

Nanaksar Primary School Reception Year Admission September 2018

Admission Procedures & Admission Policy



Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

MAT means Multi Academy Trust

Updated	Next Review	Reviewed by	GB/Committee Ratification
2017	2019	LGB	SB

Determination of Admissions 2018

Applying for a Place at Nanaksar Primary

The aim of this section is to help you as a parent in making an application. As such it is a guide only and not a partial, complete or absolute statement of the parent's individual or collective lawful rights or entitlements.

Section 1 of the booklet briefly sets out the procedures and the way in which applications are assessed. We have included some of the common questions that parents ask. It is a general guide only.

Section 2 contains the official Admissions Policy which gives more formal detail of the admissions procedure. The content of the policy applies to the way in which we deal with every applicant. Please read this carefully.

SECTION 1 PRIORITIES WHEN WE ALLOCATE PLACES

1 Children in public care, Looked After Children, other LAC and children who have been adopted or made subject to a residency order of special guardianship following having been looked after.

2. 50% of the remaining places go to children with parents committed to the Sikh faith. The priority order is parents with a sibling in the school are admitted first followed by those living closest to the school.

3. 50% of the remaining places go to parents living closest to the school, however those with a sibling in the school are admitted first.

Nanaksar Primary complies with the regulations regarding the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan that names our school.

Questions that are commonly asked

Do I have to prove my address reference children living nearest the school?

Yes, the Admissions Panel reserves the right to make enquiries to verify the details of an applicant. You must be prepared to provide both of the following.

- A copy of your Council Tax Form or Tenancy Agreement. These documents must show your current address at the date of application covering the period between October and March the following year (secondary) and January to May (primary).

AND

- Your child benefit letter. This must show your current address at the date of application, together with your children's names for whom you are claiming child benefit for the period stated above.

If you do not claim benefit your child's medical card from your registered doctor confirming your address at the time of application.

Failure to provide the above information can lead to the offer of a place being withdrawn.

I have more than one address, which one should I use?

You must give the address where the child actually lives, which will be the permanent address of a parent or guardian who claims the child benefit or registered with a local doctor.

Does it matter how long my child has lived at our present address?

The child must be resident at the address at the closing date of application.

How are distances from home to school measured?

The London Borough of Hillingdon measure in a straight line from home to school and take no account of particular routes a child may take.

HOW TO APPLY

Most children start primary education at the beginning of the year when they will have their 5th birthday. Applications are processed centrally through the London Borough of Hillingdon using a form, the **Common Application Form (CAF)**. If you are a Hillingdon resident the forms are obtainable from and returnable to the London Borough of Hillingdon. Applications can be made on line if you are a Hillingdon resident at www.hillingdon.gov.uk/schools. If you are resident in another Local Authority you should obtain and return your application form according to that LA's instructions.

In addition to the CAF, all Sikh parents should complete a **Supplementary Information Form (SIP)**, obtainable from and returnable to the school office. The SIF signifies your commitment to the Sikh faith and must be verified by the signature of the Granthi.

The London Borough of Hillingdon will notify you if your application has been successful. If you wish to accept the offer of a place you must let the London Borough of Hillingdon know by the acceptance deadline, using the form supplied. If your application is unsuccessful then you can request to appeal the decision.

General Questions

Will you check the information I have given on the application?

Yes, we check all the information and disqualify any applicants who give misleading information. The Local Authorities also ask for your council reference number and validate addresses. If you do not pay Council Tax because you are a tenant, copies of utility bills are required.

Can I appeal against the governor's decision?

Yes, all appeals must be received by 12.00 noon on the date of the Appeals deadline.

Can my child go on a waiting list?

Yes, unsuccessful applicants can be placed on a waiting list. We will write to you each year in June to check that you wish to remain on the list.

Can I apply for a place at more than one school?

Yes. You can state up to six preferences for schools. Do not only name one school as this restricts your choice if you do not gain a place at your first choice of school.

Can I accept a place at more than one school?

No the London Borough of Hillingdon will write to you on the published date to offer a place at **one** school. You cannot accept a place at more than one school.

How do I accept the offer of a school place?

Your home Local Authority (where you pay your Council Tax) sends you an offer letter with a reply slip attached that must be returned by the acceptance deadline. If the Local Authority has not heard from you by the acceptance deadline they could withdraw the offer of a place and offer it to another parent.

Does distance mean that Nanaksar Primary has a catchment area?

No, there is no catchment area. Pupils are admitted strictly in accordance with the admissions criteria. These are concerned with siblings and distance. The 'distance' that does/does not gain a school place can vary from year to another depending on how many siblings are admitted.

Do you admit pupils according to their ability?

No our Admissions Policy prohibits us taking aptitude or ability into consideration.

How does the waiting list work?

Our waiting list is made up of applicants who are hoping to gain a place because of where they live. If they have a sibling in the school they are more likely to obtain a school place when a vacancy occurs because that criterion has the highest priority. Whether the vacancy is given to a Sikh or not depends on whether the leavers place was allocated under Priority Group A or B see page 5.

Section 2

1. Introduction

The Admissions Policy of Nanaksar Primary School is based upon and accordant with the Statutory Guidance Admissions Code 2014 and the Admissions Appeals Code 2012. The admission procedures have been compiled with regard to the following primary legislation.

Sex Discrimination Act 1975

Race Relations Act 1976 and Race Relations Act 2000

Education Act 1996

School Standards and Framework Act 1998

Human Rights Act 1998

Disability Discrimination Act 1995 and Disability Discrimination Act 2005

Special Education Needs and Disability Act 2001

Education and Inspections Act 2006

Equality Act 2006

Education Act 2010

Education Act 2011

Nanaksar Primary is part of a Multi Academy Trust and therefore the Admissions Authority is the Strategic Board of Guru Nanak Sikh Academy Limited. The Strategic Board have delegated the admissions process to an Admissions Panel consisting of three governors who are also directors of the company, appointed annually. Nanaksar Primary will have an age range of 5 to 11 years when each year group has been admitted.

Nanaksar Primary will hold annual meetings and invite interested parents to visit the school at Open Evenings. These dates will be publicized on the school's web sites.

2. Criteria

Admission Policy 2018

Nanaksar Primary School complies with the Schools Admissions and Appeals Codes. It is an inclusive school with up to 50% of places allocated to children with parents committed to the Sikh faith and up to 50% to those living closest to the school.

Guru Nanak Sikh Academy Ltd determines the admissions criteria of Nanaksar Primary School The Local Authority administers the offer of places on its behalf.

Pupil Admission Number

120 places will be available for entry at Reception.

Nanaksar Primary School Admissions Criteria 2018

All children with a statement of Special Educational Needs or an Education Health and Care Plan that names Nanaksar Primary will be admitted. If under subscribed the governors will admit all applicants. If oversubscribed places will be allocated according to the following over subscription criteria.

Priority Group A Up to 50% of the remaining places to those of the Sikh faith in the following order:

- a. Children in public care (Looked after Children) and previously looked after children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 (definition Section 22(1) of the Children Act 1989)
- b. Children with parents who demonstrate a commitment to the Sikh faith* and have a sibling in the school at the time of application.
- c. Children with parents who demonstrate a commitment to the Sikh faith*.
Priority order is determined by those living closest to the school.**

Random allocation will be used if any further tie break is necessary within 1(c).

Priority Group B Remaining 50% will be allocated in the following order:

- a. Children in public care (Looked after Children) and previously looked after children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 (definition Section 22(1) of the Children Act 1989)
- b. Children who have a sibling in the school at the time of application.
- c. Children living closest to the school**

*Evidence of this will be required through the completion of a simple Supplementary Information Form (SIF) signed by the Priest of your Gurdwara.

** This is measured in a straight line from a point set by Ordinance Survey at the child's home address to a fixed point in Springfield Road.

3 Definitions

Looked After Child. Children in public care (Looked after Children) and previously looked after children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 (definition Section 22(1) of the Children Act 1989)

Sibling. Sibling is defined as children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or stepsisters and foster brothers and sisters. (brother-cousin or sister-cousin do not qualify for sibling consideration)

Distance. Distance from home to school as measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the Academy set by Ordnance Survey (co-ordinates 511224, 180090) using the computerised Geographical Information System (GIS). The home address is deemed to be the address at which the child benefit is paid. If only one place is available at the school and there are two children who are equidistant, the tiebreak will be by computerised random allocation.

Temporary Address. A temporary address may not be accepted if the parent still owns a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If families own more than one property the Admissions Authority may only consider the given address if families have lived there for a year prior to the closing date of the application, (including rented, bought or living with a family member or friend). The Admissions Panel may also review the application of any family who decide to move after taking up the school place, up to a year following the closing date.

Multiple Births. Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered a place/places over the published number.

Oversubscription. If there are more applicants than school places, the Admissions Panel will apply the Admissions Criteria in sequential order until they run out of school places. Those entitled to a school place will be determined by the procedures outlined in accordance with this policy.

Published Admissions Number (PAN) The PAN is the number of pupils in each year group that the Admissions Authority has agreed will be admitted without causing detriment to the school. The PAN for Reception is 120.

Home Local Authority. This is the Local Authority, Council where the parent lives and the authority where they pay their Council Tax.

Infant Class Size Legislation. Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class, (a class in which the majority of the pupils will reach the age of five, six or seven during the school year) to 30 pupils per teacher.

4 General Arrangements for Admissions.

An Open Evening is held in the Autumn Term for admission the following September. Details of the timetable for Admissions are available on Local Authority web sites and the School web sites.

All parents are required to complete a **Common Application Form (CAF)** obtainable on line and returnable to the Local Authority where they live. Parents requiring a school place at NPS should name the school in their list of preferences. Parents are also required to fill in a Supplementary Information Form (SIF), confirming their commitment to the Sikh faith that is obtainable from and returnable to the Nanaksar School Office. The SIF can also be obtained at the Open Evening or from the school website.

5 Time Line for Admissions

Nanaksar Primary complies with the dates set across all London schools. These dates are not negotiable and late applications will only be dealt with after those received on time. The closing dates are mid January for Reception. Exact dates are to be found on the Local Authority and Nanaksar web sites. Parents are notified by the Local Authority in April (primary) of the outcome of their application for a school place.

6 Appeals

Any parent who has applied for a school place at Nanaksar Primary and been refused a place can appeal against the decision. Such appeals will be dealt with under the Appeals Procedure, established by GNSA Ltd, in line with the requirements of the School Admissions Code. An Independent Panel that has no connection with the school hears parental appeals against the non offer of a school place.

7 Waiting Lists

If Nanaksar receives more applications than school places then unsuccessful applicants can request to be placed on a waiting list. The waiting list is drawn up to reflect the priority order of the Admissions Criteria and maintained by the Admissions Panel in the order of the over subscription criteria and not in the order in which applications are received.

8. Admissions Outside the Reception intake.

Applications can be made directly to the school who will provide an In Year Supplementary Information Form for Sikh completion (if the parent is Sikh otherwise this is not required) returnable to the school. The Admissions Panel will consider the application in line with Nanaksar's published Admissions Criteria.

If a place is available and there is no waiting list then the school will communicate the offer of a school place to the parent. If there are no places available the school will write to the parent explaining the reason why a place cannot be offered and informing them of the right of appeal and the opportunity to be placed on the waiting list.

GURU NANAK SIKH ACADEMY LTD
Springfield Road, Hayes, Middlesex UB4 0LT



**Supplementary Information Form
for Admission into Nanaksar
Primary School
Reception September 2018**



Use a separate Form in respect of each application

Child's Surname

Child's First Name

Date of Birth Telephone Sex.....

Home Address

..... Post code

Siblings currently attending GNSA and who will be attending at the time of admission

Name (s) Date of birth

Name (s) Date of birth

Name (s) Date of birth

Date..... **Signature**
Father/Mother/Legal Guardian/Carer (delete as necessary)

This form should be completed by the Parents/Guardians/Carers and sent to:
The Admissions Clerk, Guru Nanak Sikh Academy, Springfield Road, Hayes, UB4 0LT
By Monday 15th January 2018

Please ensure that you complete the 'Common Application Form' which is available online or obtained from your Local Authority. If you are a Hillingdon resident the forms are obtainable from and returnable to the London Borough of Hillingdon. Applications can be made on line if you are a Hillingdon resident at www.hillingdon.gov.uk/schools. If you are resident in another Local Authority you should obtain and return your application form according to that LA's instructions

Any forms received after the statutory deadline of 15th January 2018 will be treated as late and your application will not be dealt with until all parents who applied on time have received their offer letter

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Nanaksar Primary School



Commitment to Sikh Faith Form

To be completed by your religious leader (eg., Granthi) at your local Gurdwara

Name of Parent _____

Name of Child _____

Place of Worship _____

Religious Leaders Statement

I confirm that the above named parent and their child have attending our place of worship.

I acknowledge that in signing this document I confirm that the information provided by me is correct and true.

Religious Leader's Signature _____

Print Name & Title _____

Date _____

<p>Place of Worship Stamp</p>

Date of Return _____