

# **Khalsa Primary School (KPS) New Admissions Policy from September 2016**

## **Admission Criteria and Guidance Notes**



**If you require a copy of this document in Panjabi, please contact the School Office (01753) 823 501.**

**All forms, documents and procedures in regards to the Khalsa Primary School's Admissions Policy are available to download from the School's website: <http://www.khalsaprimaryschool.com/admissions.html>.**

# Contents

1. Introduction
2. Reception Admissions Process
3. Admissions Over-subscription Criteria
4. In-Year Admissions Year Reception to Year 6
5. Explanatory Admissions Information
6. Nursery Admissions



## 1. Introduction

**Please Note: a place in Khalsa Nursery does not mean that your child will automatically have a place in Khalsa Primary School; parents have to apply again for a Primary School place for the Reception Class.**

Khalsa Primary School is a VA school in the Trusteeship of the Slough Sikh School Trust. The school is conducted by its Governing Body as part of the Sikh community in accordance with its Trust Deed and Instrument of Government. The school exists primarily to serve the Sikh community, but welcomes applications, from those of other or no faith, who support and respect the religious ethos of the school. The Trust requires the school to provide 80% of the places to children of the Sikh faith and 20% to children of non-Sikh families. The Governing Body is the 'Admissions Authority' for the school. The Local Authority will administer the offer of places on its behalf. The Admission Panel (on behalf of the Governing Body) makes all the decisions in regards to allocating school places; the Head Teacher is not involved.

The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be treated on merit and in a sensitive manner. Providing the school can meet their needs, the background, level of ability of a child or any special needs that he or she may have plays no part in the admissions policy of this school.

## 2. Reception Admissions Process

**Age of child:** Children are admitted to Khalsa in the September following their fourth birthday

### Step 1:

There are 3 parts to you application:

- a) Apply for school places using the Common Application Form (**CAF**) form via your own Local Authority naming Khalsa Primary School, Slough as your preferred school.
- b) Complete a Khalsa Admissions Form (**AF**), **provide a copy of the child's Birth Certificate and proof of address.**
- c) **Either**

if the Applicant has a sibling attending KPS from Reception to Year 6 when the Applicant is due to start Reception class, parents **are NOT required** to fill in an **RQ** but **MUST complete** a covering letter (**CL**) answering the two questions posed in it.

**Or**

if the Applicant does not have a sibling attending KPS from Reception to Year 6 when the Applicant is due to start Reception class, parents **ARE required** to fill in a Religious Questionnaire (**RQ**).

**NOTE: AF, RQ & CL are available on the School's website:**

<http://www.khalsaprimarieschool.com/admissions.html>

### Step 2:

All parts of your application can only be submitted between the dates specified on the forms

**Step 3:** Parents are strongly advised to keep a **photocopy of all parts of their application** should any query arise.

Please send the Religious Questionnaire (**RQ**) to **Admissions, PO Box 4255, Slough, Berks, SL1 0RJ** by Recorded Delivery.

Please send the Admissions Form (**AF**) with a copy of the applicants Birth Certificate, Proof of Address and Cover Letter (**CL**) (if applicable), to **Khalsa Primary School, Wexham Road, Slough, SL2 5QR** OR **submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.**

### Step 4:

The (**RQ**) will be then assessed objectively by the Slough Sikh School Trust and the RQ results passed to the Admissions Panel who will allocate school places. The CL is not marked; it is for information only.

This information will be sent to Slough Borough Council.

Slough Borough Council will inform you of your child's allocation by the April date designated each year.

**For your application to be valid all three parts of the application must be submitted between the dates specified on the forms.**

Any part of the application received after the closing date will be deemed late and be given lower priority than those received on time, regardless of their **RQ** score (if applicable) and will be placed on the waiting list, **as detailed in the Admissions Criteria below.**

**Answers in English or Panjabi are acceptable for the RQ and Covering Letter (CL). Support will be given to parents who require translation or a scribe.**

### 3. Admissions Over-subscription Criteria

The Governing Body of Khalsa Primary School determines their admissions criteria. The Local Authority administers the offer of places on its behalf. After the admission of pupils with statements of Special Educational Needs, where KPS is the named school on the Statement, remaining school places will be allocated. If the school receives more than 60 applications for places in one year group, the following oversubscription criteria will be applied:

**1<sup>st</sup> 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.

**2<sup>nd</sup> Other or No Faith.** The first 12 places (20%) will be allocated to children living with parents in the tradition of any faith other than Sikh or no faith. Evidence of this will be required through completion of the **RQ** or CL. In the event that these places are not taken up by the end of the academic year or LA deadlines for statutory schooling applications, these places will instead be offered to Sikh children as per the 3<sup>rd</sup> criteria below.

**3<sup>rd</sup> Sikh Faith.** Up to 48 places (80%) will be allocated to children living with parents, who demonstrate a commitment to the Sikh faith. Evidence of this will be required through the completion of the **RQ** form (if applicable).

**The ranking order for place allocation is applied to the above described 2<sup>nd</sup> criteria first then the 3<sup>rd</sup> criteria:**

- a) All applicants that have completed a CL who have a sibling who is already attending KPS in Years 1 to 6, in the academic year the applicant enters Reception class.
- b) RQs with a Good score and then by distance
- c) RQs with a Satisfactory score and then by distance

**4<sup>th</sup> Insufficient Scores.** In the event places are still remaining the ranking order for place allocation is:

- 1) Other or No Faith RQs with an Insufficient score and then by distance
- 2) Sikh Faith RQs with an Insufficient score and then by distance.

## 4. In-Year Admissions Process – Year Reception to Year 6

**Definition:** In-year admissions are admissions to any year group at any time within the academic year.

### **Step 1:**

There are two parts to your application:

a) Complete a Khalsa Admissions Form (AF), provide a copy of the child's Birth Certificate **and proof of address**.

b) **Either**

If the applicant has a sibling attending KPS from Reception to Year 6 when the applicant is due to start at the school, parents **are NOT** required to fill in a RQ **but MUST** complete a Covering Letter (CL) answering the two questions posed in it.

**Or**

If the applicant does not have a sibling attending KPS from Reception to Year 6 when the applicant is due to start, Parents **ARE** required to fill in a RQ.

### **Step 2:**

All parts of your application can be submitted at any time of the year.

Parents are strongly advised to keep a photocopy of all parts of their application should any query arise.

### **Step 3:**

Please send the Religious Questionnaire (RQ) to **Admissions, PO Box 4255, Slough, Berks, SL1 0RJ** by Recorded Delivery.

Please send the Admissions Form (AF) with and Cover Letter (CL) (if applicable), to **Khalsa Primary School, Wexham Road, Slough, SL2 5QR OR submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.**

### **Step 4:**

The (RQ) / (CL) will be assessed objectively by the Slough Sikh School Trust and the RQ results passed to the Admissions Panel who will allocate school places.

For your application to be valid both parts of the application must be submitted at the same time.

### **Step 5:**

Khalsa Primary School will inform you about the outcome of your application within four weeks.

If the Year group you have applied to is already full your application will be placed on the waiting list, ranked as detailed in the Admissions Over-Subscription Criteria on page 4.

**Answers in English or Punjabi are acceptable for the RQ and Covering Letter (CL). Support will be given to parents who require translation or a scribe.**

## 5. Explanatory Admissions Information

- The area served by the school includes all Slough wards and neighbouring boroughs.
- The number of pupils in any one year group from Reception to Year 6 is limited to no more than 60 (2 Form entry) and each class size to 30 pupils.
- Children must be admitted into their chronological year group.
- All applications require a copy of the applicant's Birth Certificate and proof of address to be submitted at the time of application.
- Sibling - qualifying relationship is immediate brother or sister only; this means children sharing one or both common parents, step brother or step sister, or legally adopted children, who live in the same household and are attending the school from Year Reception to Year 6 at the time the child is due to start the school. Other extended family relationships (e.g. cousin-brother or cousin-sister) **DO NOT** qualify for sibling consideration.
- **Multiple Births:** Where applications are received in respect of twins, triplets or children of other multiple births and KPS is able to offer one child a place in accordance with the Admissions code, KPS will offer a place to the other child/children also.
- For 'Parent' read Parent, Guardian or Carer.
- **For Distance allocation:** This is as measured in a straight line using the Slough Borough Council's Geographical Information System from the Applicants/Child's home address to the main entrance of the KPS.
- Where only one place is available and two or more addresses produce identical distance measurements (Proof of Residence will be required), the names of the applicants will be written on separate pieces of paper and one of them randomly drawn to allocate the place.
- We only accept applications for children who are living at a UK address.
- We can only speak to parents and legal guardians about a child's admissions details.
- Khalsa Primary School has no link with Khalsa Secondary Academy – they are two separate schools, each with their own admissions process and criteria.
- **Proof of the applicant's permanent residence** will be required at the time of allocation and before a school place can be offered. Original copies of two items of any of the following documents in the applicant's name need to be shown to the Admissions Officer at Khalsa i.e. Council Tax bill, Utilities bill dated within the last three months, Child Benefit, Electoral Roll, etc. If the address is a rented property the original properly witnessed lease signed by a solicitor must be provided – we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admission date. The governors define a permanent residence to be where the family live, eat and sleep 7 days a week. However, in the case of shared custody, evidence will be required from where the child resides for the majority of the week.
- **A Religious Questionnaire (RQ) or Covering Letter (CL) can only be submitted once between Reception – Year 6.**
- **Any late applications for Reception admissions i.e. received after the closing date, will automatically be transferred to the waiting list.**

## **Religious Questionnaires (RQ)**

The RQs are marked objectively into one of three categories for both Sikh and non-Sikh children; Good, Satisfactory and Insufficient. A maximum of 30 marks can be scored. In the Sikh section of the RQ there are six questions so there are a maximum of 5 marks per question. For the non-Sikh RQs there is one question with three parts, carrying a maximum of 10 marks for each part, totalling a maximum of 30 marks.

**An RQ score of 21-30 will be considered Good, 11-20 Satisfactory and 10-0 Insufficient.**

## **Waiting List**

- A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria which is not affected by the time of the application. Each time an application is received for the waiting list, it will be ranked according to the oversubscription criteria above. This means that a child's position on the waiting list can go up or down.
- Allocation will not be based on the length of time a child's name has been on the list.
- The school will contact you when a place becomes available. Therefore, please keep the school informed of any change of address or phone numbers.
- Places if allocated from the waiting list cannot be held. You will need to be in a position to take up the place within a fortnight of notification.
- Parents are required to confirm in writing by 30 June (in the academic year of application) to the school that they wish to remain on the Khalsa Primary School waiting list for the following academic year.

## **Admissions Appeals**

Parents whose child has not been allocated a place at Khalsa Primary School can appeal. The Appeal's form can be obtained from the school office or from the school's website and should be sent to: The Clerk to the Appeals Panel, PO Box 4235, Slough, Berkshire, SL3 3FP.

An appeal can only be made once per academic year:

### **RECEPTION Class Appeals:**

Appeals have to be lodged within 20 school days of allocation. All appeals lodged within this time must be heard within 40 school days of this date

### **IN-YEAR (Years 1 to 6) Appeals:**

For in year applications, once the school have refused a place, the parent has 20 school days to lodge the appeal from the date of the letter from the school and 30 school days to hear the appeal from that deadline.

**An independent appeals panel's decision is binding for all parties concerned. Details of appeals arrangements are set out in the School Admissions Appeals Code 2012.**

## **Withdrawal**

School Admissions Code 2012 states 'an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area)'. The burden of proof lies with you and your application.

## **6. Nursery Admissions**

### **Admissions Information for Nursery Applications**

*Khalsa has a Nursery class of 5 mornings or afternoons per week. This is non-statutory and has its own admissions procedure.*

**Please Note: a place in Khalsa Nursery does not mean that your child will automatically have a place in Khalsa Primary School; parents have to apply again for a Primary School place for the Reception Class.**

**A separate waiting list will be maintained for Nursery ranked in order of the places allocation as described below.**

There is no right of appeal for Nursery as attendance is non-statutory.

### **Nursery Admissions Process**

#### **Step 1:**

Fill in a Khalsa Nursery Admission Form and send to **Khalsa Primary School, Wexham Road, Slough, SL2 5QR OR submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.**

A copy of the child's Birth Certificate will be required with the Admissions Form.

Proof of the applicant's permanent residence will be required at the time of allocation and before a school place can be offered, as described above on Page 6 of this Policy.

#### **Step 2:**

Submit the application any time after the child's second birthday.

#### **Step 3:**

Places are allocated by the schools Admissions Panel and you will be informed of the decision by May before the academic year your child is due to start.



## **Nursery Places Allocation**

If the school receives more than 52 applications for Nursery places the following oversubscription criteria will be applied:

**1<sup>st</sup> By Applicants who have siblings** that already attend Khalsa from Year Reception to Year 6 at the time of admission

**2<sup>nd</sup> By Distance:** Distance allocation (as measured in a straight line using the Slough Borough Council's Geographical Information System) from the Applicants/Child's home address to the main entrance of the KPS.

Where only one place is available and two or more addresses produce identical distance measurements (Proof of Residence will be required), the names of the applicants will be written on separate pieces of paper and one of them randomly drawn to allocate the place.

**3<sup>rd</sup> By Age** from Oldest to Youngest

### **Review of this Policy**

This policy will be reviewed by the Governing Body annually and in the light of any changed circumstances in our school, the local area or to comply with statutory law.