



GURU NANAK SIKH ACADEMY

ADMISSION POLICY

FOR THE SEPTEMBER 2023 INTAKE

1 Introduction

- 1.1 Guru Nanak Sikh Academy (**School**) is a mixed sex comprehensive all-through faith academy located in Hayes, Middlesex. It is part of Guru Nanak Sikh Academy Limited (**Trust**), a multi academy trust. It is hugely popular and therefore oversubscribed, which means that it is necessary every year to apply the criteria set out in this policy for determining who will be offered places.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the School, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.
- 1.3 The School's admission arrangements are determined by the Board of Trustees. The implementation of the admission arrangements, and dealing with admission applications and requests, is delegated to an Admission Committee, who report back to the Board of Trustees.
- 1.4 This policy, and all other admission related documents referred to herein and used during the admission process, together form the School's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances set out in the Code, and usually only with Secretary of State consent.
- 1.5 In addition to the main school (Reception Year to Year 11), the School also has a sixth form (Years 12 and 13). The admission arrangements for external candidates seeking admission to the School's sixth form (including the Minimum Academic Oversubscription Criteria that relates to both internal Year 11 pupils and external candidates) are set out in the Admission

Policy (Sixth Form), which are published separately on the School's website.

2 Definition of a 'Parent'

- 2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child. In the case of a 'looked after child', the Local Authority will also meet the definition.
- 2.2 Anybody meeting the definition of a 'parent' may submit an application for admission. This does not have to be the parent with home the child lives (as defined in this policy). Where the child's parent is employed by the Trust at the School, and the child meets the criteria in the oversubscription category for children of staff, only the employed parent's details should be provided in the application form and any other admission related forms, as obtaining details of more than one parent during the application process is prohibited.

3 Inclusivity and Equality

- 3.1 The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHC plan)

- 4.1 Children with an EHC plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC plan as their child's school. They should not submit an application for admission as described in this policy.
- 4.2 Where an LA proposes to name the School in a child's EHC plan, the School will be consulted as to the suitability of the School for the child's age, aptitude, ability and special educational needs, and whether the proposed placement is compatible with the efficient education of others and/or the efficient use of resources.
- 4.3 After consultation, if the School is named in the EHC plan, the child will be admitted to the relevant year group. Where this happens in the normal admission round (i.e. entry to Reception Year or Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number

(PAN).

5 Published Admission Numbers (PANs)

- 5.1 The PAN for **Reception Year** is **60** pupils.
- 5.2 The PAN for **Year 7** is **180** pupils, which will include current GNSA Year 6 pupils who will remain on roll in to the secondary phase as we are an all through academy. The School's existing Year 6 pupils will simply transfer to Year 7 in the usual way without needing to submit an application for admission (i.e. their places in Year 7 are guaranteed).

6 Oversubscription Criteria

- 6.1 Where there are more applications than places available within the PAN, the order in which places will be allocated will be as follows:

6.1.1 Looked after and previously looked after 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

6.1.2 Children in Year 6 at Nanaksar Primary School (Year 7 applicants only)

Children in Year 6 at Nanaksar Primary School at the date of application for admission to Year 7 will be allocated places in this category.

To be included in this category, parents must clearly state that their child

currently attends Nanaksar Primary School in the application form. Failure to do so may result in this category not being identified, and the application being placed in a lower category.

For the avoidance of doubt, the parents of children in Year 6 at Guru Nanak Sikh Academy do not need to apply for admission because they are already on the roll and will simply transfer to Year 7 at the end of Year 6.

6.1.3 Children of staff at Guru Nanak Sikh Academy

Children with parents who are employed by the Trust, work for more than 50% of their time at Guru Nanak Sikh Academy and meet either of the following conditions will be allocated places in this category:

- a) They have been employed on a permanent contract for a period of at least two years at the date of application; and/or
- b) They were recruited to a vacant post for which there was a demonstrable skills shortage.

For the avoidance of doubt, children of staff employed by the Trust who spend more than 50% of their time at any other school in the Trust will not meet this definition. Priority for children of staff can only be given at one school in the Trust where staff are based at more than one school.

In this category, by 'child', we mean:

- a natural or adopted child of the employed parent living with them or another parent; and
- the employed parent's foster child who lives and sleeps at the employed parent's home address for more than 50% of their time from Sunday to Thursday night during term time; and
- a natural, adopted or foster child of the employed parent's spouse, civil partner or cohabiting partner who lives and sleeps at the employed parent's home address for more than 50% of their time from Sunday to Thursday night during term time.

For the avoidance of doubt, a child of a spouse, civil partner or cohabiting partner living elsewhere, or a child of a friend or extended family member living with the employed parent, will not meet this definition.

Where this category applies, only the employed parent must complete the application form, ensuring that only their details are given with no details of the other parent being given. This is because it is prohibited to obtain the details of more than one parent.

To be included in this category, a signed and dated letter on the School's headed notepaper from the employed parent's HR Manager confirming eligibility under this category must be sent to the School (not the Local Authority) by application deadline in the normal admission round. Failure to do so may result in this category not being identified, and the application being placed in a lower category.

6.1.4 Children with a sibling at Guru Nanak Sikh Academy

Children with a sibling in Reception Year to Year 13 at the date of application will be allocated places in this category. For the avoidance of doubt, this will include siblings who were on the roll at the date of application, but have left before the applicant child is admitted. It will also include siblings who were admitted to Years 12 or 13 as external candidates.

In this category, by 'sibling', we mean:

- a natural or adopted brother or sister (sharing one or both parents) who lives at the child's home address (as defined by this policy) or with another parent;

and:

- a foster brother or sister (in public care or under a private fostering agreement);
- a step-brother or sister (one child's parent married to the other child's parent);
or
- a natural, adopted or foster child of the applicant's parent's cohabiting partner;

who lives and sleeps at the child's home address (as defined in this policy) for more than 50% of their time from Sunday to Thursday night during term time.

For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not meet this definition even where they live at the child's home address (as defined in this policy) unless there is a private fostering arrangement in place and their natural or adoptive parents do not live with them.

To be included in this category, parents must clearly state that the sibling's full details in the application form. Failure to do so may result in this category not being identified, and the application being placed in a lower category.

6.1.5 All other children

Places will be allocated in this category as follows:

- a) Up to 80% of remaining places to children of the Sikh faith;
- b) Up to 20% of remaining places to children of Other faith/No Faith.

To be included in this category, parents must complete a Supplementary Information Form and submit it to the School (not the Local Authority), to be received by application deadline in the normal admission round.

Parents should note that, where no Supplementary Information Form is received, it will be assumed that sub-category 6.1.5 b) (children of Other Faith/No Faith) applies, which may adversely impact on the child's chance of achieving a place.

Where places remain in any of the sub-categories, they will be allocated to the other sub-category. Places will therefore be exhausted in this category.

Tie Breaker

- 6.2 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined in this policy) and the School, with those living nearest receiving highest priority.
- 6.3 Distance will be measured in a straight line from the point set by Ordnance Survey for the child's home address to the point set by Ordnance Survey for the School using London Borough of Hillingdon's dedicated computerised Geographical Information System (GIS) for this purpose.
- 6.4 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from a single Ordnance Survey point for the whole building, which means that the distance will be the same for all children living there.
- 6.5 Where two or more children live an equal distance from the School (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School.

7 Child's Home Address

- 7.1 In this policy, the child's home address is the residential (not business) address of a parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time, at the time of application and date of entry. It will usually be the address at which the child registered with their GP, hospital, dentist and/or optician, and/or at which child based state benefits (if eligible) are claimed.
- 7.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to establish which address meets the definition stated

above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address put forward by the parent in the application form.

- 7.3 Where the child is not living at an intended new address when application is submitted, the application will be processed using the child's current address unless it is accompanied by compelling evidence that the new address will meet the definition above, the move is intended to be permanent and it will have happened before the child's entry in September. Examples include a dated tenancy agreement signed by both parties, or a signed letter on headed notepaper from a conveyancing/law firm confirming contracts have been exchanged and the completion date set. This evidence should accompany the application, or be received by the application deadline in the normal admission round.
- 7.4 Where the current property is retained in addition to a newly purchased or rented property, the new address will not usually be used to apply the criteria in this policy until compelling evidence is provided that the child has permanently moved to the new address. This rule is necessary to avoid abuse of the admission process by temporarily renting or purchasing a second property to achieve an offer of a place, when there is no intention for the family to live there permanently.
- 7.5 Where a place is offered on the basis of fraudulent or intentionally misleading information provided by the parent in respect of the child's home address, it is highly likely the offer will be withdrawn and the application re-processed using the correct address. In the case of fraud, the applicant's place may still be withdrawn even if they have started school (the length of time the applicant has been attending will be taken into account, but there is a significant risk of the place being withdrawn if this is before the end of the first term in December).

8 Children of UK Armed Forces Personnel/Crown Servants

- 8.1 Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.
- 8.2 The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

9 Statutory Maximum Infant Class Sizes

- 9.1 The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

- 9.2 However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

10 Twins, Triplets and Siblings of a Higher Multiple Birth

- 10.1 In Reception Year and Year 7, where at least one child achieves an offer of a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out above.
- 10.2 In Years 1 to 6 and 8 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. In Years 1 and 2, these additional children will be 'excepted pupils' as set out above (this does not apply in the other year groups, where the statutory maximum infant class size does not apply).
- 10.3 In the case of siblings who were born in the same school year (i.e. between 1 September and 31 August) but not at the same time, for whom a place is sought at the same time, the same rule will be applied as set out above, except that unfortunately this cannot happen in Reception Year to Year 2 because these children are not 'excepted pupils' for the purpose of the statutory maximum infant class size.

11 Application Procedure for Admission to Reception Year and Year 7 in September (including Late Applications)

- 11.1 Applications for admission to Reception Year and Year 7 (external applicants only) in September are known as applications made 'in the normal admission round'.
- 11.2 Applications in the normal admission round are coordinated by the Local Authority for all schools in its area. This includes **late applications** (i.e. applications received before the first day of term September, but not made in time to enable the Local Authority to offer a place on National Offer Day).
- 11.3 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by

the application deadline. Parents must state a preference for the School in the CAF.

- 11.4 Parents should carefully consider the oversubscription criteria stated above to determine whether supporting documentation or a supplementary information form must be submitted in addition to the application. This documentation must be submitted to **the School, not the Local Authority, to arrive by the application deadline**. If not, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 11.5 The application deadline for admission to Reception Year in the normal admission round is **Sunday, 15 January 2023**.
- 11.6 National Offer Day for admission to Reception Year in the normal admission round is **Monday, 17 April 2023**.
- 11.7 The application deadline for admission to Year 7 in the normal admission round is **Monday, 31 October 2022**.
- 11.8 National Offer Day for admission to Year 7 in the normal admission round is **Wednesday, 1 March 2023**.
- 12 Late applications** (as defined above) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on time.

13 In-Year Admission Applications

- 13.1 An in-year admission application is one for admission to Reception Year or Year 7 (external applicants only) submitted after the first day of term in September, or for admission to any other year group at any time. This is also known as admission 'outside the normal admission round'.
- 13.2 Parents should note that the PAN set for Reception Year and Year 7 only applies for the duration of those school years of entry (i.e. to applications both in and outside of the normal admission round to Reception Year and Year 7 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.
- 13.3 Where applications are made for admission to any year group other than Reception Year and Year 7, the child will be admitted to the School **unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources**.
- 13.4 Where there are multiple applicants for a year group other than Reception Year and Year 7, and the School has determined that only a lower number of additional children can be

admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the oversubscription criteria must be applied to determine which of the children are offered a place.

- 13.5 The admission arrangements that will apply will be those determined for Reception Year and Year 7 that school year.
- 13.6 The School has opted to participate in London Borough of Hillingdon's coordinated scheme for in-year admissions. This means that London Borough of Hillingdon will process all in-year applications on behalf of the School, including for children who do not live in that borough.
- 13.7 Applications for in-year admission must be made directly to **London Borough of Hillingdon (not the child's home Local Authority)** by completing and submitting an In-Year Admission Application Form. This form and further guidance on the process is available on London Borough of Hillingdon's website, which can be accessed [here](#).
- 13.8 Parents should carefully consider the oversubscription criteria stated above to determine whether supporting documentation or a supplementary information form must be submitted in addition to the application. This documentation must be submitted to **the School, not the Local Authority, to arrive by the application deadline**. If not, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 13.9 It is hoped that parents will be notified by the London Borough of Hillingdon of the outcome of applications for in-year application.
- 13.10 Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school.

14 Waiting List

- 14.1 The School operates a waiting list in Reception Year and Year 7 for the duration of the school year of entry. A waiting list is also maintained for other year groups.
- 14.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 14.3 Children placed at the School's under the Local Authority's Fair Access Protocol will take priority over children on the waiting list

15 Statutory Right of Appeal

- 15.1 Parents have a statutory right of appeal against the refusal of a place at the School, both in and outside the normal admission round and in respect of all year groups.
- 15.2 Full details of the statutory right of appeal will be provided to the parent on request or it can be found on the Admissions Appeal Code.
- 15.3 The School will publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Reception Year or Year 7 in September) on the School's website on or before 28 February in the year in which offers are made.

16 Deferred Entry and Part-Time Attendance in Reception Year

- 16.1 All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

| Born on or between: | Prescribed date the child reaches CSA: |
|-----------------------------|---|
| 1 September and 31 December | 31 December |
| 1 January and 31 March | 31 March |
| 1 April and 31 August | 31 August (a whole school year later) |

- 16.2 Parents have an absolute right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry' (or 'delayed entry' in the case of 'summer born children' - see below). The School has no discretion to refuse to allow this.
- 16.3 Where parents choose to defer entry until later in the school year, the School will hold their place in Reception Year for them, rather than giving it to another child, for a maximum of two terms (i.e. until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.
- 16.4 Parents also have an absolute right to decide that their child will attend school part-time until they reach CSA. In this case, the right can be exercised throughout the school year (i.e. all three terms, in the case of summer born children), and this right can also be combined with the right to defer. For example, a child born on 5 February could defer starting school until the first day of term after the Christmas and New Year break, and then attend part-time until the first day of term after the Easter break.
- 16.5 Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place, notify the School of their decision in writing (i.e. by email or letter). There is no legal requirement to give reasons, as the school does not have any discretion to refuse to allow this.

17 Delayed Entry for Summer Born Children

- 17.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31 August, and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.
- 17.2 Parents of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout the school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they will need to refuse the offer of a place (releasing it to be allocated to another child) and apply for admission again the next year.
- 17.3 Where a summer born child is to be admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means that a) they will have missed Reception Year entirely, and b) they will only be offered a place if there is one available in Year 1, which is often not the case in an oversubscribed school.
- 17.4 Parents can, however, choose to make a request for their child to be admitted one year later than usual (outside their normal age group) to Reception Year. The procedure for making such requests is set out below, however parents should note that, in contrast to deferred/delayed entry and part-time attendance, parents do not have an absolute right to decide that their child will be admitted outside their normal age group - this is at the discretion of the admission authority for the school involved.
- 17.5 Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle from the admission authorities of their preferred schools which will enable them to make informed decisions on preferences when they subsequently apply for admission the following year.
- 17.6 Parents of summer born children admitted one school year later than usual do not have a right to defer their entry until later that school year, or to decide they will attend part-time. This is because they will already have reached CSA before starting school.

18 Requests for Admission Outside Normal Age Group

- 18.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request.
- 18.2 Parents do not, however, have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Admission Committee, in order to decide whether or not to agree the request in principle, or to refuse the request, taking into account the factors set out below.

- 18.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 18.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Committee to consider.
- 18.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the School marked for the attention of the Clerk to the Admission Committee. This form is available to download on the School's website or in hard copy from the School's main office.
- 18.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.
- 18.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, retain their statutory right of appeal against the refusal of a place if they also made an application for admission that was refused.

19 Review and determination of the School's admission arrangements

- 19.1 The term 'admission arrangements' means *"The overall procedure, practices, criteria, and supplementary information to be used in deciding the allocation of school places and refers to any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the School's admission processes.
- 19.2 Under the Code, the Board of Trustees must formally determine the admission arrangements for the next intake **every year on or before 28 February**. Where no changes (other than changing dates/deadlines) are proposed, there is no need to consult. However, where changes are proposed (other than a proposed increase in PAN), the Board of Trustees

must carry out a 6 week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements. Where no changes have been proposed in the intervening period, the Admission Authority must in any event consult on the admission arrangements every 7 years.

- 19.3 Once determined on or before 28 February, the admission arrangements for that intake must be published on the School's website, and cannot be varied except in very limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.
- 19.4 The admission arrangements for the September 2023 intake were determined by the Board of Trustees at their meeting on **[●Date to be inserted after the meeting has taken place]**.