

# Guru Nanak Sikh Academy

## Year 12 Admissions - September 2017

### Admission Policy and Procedures



**If you require a translation of this document into Punjabi or another other language, please contact the Academy Office on 0208 573 6085.**

A copy of this form is available to download from the Academy Website:  
[www.gurunanaksikhacademy.co.uk](http://www.gurunanaksikhacademy.co.uk)

## ADMISSION PROCEDURES

### ***Applying for a Place at Guru Nanak Sikh Academy Year 12***

Students normally transfer to Year 12 after completing their GCSEs in Year 11. **It is your responsibility to check the exact closing date and time for the submission of the application.**

#### ***Internal students***

Students who already attend Guru Nanak Sikh Academy have to complete the Sixth Form Application Form obtainable from the Academy Office.

#### ***External students***

Students who are applying to Guru Nanak Sikh Academy from another educational institution have to complete **both** the Sixth Form Application Form and a Commitment to Faith Form. Both of these are obtainable from the Academy Office.

**All relevant forms must be returned to Guru Nanak Sikh Academy by Friday 13<sup>th</sup> January 2017.**

It is important that you note the closing date and time for the return of forms. All application forms handed into the Academy Office will be date stamped and the applicants will be given a receipt. This receipt should be kept in a safe place should you need to present it for any appeals.

**The Admissions Panel (on behalf of the Governing Body) makes all the decisions about admissions. The Principal does not see any parent in respect of a student's admission to the Academy and cannot discuss any individual application.**

#### **Relevant Dates to Note:**

- Post 16 Transfer Evening **on Thursday 3<sup>rd</sup> November 2016 from 5pm to 7pm.**
- Closing date for applications is **Friday 13<sup>th</sup> January 2017.**
- Offers of places to students from **Monday 20<sup>th</sup> March 2017.**
- Contact Academy Office with GCSE results **Thursday 24<sup>th</sup> August 2017.**
- Deadline for receipt of intention to appeal should be made to Guru Nanak Sikh Academy by **Monday 4<sup>th</sup> September 2017.**
- Appeal to be heard during **September/October 2017.**

#### Guru Nanak Sikh Academy 6<sup>th</sup> Form Admission Criteria 2017-2018

Guru Nanak Sikh Academy welcomes admissions to the Sixth Form both from its own students and students from other schools.

The Governing Body of Guru Nanak Sikh Academy will admit up to 180 students in the Sixth Form.

**1. All students who are on roll in Year 11 at Guru Nanak Sikh Academy, in the year of admission, have the right to a place in Year 12 provided;**

- A) They have achieved at least 5 A\*-C grades at GCSE.
- B) They meet the general entry requirements for the course of study they have chosen, e.g. at least a B grade in the subject they wish to pursue at AS, A2 level.
- C) The courses they have chosen are running.
- D) They apply in writing before the published deadline.

**2. Up to 60 external students on roll in Year 11 at other schools are eligible for admission in our Sixth Form, provided they meet the following conditions:**

- A) Children living with parents, **who demonstrate a commitment to the Sikh faith.** Evidence of this will be required through the completion of a Commitment to Faith Form.
- B) Children living with parents, **at least one of whom attends worship at least monthly in the tradition of any faith other than Sikh.** Evidence of this will be required through the completion of a Commitment to Faith Form.
- C) They are willing to support the published aims and ethos of the Academy.
- D) They have achieved at least 5 A\*- C grades at GCSE, with a minimum of a C grade in Mathematics and both English Literature and English Language.
- E) They meet the general entry requirements for the course of study they have chosen, e.g. at least a B grade in the subject they wish to pursue at AS, A2 level.
- F) The courses they have chosen are running.
- G) The courses they have chosen are not full.
- H) They apply in writing before the published deadline.

## **2017-2018 Admissions Policy**

### ***Right of Appeal***

A student or a parent who is refused an Academy place has the right to appeal to an Independent Appeal Panel.

### ***Notes***

Entry requirements are published online and are available from the Admin Office on request.

The school reserves the right to withdraw courses published in the Sixth Form Prospectus. This may be due to the course being unavailable or due to staffing issues.

The course will be deemed full when, in the view of the school, an additional student on the course would adversely affect the quality of learning of others or would have adverse health and safety implications. The number will therefore depend on the particular subject and the conditions under which it is taught.

Student applications received after the published deadline will be reviewed along with any other 'in year' applications. If there is a vacant place it is allocated by the Admissions Panel according to the Admissions Criteria.

All students who apply to join the Sixth Form must attend a meeting with the Transition and Enrichment Coordinator. The purpose of the meeting is to discuss with the student the expectations of study in the Sixth Form and to discuss the students' choice. It is not an admissions interview and the Transition and Enrichment Coordinator is not on the Governors Admissions Panel.

Students who apply after the published deadline will be placed on a reserve list in date order and will be admitted if places remain on the courses they have chosen, provided they meet the appropriate criteria.

Sixth Form students and their parent/legal guardian/carer will be notified by the Admissions Panel of the Governing Body in writing if they have been accepted or refused a place in the Sixth Form.