



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

Nanaksar Primary School

Admissions Policy

Reception September 2020

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

Applying for a Place at Nanaksar Primary School (NPS)

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

Nanaksar Primary School 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?

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 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Failure to provide the above information can lead to the offer of a place being withdrawn.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 in the September following their 4th 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, Sikh parents should complete a **Supplementary Information Form (SIF)** 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 can withdraw the offer of a place and offer it to another parent.

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.

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 School (NPS) 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.

2 Criteria

Nanaksar Primary School Admissions Criteria 2020 for Reception Year

The planned Admissions number for Nanaksar Primary School is 120.

Guru Nanak Sikh Multi Academy Trust determines their admissions criteria. The Local Authority administers the offer of places on its behalf. If under subscribed the governors will admit all applicants. If oversubscribed places will be allocated according to the following over subscription criteria.

1. All children with a statement of Special Educational Needs or Education, Health and Care Plan that names Nanaksar Primary will be admitted.
2. Children who are looked after or children who were previously looked after but immediately after being looked after became subject to an adoption residence, or special guardianship order.

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

- a. Children of Sikh faith* Staff at the school where the member of the staff has been employed by the GNSA Ltd (MAT) for more than two years at the time at which the application for admission to the school is made or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 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*living closest to the school***

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

- a. Children of Staff at the school where the member of the staff has been employed by the GNSA Ltd (MAT) for more than two years at the time at which the application for admission to the school is made or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- b. Children who have a sibling** in the school at the time of application.
- c. Children living closest to the school***

** Sibling. The qualifying relationship is brother or sister; this means children sharing one or both common parents, step brother or step sister, or legally adopted children, who live in the same household. Other extended family relationships (e.g. brother-cousin or sister-cousin) **do not** qualify for sibling consideration.

Within each criteria, priority will be given to:

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 using the computerised Geographical Information System (GIS).

In case there are insufficient places to allocate random allocation will be used as a tie break to decide who has the highest priority for admission if the distance between two or more children's homes and the school is the same. The process will be independently verified.

Please note that the school requires a Supplementary Information Form in category 4 to signify the faith group, obtainable from and returnable to the school.

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 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.

Address of Child. The address of the child is considered to be the address to which child benefit for that child is paid. Further proof of address, in the form of a child's medical card or tax credit award letter, may be needed to show the child actually lives at that address.

Where parents are separated and the child lives for part of the week with each parent, the determining address will be where the child benefit is paid.

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.

Where the child is from a family of UK Armed Forces service personnel with a confirmed posting back to the UK, or a Crown Servant returning from abroad, the Academy will allocate a school place in advance of the family arriving, providing their application is accompanied by an official letter declaring the relocation date and there is some level of certainty about a family's intended new address. If the school is oversubscribed the over subscription criteria will be applied as in any other application.

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 Afternoon 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.

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. Sikh parents are required to fill in a Supplementary Information Form (SIF), confirming their commitment to a faith that is obtainable from and returnable to the School Office. The SIF can also be obtained at the Open Evening or from the school website.

5 Time Line for Admissions

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

7 Admission of children outside of their normal age

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent/carer wishes to request that their child is taught out of year group, they should submit their request to Nanaksar Primary along with their reasons. A decision will then be made based on the circumstances of the case and in the best interests of the child. Parents are encouraged to do this ahead of the relevant closing date for applications.

8 Waiting Lists

If the School receives more applications than the places available then unsuccessful applicants can request to be placed on a waiting list which is determined by the Local Authority. 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.



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**Supplementary Information Form (SIF) for Admission into
Year Reception September 2020**

Please use a separate form in respect of each application

Child's Surname

Child's First Name

Date of Birth Sex Telephone.....

Home Address

..... Post code

Siblings currently attending NPS 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, Nanaksar Primary School, Springfield Road, Hayes, UB4 0LT
By, Date to be advised

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 online 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 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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Commitment to Sikh Faith Form

To be completed by your religious leader (eg Granthi) at your local place of worship

Name of Parent _____

Name of Child _____

Place of Worship/Faith _____

Religious Leaders Statement

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

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

Priest/Religious Leader's Signature _____

Print Name & Title _____

Date _____

| |
|--------------------------------------|
| <p>Place of Worship Stamp</p> |
|--------------------------------------|

Date of Return _____