



# AVANTI COURT

## PRIMARY SCHOOL

### Admissions Policy 2016-2017

Ratified: May 2016

To be reviewed on: May 2017

## **Introduction**

Avanti Court Primary School is part of the Avanti Schools Trust, which is a significant but focused multi-sponsor/proposer of high quality education for all with a growing number of schools. The school started as a VA school and converted into an academy in December 2015.

We hold an open and inclusive approach to faith education, welcoming children from all faiths and backgrounds. The school was opened in September 2012 with 120 Reception children and 30 Year 1 children. Each year the school will grow incrementally. The four-form entry school will be full by 2018.

The Ethos Statement of the School reflects its distinct character, which is based upon: Educational Excellence, Character Formation and Spiritual Insight.

The School admits children aged four to eleven. The normal date of entry for children joining a reception class is the September **following** the child's fourth birthday. There are 120 places available across four classes. This is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances.

The School offers a Nursery provision for 52 children aged from 3 to 4 years. For a place in our nursery please visit the school office or our website for further information.

## **Admissions**

The Governing Body intends to admit no more than a total of 120 pupils into its Reception Year in September 2017. It is our intention that admissions will be in following categories:

- 1) 30 Hindu children (completed SIF forms required additionally)
- 2) 90 children of any faith and other applicants.

In case of under subscription in category 1, places will be available in category 2. In the case of over subscription in category 1, unsuccessful applications will be put in category 2.

The submission of an application does not guarantee an offer of a place at the School.

## **Over Subscription Criteria**

Where there are more applications for places than the number of places available in each of the above categories, places will be offered according to the following order of priority:

- a) Children who are adopted, looked after by a local authority, or a child who was previously looked after
- b) Children for whom the school is appropriate on genuine medical or social grounds
- c) Children with siblings who are already on roll in the School and will still be on the roll when the child is admitted
- d) Children of members of staff employed directly by Avanti Court Primary School at the time at which the application for admission is made
- e) Remaining applicants

### **Tie-break**

In the event of more applicants than places available within each of the above criteria, priority will be given to children living nearest the School. Distance will be measured from the main gate of the home address to the main gate of the School site using the Local Authorities measurement technology. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

### **Children with EHC Plans**

The law provides a separate process for the admission of children with an EHC plan. The governing body will work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs. If you have a child with special educational needs/EHC plan please contact the SEN team. This team provides specialist services for children with statements of special educational needs and transport escorts.

Ray Lodge Children's Centre

91 Ray Lodge Road

Woodford Green

IG8 7PG

020 8708 8216

### **Deferred Entry**

If your child is offered a place in a reception class before your child is of compulsory school age, you have the option of deferring your child's entry until later in the year. By law children do not have to start school until the term after their fifth birthday. You will not be able to defer your child's entry beyond this point, nor beyond the academic year for which you are seeking admission for your child. Please contact the School if you wish to defer entry. Requests to defer entry must be in writing to the Head Teacher.

### **In year admission**

Applications for in-year admissions are made in the same way as those made during the normal admissions round. 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 above. Applicants will be notified of the outcomes by the governing body.

### **Admissions Procedure for entry to Reception class in September 2017**

All applicants have to apply through their Local Education Authority (LEA).

#### 1 When to Apply

- a) Children will be admitted to Reception in the September following their fourth birthday. Applications should be made by **15<sup>th</sup> January 2017** in the calendar year of entry. Forms are available from September 1<sup>st</sup> each year from the London Borough of Redbridge. All applications received on time will be processed together. By law, priority must not be given to

children based on the date their application is received or their name is added to the waiting list.

## **2 How to Apply –All applicants**

- a) Application for a place in Reception is by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives by **15<sup>th</sup> January** in the calendar year of entry. For a copy of the application form please visit: <https://www.eadmissions.org.uk/eAdmissions/app>
- b) Application for a child with a Statement of Educational Need who names the School is made by a separate process please contact the Special Educational Needs team on: 020 8708 8216

## **3. Applications on the basis of being Hindu**

- a. Those wishing to apply on basis of being Hindu should complete the Supplementary Information Form (“SIF”) in addition to completing the procedures applicable to all applicants mentioned above.
- b. The SIF will be available from Redbridge Admissions and [www.avanticourt.org.uk](http://www.avanticourt.org.uk). SIF forms should be submitted to the School, not to Redbridge Admissions Team.
- c. The deadline for submission of the SIF form is **15<sup>th</sup> January 2017**.

## **4. Offer Date**

For admission in September 2017, a letter to parents offering, or refusing, a place will be sent by the local authority where the child lives on **17th April 2017**. From 2014 onwards, the national offer date will be 17th April (or next working day if this falls on the weekend).

## **5. Response by Parents**

The offer of a place may be withdrawn if parents do not respond by the deadline quoted in the offer letter.

## **6. Waiting List**

For those applicants who do not receive an offer of a place, children will be placed on a waiting list; parents must advise the School, in writing, if they wish the child’s name to be removed from the waiting list. The School’s waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. The child’s place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications. A child’s position on the waiting list will not depend upon when the application was made, but will be determined by how the oversubscription criteria are met. This means that a child’s position on the list can go down as well as up, depending on the circumstances of all applicants. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

## **7. Late Applications**

- a) Applications for Reception received between March and the end of August, for entry in the September of the same year, must be made by completion of a Common Application Form

(CAF). The form is available from, and should be returned to, the local authority where the child lives without delay.

- b) In addition, the School's Supplementary Information Form (SIF) should be completed by those applying for a place under the Hindu category mentioned above.

Late applications will be processed after those which are received on time.

### **8. In-Year Applications**

Applications for Reception received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the School's Application Form (SAF). The SAF is available from the School Office or website ([www.avanticourt.org.uk](http://www.avanticourt.org.uk)), and must be returned to the School without delay, together with proof of address (e.g. utilities bill, phone bill, council tax)

### **For other Year groups other than Reception**

Applications for in-year admissions are made in the same way as those made during the normal admissions round. 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 above. Applicants will be notified of the outcomes by the governing body.

### **9. Applications Outside the Normal Admissions Round**

Places may be available in years other than Reception. Application for a school place outside the normal admissions round should be made directly to the School using the SAF which can be gained from the school or website, as explained in point 8.

### **10. Right of Appeal**

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must contact admissions at the London Borough of Redbridge [http://www2.redbridge.gov.uk/cms/children\\_and\\_schools/school\\_support\\_information/school\\_admissions\\_appeals.aspx](http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/school_admissions_appeals.aspx)

within 20 days of receiving the letter of refusal.

### **11. Children from Overseas**

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this will be available on the website of the Department for Education.

### **12. Fair Access Protocol**

Avanti Court Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to admit a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

Interpretation of the terms used in the admissions policy and over subscription criteria

- "Looked after" Children - Any children who are in the care of a local authorities as defined by section 22 of The Children Act 1989 and who are confirmed by that local authority to be

expected to be still in public care when due to be admitted to school.

- Family - Those individuals who live at the residential address of the parents and/or parent carers and or legal guardians who are submitting an application for a place on behalf of a child.
- Sibling - A child's brother or sister living at the same address. This includes a child's half brother or sister, adopted/foster brother or sister and step brother or sister. However this will not apply where the older child will leave school before the younger one starts.
- Distance – Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the School gate in Carlton Drive, using the Local Authority's computerised measuring system, with those living closer to the School receiving priority.
- Home Address - Where a child lives with parents with shared responsibility each part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

#### Notes

- Twins and children from multiple births will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.
- A Statement of Special Educational Need is a statement made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child.
- 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 (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- Applications for priority on medical or social grounds must be supported by a letter from the child's GP, medical consultant and/or social worker. Submissions must specify the

particular reasons why Avanti Court Primary School is the most suitable and the difficulties that would be caused if the child had to attend a different school.

- There is no automatic transfer from the School's Nursery to Reception. Parents must apply via their local authority where the child lives.
- Siblings of pupils attending the School at the time of application,
- Priority will be given to children of members of staff who have been employed directly by Avanti Court Primary School at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address where the address is recorded on GP records
- Home Address - Where a child lives with parents with shared responsibility each part of a week, the home address will be taken as the address of the parent who receives child benefit and the address of the child's registered GP.
  
- Reception is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.
- 'Working day' is defined as any day other than a Saturday, Sunday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971. Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.
- If proof of address is requested by the School, this must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.
- If proof of date of birth is requested by the School, at no time must a 'long' birth certificate be provided.

#### False Information

Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of false or fraudulent information.