



## **ADMISSIONS POLICY**

**KRISHNA AVANTI PRIMARY SCHOOL**

**HARROW**

**2023 - 2024**

This policy is in force until further notice from:	28.02.22
This policy must be reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.22
Date policy reviewed by Compliance & Governance Officer:	28.02.22
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:	15 <sup>th</sup> February 2022

### **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 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.

## 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 published admission number (“PAN”) for entry to Reception Year is 60.

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.

## Children with an Education, Health and Care Plan

Children whose statement of special educational needs or whose Education, Health and Care plan (“EHCP”) which names Krishna Avanti Primary School, Harrow will be admitted to the School under separate statutory procedures, rather than under this policy. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer. Where they will be admitted in the normal admission round (i.e. Reception admission), the number of places available within the PAN stated above will be reduced. 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. Children Looked After<sup>1</sup>, 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<sup>2</sup> attending the School at the time of admission.
3. Children of a member of the School’s staff who:

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<sup>1</sup> A “looked after child” means any child who is in the care of a local authority or is being accommodated by a local authority in the exercise of their social services functions as defined in section 22(1) of the Children Act 1989. A child who was “a previously looked after child” means 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). A child who appears to have been in state care outside of England means 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. Relevant evidence may be required to be submitted (as per Section 2.5 of the 2021 Admissions Code).

<sup>2</sup> 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. A sibling relationship does not apply when the older child will leave before the younger one starts.

- 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<sup>3</sup> 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)<sup>4</sup> and attends Sanga<sup>5</sup>;

- 4.2 Hindu children with a practising Hindu parent who attends Sanga<sup>5</sup>

To be included in this category, a completed supplementary information form (“SIF”) certified by an authorised representative of the ISKCON Bhaktivedanta Manor temple (Dharam Marg, Hilfield Lane, Radlett, Watford WD25 8HE). Authorised representative for criteria 4 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.

5. Up to 15 Hindu children with a practising Hindu<sup>7</sup> parent. To be included in this category, a completed SIF certified by a representative of the parent’s temple must be submitted to the School by the closing date for applications, in addition to the CAF submitted to the Local Authority. Children for whom a 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 category below.
6. All other children<sup>8</sup>. 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.

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<sup>3</sup> 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.

<sup>4</sup> “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.

<sup>5</sup> “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.

<sup>8</sup> Please see Harrow Council’s guide to admissions for Primary Schools here: [http://www.harrow.gov.uk/info/200129/school\\_admissions/377/primary\\_school\\_admissions](http://www.harrow.gov.uk/info/200129/school_admissions/377/primary_school_admissions)

### **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.

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 within each of 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 Permanent 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.

### **Nursery Children**

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

### **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.<sup>8</sup>

## Children of UK Service Personnel and Crown Servants

The children of UK service personnel (UK armed forces) with a confirmed posting, or crown servants returning from overseas, the admission authority will: a) 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. b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. The Admission authority will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this. This is an exception to the rule that the child must be living at the address at the time of application.

## Statutory Maximum Infant Class Size

The statutory maximum number of pupils in a class in Reception Year to Year 2 is 30, however regulations set out categories of children who will be regarded as "excepted pupils" not counting towards the class size and can therefore be admitted.

Twins and siblings of a higher multiple birth will be "excepted pupils" where one or more of them achieves a place under the oversubscription criteria set out above, but their twin or sibling(s) of a higher multiple birth does not. In these cases, the twin or sibling(s) of a higher multiple birth will be admitted over the PAN.

Parents are referred to Paragraph 2.16 of the Admissions Code (which is accessible on the Department for Education's website) for further detail in respect of the category of 'excepted pupils'; where full details of excepted pupils are listed.

## Deferred Entry to Reception Year

Children are entitled to a full-time place in Reception Year 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 who achieve a place for their child in Reception Year have a right to decide that they will defer the date that their child will start school until their child reaches compulsory school age without losing the achieved place.

In respect of parents of "summer born children" (i.e. children born on or between 1 April and 31 August), their children are considered to reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August); these parents cannot defer the date that their child will start school beyond the first day of the final term of the school year without losing the place that has been offered. If they do, the place will be allocated to another child.

However, parents of "summer born children" do have the right to release the achieved place and delay their child's start date for one whole academic year, when they will either seek admission to Year 1 (which is subject to availability of a place) or make a request for admission outside normal age group

to ReceptionYear (which is at the discretion of the Trust Board).

### **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 on one of the three prescribed dates set out above. The right can also be exercised at the sametime as deferred entry.

For example, a child born on 15 February will not reach compulsory school age until 31 March 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 1 April, when they will attend full-time.

### **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 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.

Parents should note that, where the Trust Board offers the child a place at the school but refuses a request for admission to a year other than the child's normal age group, there is no statutory appeal against that decision. However, parents may submit a complaint under the Trust'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 School / 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. This means that parents who obtain agreement in principle to their child being admitted one year later than usual to Reception Year 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.**

### **Applications for Admission**

Applications for admission must be made to the parents' home Local Authority on their Common Application Form, which is accessible on their website.

Applications must be submitted to the home Local Authority by the closing date, which is **15th January 2023**.

Parents will be notified of the outcome of applications on "national offer day" which is **on or around 16th April 2023**, as set out in the Admissions Code. **Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.**

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.

### **Late Applications**

Applications received by the Local Authority 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 Reception 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 by the Local Authority unless the child's parents notify the Local Authority naming the School 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.

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 and School. If more applications are received than there are places available, applications will be ranked by the admissions authority and the school 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 than Reception 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. Waiting lists are not routinely kept up to date for other year groups unless parents specifically ask for their child's name to be included on one.

In-year admissions, waiting lists will be maintained by the school in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the admissions authority and school will re-rank the list and make an offer to the pupil within the year group. The Local Authority will then be informed of the offer as soon as a place becomes available.

### **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 2021 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/kapsharrow](http://www.avanti.org.uk/kapsharrow)) 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 2.13 and 2.14 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.