuccessful, parents will be asked if they would like their child's name to be added to a waiting list for that year group and, if so, for how long. Waiting lists are not routinely kept for other year groups unless parents specifically ask for their child's name to be included on one.

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.

Statutory Right of Appeal

Parents have a statutory right of appeal whether during normal admissions rounds or for in-year admissions 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. 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 on the relevant national offer day.

A request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2014 or other legislation or was not correctly applied in relation to the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification

letter.

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the School's website (www.avanti.org.uk/avantihouse-secondary) 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.

An admission authority must not withdraw an offer unless 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. Please refer to paragraph 2.12 and 2.13 of the Admissions Code for further detail.

Furthermore, in order to address the potential issue of offers being obtained through fraudulent or intentionally misleading applications, the School reserves the right to ask for additional information to check the veracity of the address and other information provided in the application.

Avanti House Secondary School

Supplementary Information Form (“SIF”)

This Supplementary Information Form (“SIF”) must be completed by the parents of children falling into Category 5 of either the School’s and submitted to the School, not the Local Authority. Parents should note that this form is **not** an application for admission

– a separate Application Form must still be submitted to the Local Authority. Both the Application Form and the SIF must be received on or before the closing date for applications stated in the Admission Policy. Failure to do so will result in the child being placed into the next category that applies.

Please tick one:

- This SIF is submitted in support of an application for a Year 7 place
- This SIF is in support of an application for admission to Year

Online Application Reference number (if applicable/known):

PART A - (TO BE COMPLETED BY PRACTISING HINDU PARENT)	
Child’s Name:	
Child’s Date of Birth:	
Child’s address (as stated in Application Form):	
Parent’s Name:	
Relationship to Child:	
Parent’s Email Address:	
Parent’s telephone number:	
I confirm that the above information is correct:	
Signature:	

PART B - (TO BE COMPLETED BY REPRESENTATIVE OF TEMPLE)		
For the purpose of the School's Admission Policy, "practicing Hindu" means worship at a Hindu temple at least monthly for at least one year at 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.		
The following two questions must <u>only</u> be answered by an authorised representative (Godruma Bihari Das, Saurabh Maheshwari or Isha Verma) of ISKCON Bhaktivedanta Manor Temple, Hilfield Lane, Aldenham, Watford, Hertfordshire, WD25 8EZ (where applicable):	Yes	No
With reference to point 5.1 of the oversubscription criteria contained in the Schools, please confirm whether the above-named child's parent has taken initiation (diksha) with ISKCON		
With reference to point 5.2 of the oversubscription criteria contained in the Schools, please confirm whether the above-named child's parent attends Sanga		
The following must be completed by the temple representatives:		
Signature:		Print Name:
Date:		Position Held:
Official Temple stamp:		

Please return the signed and completed form to: Admissions, Avanti House Secondary School, Wemborough Road, Stanmore, HA7 2EQ