



GURU NANAK SIKH ACADEMY

ADMISSION POLICY (SIXTH FORM APPLICANTS)

FOR SEPTEMBER 2024 INTAKE

1 Introduction

- 1.1 Guru Nanak Sikh Academy (**School**) is a mixed gender, all-through, faith academy converter 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. This includes admission to, and the admission arrangements for Years 12 & 13 at the School, known as the sixth form.
- 1.3 The admission criteria outlined relate to candidates transferring from Year 11 into Year 12 only. The admission arrangements for those seeking a place in the main school (Reception Year to Year 11), are published separately on the School's website.
- 1.4 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.
- 1.5 This policy, and all other admission related documents referred to herein and used during the admission process, together form the School's admission arrangements.
- 1.6 Where an external candidate applies for admission to Year 12 without the support of a parent, references to a 'parent' or 'parents' should be taken to include a reference to 'external candidate' or 'external candidates'.

1.7 **Published Admission Numbers (PANs)**

The total number of places available in Year 12 will be 110. There will be a minimum of 100 internal places. These numbers may be exceeded if places in individual subjects are still available. Students need to apply to a minimum of three A level or BTEC equivalent subjects.

- 1.8 Internal Year 11 students will be given priority for entry to Year 12. Any remaining places will then be made available to external candidates.

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 candidate (regardless of whether the candidate lives with them, has contact with them, or they have parental responsibility for the candidate). It also includes a person who is not a natural or adoptive parent of the candidate, but who has care of and/or parental responsibility for the candidate. 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 whom the candidate lives (as defined in this policy).

3 **Inclusivity and Equality**

- 3.1 The School is fully inclusive and welcomes applications for the admission of candidates 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 **Application Procedure for Admission to Year 12**

- 4.1 Year 11 pupils currently at the School will automatically transfer to Year 12 if:
- they meet the minimum academic entry criteria
 - they meet the subject specific requirements
 - the sixth form is not oversubscribed
 - they choose to remain at the academy
 - they have completed the online Google 'Expression of Interest' Form by the deadline

When these circumstances are met they do not need to apply for re-admission to Year 12 under this policy because they are already on roll. They must follow the internal transfer process into sixth form. All documentation detailing entry requirements is published on the School's website with this policy.

- 4.2 All **internal candidates** will have a discussion about appropriate subject choice with a member of the school's senior staff. That discussion will take into consideration:

- Estimated GCSE grades. The required grade for each subject will be published in the minimum academic entry criteria and the subject specific requirements.
- An assessment from the school that the candidate is likely to meet the requirements of the course(s) for which the application has been made.
- Where a student is estimated to achieve over a grade below the published entry requirement, then the member of staff will help the student choose another option.
- If a student subsequently achieves the entry criteria for the previously selected subject, they may discuss enrolment for this course on GCSE results day.

The meetings will be coordinated by the Assistant Principal - Post 16. Current Year 11 students wishing to remain at GNSA must complete an online 'Expression of Interest' Google Form by Tuesday 19th December 2023 3:00pm. Conditional offer letters will be issued during March 2024, with final enrolment into the sixth form taking place during GCSE results day on Thursday 22nd August 2024.

- 4.3 Parents of **external candidates** who wish to apply for admission to Year 12 must complete a Sixth Form Admission 'Expression of Interest' (External Candidates) and the Supplementary Information Form (SIF) which are available to download from the School's website. Alternatively a hard copy of these forms may be requested from the School's main office.
- 4.4 External candidates must submit the original signed and dated form and the Supplementary Information Form (along with any other original supporting documentation) to:

The Academy office c/o Sixth Form Admission,
Guru Nanak Sikh Academy,
Springfield Road,
Hayes,
Middlesex.
UB4 0LT

The closing date for applications for admission to Year 12 is Tuesday 19th December 2023 3:00pm.

- 4.5 External candidates will be notified of the outcome of their applications during March 2024. All offers of places will be provisional until GCSE results are known and will be conditional upon the external candidate meeting the minimum academic entry criteria, subject specific requirements and taking into account any oversubscription criteria.

External applicants who have applied to GNSA on time, and who meet all entry criteria, will then be placed on an equal footing. In the event that the number of applications exceeds the PAN, places will be allocated by reference to the oversubscription criteria set out in Section 5.

- 4.3 The School will not make an exception to allow a Year 11 pupil to transfer to Year 12, or agree to admit an external candidate to Year 12, where they did not achieve the minimum academic entry criteria, unless the school can determine it is a reasonable adjustment for a pupil who was at a substantial disadvantage because of disability or exceptional events (e.g. prolonged illness, difficult family circumstances) which may have caused them to underachieve at GCSE. This will be considered if an exceptional circumstances submission was **not** already applied at the point examinations were completed.
- 4.4 The School does not select pupils/candidates for its sixth form solely on the basis of the highest GCSE grades achieved.

5. Oversubscription Criteria

- 5.1 Candidates from all groups below must meet the minimum academic entry criteria and subject specific requirements, set out in the published document 'Sixth Form Subject Minimum Entry Requirement September 2024'. Thereafter, if there are more applications than places available within the PAN, the order in which places will be allocated will be as follows:

5.1.1 Looked after and previously looked after candidates

A 'looked after candidate' is a candidate 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 candidate' is a candidate 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 candidate 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 candidate's status, such as a signed letter from the candidate'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 candidates 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 will be followed.

Where the Virtual School Head has already verified the candidate's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

These children will be allocated oversubscribed places before other candidates, reducing the number of places left within the published admission number (**PAN**).

5.1.2 Children of UK Armed Forces /Crown Servants

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.

The address at which the candidate 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.

These children will be allocated oversubscribed places before remaining 5.1.4 candidates, reducing the number of places left within the published admission number (PAN).

5.1.3 Candidates with an Education Health and Care Plan (EHC plan)

Parents of candidates with an EHC plan should liaise with the school to determine the suitability of the school for the child's age, aptitude, ability and special educational needs, and whether this is compatible with the efficient education of others and/or the efficient use of resources. If the fit between the EHC plan and school provision is determined to be suitable by both parties these children will be allocated places before remaining 5.1.4 candidates, reducing the number of places left within the published admission number (PAN).

5.1.4 All other candidates

This category will include all candidates who do not fall into the oversubscription categories 5.1.1, 5.1.2, & 5.1.3 above.

6. Tie Breaker

6.1 Where the number of candidates exceeds the number of places available the following criterion will be used as a 'tie breaker':

- Highest priority will be given to looked-after children and previously looked-after children who meet the admissions criteria;
- Next highest priority will be given to children of UK armed forces and students with an EHC plan who meet the admissions criteria;
- If the candidate meets the admissions criteria and has siblings in the school at the time of application;
- Distance from home to school - shortest distance will be given priority.

6.2 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 (SIS) for this purpose. The distance between the School and the child's home address can be confirmed by contacting the London Borough of Hillingdon's Admission Team to request this.

- 6.3 Where the candidate 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 candidates living there.
- 6.4 Where two or more candidates 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 Candidate's Home Address

- 7.1 In this policy, the candidate'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 candidate 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 candidate'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 candidate is not living at an intended new address when application is submitted, the application will be processed using the candidate'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 candidate'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 candidate 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 candidate'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).
- 7.6 Applications for admission of external candidates will be processed by the Sixth Form Team.

8 Meetings with External Candidates for Year 12 Places

- 8.1 Parents of external candidates who are interested in applying for a place in Year 12 are advised to contact the Assistant Principal - Post 16 at the School well in advance of the closing date for applications in order to arrange a meeting with themselves and the external candidate to discuss course options and their respective entry requirements.
- 8.2 Parents and external candidates should note that this meeting is not an interview - the aim of the meeting is to discuss with the candidate the course/subject choices given in a subsequent application for admission. The outcome of the meeting will have no bearing on the application process or the chances of success, as this will be determined solely on meeting the minimum academic entry criteria and the application of the oversubscription criteria, which are set out above.

9 Waiting List

- 9.1 The School operates a waiting list for candidates who are unsuccessful in achieving a place in Year 12 until October Half-Term following the candidates' entry in September.
- 9.2 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.

10 Right of Appeal

- 10.1 Parents have a right of appeal against the refusal of a place in the sixth form at the School.
- 10.2 Appeals should be made to the Assistant Principal - Post 16 in the first instance and thereafter escalated to the Vice Principal and Chief Executive Officer of the school if necessary.

11 Requests for Admission Outside Normal Age Group

- 11.1 Parents/candidates have a right to request that the candidate is admitted to a year group other than their normal year group at the School by contacting the Assistant Principal - Post 16. This may be to a year group below or above, and there may be a variety of reasons for making this request.
- 11.2 Parents/candidates do not, however, have a right to decide that the candidate will be admitted outside their normal age group. Such requests must be considered by the Assistant Principal - Post 16, in order to decide whether or not to agree to the request in principle, or to refuse the request, taking into account the factors set out below.
- 11.3 Requests for admission outside the normal age group are not applications for admission, which must still be made in the usual way. Parents/candidates are strongly encouraged to make their requests in a timely manner, well ahead of any application deadlines.
- 11.4 Decisions will be made on the basis of the circumstances of each case and in the best interests of the candidate concerned, taking into account the parents' views, GNSA

sixth form admission numbers, information about the candidate's academic, social and emotional development, and the candidate's medical history. They will also take into account the views of the Executive Principal of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list.

12 Review and determination of the School's admission arrangements

- 12.1 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.
- 12.2 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.
- 12.3 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 only be granted where there has been a 'major change in circumstances'.