



## **ADMISSIONS POLICY**

**AVANTI GRANGE SECONDARY SCHOOL, BISHOPS STORTFORD  
2024 - 2025**

This policy is in force until further notice from:	28.02.23
Policy Must be Reviewed:	Annually
Policy Author(s):	Shamita Kumar
Date policy reviewed by Education Director:	28.02.23
Date policy reviewed by Compliance Officer:	28.02.23
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:	February 2023

## **Introductory Statement**

Avanti Grange Secondary School (“the School”) is part of the Avanti Schools Trust, more information about the school can be found by visiting the website at: [www.avanti.org.uk/avantigrange](http://www.avanti.org.uk/avantigrange)

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.

## **Application Process**

Avanti Grange Secondary School participates in the Local Authority Co-ordinated Admissions Scheme and to apply for a place at this school parents must complete the Hertfordshire County Council’s (HCC) Application Form.

Applications should be made online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or parents can request an application form from the Customer Service Centre on 0300 123 4043. As required by Section 324 of the Education Act 1996, Avanti Grange School will offer a place to children with an Education, Health and Care Plan (EHCP) that names the school.

The closing date for applications is 31st October 2023.

## **Published Admission Number (“PAN”)**

The published admission number (“PAN”) for entry to Year 7 in 2024 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.

## **Oversubscription Criteria**

Where the School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be allocated to those children who meet the criteria set out below, in the following order of priority:

1. Looked after children\* and previously looked after children, including those that have been in state care outside England, that have become subject to adoption, a child arrangements order or special guardianship order immediately after being looked after.
2. Children with a sibling\*\* attending the school at the time of application.
3. Children living in the Bishop’s Stortford North development – see map below

4. Children of a member of the school's teaching staff who has been recruited to fill a vacant post for which there was a demonstrable skill shortage or has been employed by the school for two or more years at the time at which the application for admission is made.
5. All other children.

\*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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

\*\* 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.

### **Order of Allocation**

The order in which places will be allocated in 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. A straight line distance is used for home-school measurement. Distances are measured using a computerised mapping system to decimal places. The measurement is taken from the *AddressBase Premium* address point of your child's house to the address point of the school. *AddressBase Premium* data is a nationally recognized method of identifying the location of schools and individual residences.

### **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 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 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.

### **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).

### **In-Year Admissions**

Applications for in-year admissions should be made to the school. If more applications are received than there are places available, applications will be ranked by the admissions authority in accordance with the admissions over subscription criteria as outlined above.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested .

When such a request is made, the Trust Board will 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 views of the Principal and any supporting evidence provided by the parent.

### **Waiting Lists**

After places have been offered, Avanti Grange will maintain a continuing interest (waiting) list. A child's position on the CI list will be determined by the admission criteria and a child's place on the list can change as other children join or leave it. Avanti Grange will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term. To retain a CI application after this time, parents must make an In Year application.

### **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 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. Parents will be given at least 20 school days from the date of

notification that their application was unsuccessful to lodge an appeal.

### **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.