

## **Applying for a Place at Avanti Court Primary School (Reception) for September 2016-2017**

Applications are for children with birthdays from 1 September 2011 to 31 August 2012

Please be aware that if you live in Redbridge you must apply for a reception school place through the London Borough of Redbridge even if the school is not in Redbridge. If you are not a Redbridge resident you need to apply via your own Council (even for a Redbridge school).

### **Apply**

- You can apply for a school place from **Tuesday 1 September 2015**
- The deadline for online applications is **Friday 15 January 2016 at 11.59 pm**
- **Register and make your online application with eAdmissions (from Monday 1 September)** at: <https://www.eadmissions.org.uk/eAdmissions/app>
- For further information please view Primary admissions guidance 2016 at: [http://www2.redbridge.gov.uk/cms/children\\_and\\_schools/school\\_support\\_information/applications\\_and\\_admissions.aspx](http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/applications_and_admissions.aspx)

### **Special Educational Needs**

The law provides a separate process for the admission of children with a Statement of Special Educational Needs/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

Email address

[senteam@redbridge.gov.uk](mailto:senteam@redbridge.gov.uk)

### **What happens after you have applied?**

You will be sent an email during the evening of **18 April 2016** from the borough telling you the outcome of your application if you applied online. You must respond to the offer by **Monday 2 May 2016** at the latest. Your offer is based on the address you have given; if you

have changed address or if you change your address in the future you must let us know. Offers made on the basis of false information or addresses that can't be verified will be withdrawn.

If an offer can be made to your child at one of the schools listed as your:

**first preference** on your application, you will receive this information by email during the evening of **18 April 2016**. Some parents who do not have access to a computer will be posted their outcome by letter on **18 April 2016** by first class post.

**If it is for a lower ranked school**, second to sixth preferences or an alternative school, the email will confirm that you have been offered the highest possible school preference at this time: your child's name will appear on the waiting lists of those schools ranked at a higher preference on your application; any schools ranked at a lower preference have been withdrawn automatically.

#### **Accepting your offer:**

You should inform the London Borough of Redbridge, by logging into your eAdmissions account by **Monday 2 May 2016**, whether you accept this offer or not.

#### **Late application:**

If you missed the closing date and still need to apply, please register and **make your online late application with eAdmissions** (from Monday 1 September) .

#### **Supporting documents - proof of residency:**

Proof of residence will be requested from you to prove your home address. Acceptable documents are:

- for Redbridge addresses we can check your Council Tax reference number automatically. Please complete this online and provide two further proofs from the following list;
- rent book
- tenancy agreement and copy of your Tenancy Deposit Protection Scheme or other deposit protection as applies to the tenancy
- utility bills e.g Electricity/Gas/Water/Landline phone which must show the home phone number (within three months old)
- UK Driving Licence

#### **Admissions**

The Governing Body intends to admit no more than a total of 120 pupils into its Reception Year in September 2016. It is their 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.

### **Deferred Entry**

If your child is offered a place in 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/oversubscription criteria above. Applicants will be notified of the outcomes by the governing body.

### **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 2016.

### **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.

### **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.

### **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)

### **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.

### **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 write to the Clerk to the Governors at the School address, within 20 days of receiving the letter of refusal.

### **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.

### **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.

### **Which Year Group should my child be in?**

<b>Date of birth</b>	<b>Age</b>	<b>Year Group</b>	<b>Key Stage</b>
1 September 2010 - 31st August 2011	4/5	Reception	EYFS
1 September 2009 - 31 August 2010	5/6	Year 1	1
1 September 2008 - 31 August 2009	6/7	Year 2	1

1 September 2007 - 31 August 2008	7/8	Year 3	2
1 September 2006 - 31 August 2007	8/9	Year 4	2

Please see the table below to work-out what year group your child is in.

A copy of our school policy can be found on our website under policies or from the school office.

To link to the schools admissions and applications page for the London Borough of Redbridge click on the link below:

[http://www2.redbridge.gov.uk/cms/children\\_and\\_schools/school\\_support\\_information/applications\\_and\\_admissions.aspx](http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/applications_and_admissions.aspx)

To link to the main school's page for the London Borough of Redbridge click on the link below:

[http://www2.redbridge.gov.uk/cms/children\\_and\\_schools.aspx](http://www2.redbridge.gov.uk/cms/children_and_schools.aspx)