



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

# **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 Guru Nanak Sikh Academy**

Guru Nanak Sikh Academy is a very popular school and hugely oversubscribed in both the primary and secondary sectors. 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. Children of staff.
3. Children who have a brother or sister as a pupil (in Year Reception to Year 11) at Guru Nanak Sikh Academy at the date of the application.
4. Children with parents committed to the Sikh faith or another faith that live nearest the school as measured in a straight line from the school to the child's permanent home address.

Each of the above factors is explained further in Section 2.

Guru Nanak Sikh Academy 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.

Please note that a place at Guru Nanak Sikh Nursery does not guarantee a place in the Primary Phase of the Academy. The parent must apply for a Primary school place as any other parent is required to do.

### **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 4<sup>th</sup> birthday. Applications are processed centrally through the home Local Authority 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](http://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 parents should complete a **Supplementary Information Form (SIF)** obtainable from and returnable to the school office. The SIF signifies your commitment to the Sikh or other faith and must be verified by the signature of the Granthi/Priest/Vicar or similar.

The home Local Authority will notify you if your application has been successful. If you wish to accept the offer of a place you must let your home Local Authority 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.

**What happens if I have not completed the Supplementary Information Form (SIF)?**

If you are applying under the faith criteria then you are required to complete our supplementary information. The SIF enables the school to determine if your child meets the faith criteria. Failure to complete this form may affect the oversubscription criteria in which your child is placed and therefore your child may miss out on an offer under the faith criteria.

**Does NPS siblings considered as GNSA siblings?**

No, Nanaksar Primary School siblings are not considered as GNSA siblings.

**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. Your home Local Authority 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.

**Does distance mean that Guru Nanak Sikh 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 one 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 those from another faith depends on the faith of the leaver.

**SECTION 2****1 Introduction**

The Admissions Policy of Guru Nanak Sikh Academy 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.

Education Act 1996  
School Standards and Framework Act 1998  
Human Rights Act 1998  
Special Education Needs and Disability Act 2001  
Education and Inspections Act 2006  
Equality Act 2006  
Equality Act 2010  
Education Act 2010  
Education Act 2011

Guru Nanak Sikh Academy (GNSA) 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. Guru Nanak Sikh Academy is an all through school.

Guru Nanak Sikh Academy Primary will hold annual meetings and invite interested parents to visit the school at Open Evenings. These dates will be publicised on the school's web sites.

## **2 Criteria**

### **Guru Nanak Sikh Academy Admissions Criteria 2020 for Reception Year**

**The planned Admissions number for Guru Nanak Sikh Academy (Primary Phase) is 60.**

Guru Nanak Sikh Academy Ltd determines the admission arrangements for Guru Nanak Sikh Academy. The Local Authority administers the offer of places on its behalf.

Subject to available places, Governors will admit up to 60 pupils to the Reception classes each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. If the Academy is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the Academy is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below.

1. 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).
2. 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.
3. Children with a sibling attending at Guru Nanak Sikh Academy( in Year Reception to Year 11) at the time of application. 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).

4. Any surplus places not filled by any of the above criteria will be allocated to Sikh children (80%) and those of Other Faiths (20%) who live closest to the school.

**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 (co-ordinates 511224, 180090) using the computerised Geographical Information System (GIS).

If 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 (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.

**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 Academy is over subscribed 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 60.

**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 Academy 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 GNSA should name the Academy in their list of preferences. Parents are also required to fill in a Supplementary Information Form (SIF), confirming their commitment to a faith that is obtainable from and returnable to the Academy School Office. The SIF can also be obtained at the Open Evening or from the school website.

#### **5 Time Line for Admissions**

Guru Nanak Sikh Academy 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 Academy 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 the Academy and been refused a place can appeal against the decision. Such appeals will be dealt with under the Appeals Procedure, established by GNSA, 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 Waiting Lists**

If the Academy receives more applications than school places 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 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 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 Wednesday 15<sup>th</sup> January 2020(Primary Phase)

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](http://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 15<sup>th</sup> January 2020 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.

*Please be aware that all information received by the school will be in accordance with the General Data Protection Regulations 2018 (GDPR). Privacy Notices can be found on our school website [www.gurunanksikhacademy.co.uk](http://www.gurunanksikhacademy.co.uk) >Secondary Phase>About us>GDPR.*





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## Commitment to Faith Form

To be completed by your religious leader (eg., Priest, Vicar, Granthi, Mullah, Pandit) 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 \_\_\_\_\_

Place of Worship Stamp

Date of Return \_\_\_\_\_