



## ADMISSIONS POLICY

### AVANTI GRANGE SECONDARY SCHOOL

2026 - 2027

This policy is in force until further notice from:	28.02.25
This policy must be reviewed by no later than*: <i>*this refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i>	Annually
Policy Author(s):	Shamita Kumar
Date Policy approved by the Trust Board and Minute reference	05.02.25 (Minute References 53 & 54)
Location of publication of policy:	Governor Hub/ School Website Internal Records and Intranet

## **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”) 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 for Admission in the Normal Admission Round**

Applications for admission to year 7 must be made to the parents’ home Local Authority on their Common Application Form, which is accessible on their website. Where the home Local Authority is Hertfordshire, applications should be made online at [Secondary and upper school places | Hertfordshire County Council](#) or parents can request an application form from the Customer Service Centre on 0300 123 4043.

The closing date for applications is 31st October 2025.

## **Children with an Education, Health and Care Plan**

Children with an Education, Health and Care Plan are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014.

The School will admit children with an Education, Health and Care Plan (“EHCP”) that names the School.

Where they will be admitted in the normal admission round (i.e. to Year 7), the number of places available within the PAN will be reduced. Where this happens at any other time, they will be admitted when the School is named regardless of numbers.

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

The PAN for entry to year 7 in 2026 is 180.

If the number of applications received for the relevant year group is less than or equal to the PAN, offers will be made to all applicants.

## **Oversubscription Criteria**

Where the School is oversubscribed, priority for admission will be allocated in the following order:

1. Looked after children, previously looked after children, and children who appear to have been in state care outside England and ceased to be in state care as a result of

being adopted.

2. Children with a sibling attending the School at the time of application. Details of the sibling(s) must be included in the application form. Failure to do so will result in the child being placed into the next category that applies.
3. Children whose home address is in the Bishop's Stortford North development – see map below or here - [20210401 MapBSN SecSchAdmissAreaAndSiteV2 AB.pdf \(avanti.org.uk\)](#)
4. Children on the school roll at Avanti Meadows Primary School or Avanti Brook Primary School at the time of making the application.
5. Children of a member of the School's 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.
6. Other children by distance from the School, with priority given to children whose home address is closest to the School measured as described below.

### **Order of Allocation**

Where more than one child falls into one of the oversubscription categories, the order in which places will be allocated will be by reference to the distance that the child lives from the School, with those living closest to the School receiving highest priority. Home to School distance will be measured in a straight line using a computerised mapping system to decimal places. The measurement is taken from the AddressBase Premium address point of your child's home address to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

If the family does not have a permanent address and reside in atypical accommodation such as a van on the public highway or boat without permanent mooring, the Local Authority will be consulted.

### **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. A fresh round of random allocation will be used each time a child is to be offered a place from the waiting list.

### **Late Applications**

Applications received by the Local Authority after the closing date will be late applications. Late applications submitted with supporting evidence explaining the reasons as to why the application is late will be considered by a panel of local authority officers and may be agreed to have been received 'on time' providing it is received before 2 December 2025. Other late

applications will not be considered until after applications received on or before the closing date 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 using the School's in-year application form. This can be found on the School's website <https://www.avantigrange.org.uk/admissions> a copy can be obtained by contacting the School by email or in person. Once completed, the application form should be sent to [admissions.ags@avanti.org.uk](mailto:admissions.ags@avanti.org.uk). 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 and Delayed Entry**

The procedure for making a request is:

1. Parents must complete a 'Request for admission outside of normal age group form' (see Appendix A1). A hard copy of this form is available from the School Office: Avanti Grange Secondary School, Newland Avenue, Bishop's Stortford CM23 2BD. In that form, parents must explain that they are requesting that their child be admitted outside their normal age group, stating which year group they request and giving details of all relevant circumstances together with any relevant supporting documents.
2. The completed form and any supporting documents must be sent by post or email to the school Principal at [admissions.ags@avanti.org.uk](mailto:admissions.ags@avanti.org.uk) or Avanti Grange Secondary School, Newland Avenue, Bishop Stortford, CM23 2BD and marked 'Request for admission outside of normal age group.'
3. The Trust or the Panel appointed by the Trust 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 view of the Principal of the school concerned, 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.
4. The Trust or appointed Panel will notify parents of their decision, including reasons, in writing, normally within 15 days of the date of receipt by the school of the request.
5. Where the request is agreed in principle in advance of an application being made, the decision letter **must** be included in the application.

6. Where a request is being made for twins, triplets or children of multiple higher births, a separate request must be made for each child.
7. There is no statutory right of appeal against refusal of a request for admission outside of normal age group. However, if parents are dissatisfied with the decision, they may submit a complaint under the Trust's Complaints and Concerns Policy.

**It is important for parents to note that obtaining agreement in principle to a request for admission outside the normal age group does not mean that the child will achieve a place in that year group. The usual application for admission must be submitted to the Local Authority by the closing date (outlined above). When making the application to the Local Authority, parents are also required to submit the decision letter from the School agreeing to educate their child outside the normal age group alongside the application for admission. Applications will be considered with all other applications for that year group and the oversubscription criteria will be applied where necessary. This means that parents who obtain agreement in principle for their child to be educated outside the normal age group may not achieve a place at the School.**

### **Waiting Lists**

On behalf of the Trust, the School administers a continuing interest (waiting) list ("CI list"). The names of all children who do not achieve a place will be placed on the CI list automatically, and for the duration of the school year in which they would otherwise have been admitted. Parents can ask the School to remove their child's name from the CI list at any time by writing to the School.

At the end of each school year all names will be removed from the CI list unless the parent indicates to the School that they wish for their child's name to remain on the list for the next school year. Note that this will be repeated at the end of each school year.

A child's position on the CI list will be determined by the oversubscription criteria and a child's place on the CI list can change as other children join or leave it. The School will contact parents if a vacancy becomes available and it can be offered to a child. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting list.

### **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 in the normal admission round or in-year. Appeals are dealt with strictly in accordance with the School Admission Appeals Code.

For appeals in the normal admission round, parents who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre

on 0300 123 4043 to request their registration details, click <http://www.hertfordshire.gov.uk/schoolappeals> and click on the link to log into the appeals system.

Appeals against refusal of an in-year application should be made to the Local Authority using the form on its website. The Local Authority will write to you with registration details to enable you to login and appeal online at <http://www.hertfordshire.gov.uk/schoolappeals>

Information on the appeal timetable (including the deadline for requesting an appeal) will be published on the School's website (<https://www.avantigrange.org.uk/admissions>) 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.

The offer of a place may be withdrawn if 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.

In order to ascertain whether an offer has been made on the basis of a fraudulent or intentionally misleading application, the School reserves the right to ask for additional information to check the veracity of the information provided in the application.

## Glossary

<b>Child's Home Address</b>	<p>The residential address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time. The child must be living at the address at the time of the application and it anticipated to be living there at the time of admission.</p> <p>If the child lives at more than one address (e.g. in the case of separated parents), or if more than one address is supplied, or there is a dispute over the Child's Home Address, the following steps will be followed. This is because the Trust cannot accept more than one address as the Child's Home Address.</p> <ol style="list-style-type: none"> <li>1. Parents are urged to reach an agreement as to the Child's Home Address and notify the School of the agreed address.</li> <li>2. If it is unclear where the child spends more than 50% of their week, evidence will be requested which will normally be court documentation confirming the child's address.</li> </ol> <p>Business addresses will not be accepted.</p> <p>The Child's Home Address for children of UK service personnel with a confirmed posting, and children of crown servants returning from overseas, will be the address at which the child will live as long as the parents provide evidence of their intended address. A Unit or quartering address will be used as the Child's Home Address where a parent requests this.</p>
<b>Child who appears to have been in state care outside of England</b>	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.
<b>Compulsory school age</b>	Children reach compulsory school age on one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.
<b>Looked after child</b>	Any child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions (as defined in section 22(1) of the Children Act 1989 as amended) at the time of making an application to the School.

<b>Member of the School's staff</b>	An employee of Avanti Schools Trust or any of its subsidiary companies whose normal place of work is the School.
<b>Parent</b>	<ul style="list-style-type: none"> <li>• Biological parents (whether or not they are married);</li> <li>• Any person who, although not a biological parent, has parental responsibility for the child;</li> <li>• People who are not biological parents and do not have parental responsibility for a child but who have care of the child.</li> </ul>
<b>Previously looked after child</b>	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).
<b>Sibling</b>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• full or half brother or sister;</li> <li>• an adopted brother or sister;</li> <li>• a step-brother or sister; or</li> <li>• a foster brother or sister.</li> </ul> <p>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.</p> <p>For the avoidance of doubt, children or extended family members (e.g. cousins) or friends will not be a sibling for the purpose of this policy.</p>
<b>Summer born child</b>	<p>Children born from 1 April to 31 August.</p> <p>Summer born children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).</p>



## Appendix A

### Request for admission outside of normal age group form

This form is for use by parents who wish to request that their child be admitted to school outside their normal age group, either above or below. This form is available in the School's admission policy and a hard copy form is available School Office: Avanti Grange Secondary School, Newland Avenue, Bishop's Stortford CM23 2BD including in accessible format

The completed form must be returned by post or email to the school Principal at [avantigrange@avanti.org.uk](mailto:avantigrange@avanti.org.uk) or Avanti Grange Secondary School, Newland Avenue, Bishop's Stortford CM23 2BD and clearly marked 'Request for admission outside of normal age group'

**This is not an application for admission. A separate application for admission must be made in the usual way.**

About the child	
Child's forename	
Child's surname	
Child's date of birth	

Parent's details	
House number or name	
Street	
Area or district	
Town	
Postcode	
Phone number	
Email address	
Parent's full name	

Name of school(s) to which you are seeking approval to apply outside of the normal age group

Name of school

Year groups:

Child's normal age group:	
Year group sought for child:	

Please explain below why you are requesting for your child to be admitted to a year group outside their normal year group and why you feel that this is in the best interests of your child. If you wish to provide any professional evidence, please attach it to this form. The Trust or the appointed Panel will take into account the following factors when considering whether or not to agree to your request in principle:

- information about the child's academic, social, and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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Please list below the documentation you have attached in support of your request if any:

I confirm that the information provided on this form is true and accurate. I confirm that in making this request, I have the consent of any other parent of this child to make this request.

Signed: ..... Date:



