

Guru Nanak Sikh Academy Admissions September 2012

Admission Criteria and Guidance Notes

Religious Questionnaire (to be completed and returned to Nanaksar Thath Isher Darbar Trust)

Frequently Asked Questions and Answers



If you require a translation of this document into Punjabi and other languages, please contact the Primary Academy Office on 0208 561 6318.

A copy of this form is available to download from the Academy Website:

www.gurunanakschools.org.uk

Please note that the Guru Nanak Sikh VA Primary School will merge with Guru Nanak Sikh Academy from 1st September 2012, subject to approval from the Secretary of State for Education. This means that children who obtain a place in the Reception Year will be able to remain in the Academy for secondary education if the parent wishes, without having to reapply for a school place in year 7.

For 'parent' read parent, guardian, carer

ADMISSION POLICY AND PROCEDURES

Applying for a Place at Guru Nanak Sikh Academy - Reception Year

If your child will have his/her fifth birthday between 1st September 2012 and 31st August 2013 you need to apply for a Primary school place. Children reach statutory school age at the beginning of the term following their fifth birthday and they must then be in receipt of education. If your child is offered a full time place in a rising fives class, you do not have to take up the place until your child is of statutory school age. The place will be reserved until that time. However, children must be admitted into their chronological year group. Parents, who have been given a school place, should discuss their options with the Foundation Stage Manager of the academy in order to assist their decision. **It is your responsibility to check the exact closing date and time for the submission of your application for a school place.**

Please note that a place in the Guru Nanak Sikh Nursery does **not** mean that you will have a place in the Guru Nanak Sikh Academy. **All parents have to apply for a Primary School place.**

Please note that the Guru Nanak Sikh VA Primary School will merge with Guru Nanak Sikh Academy from 1st September 2012, subject to approval from the Secretary of State for Education. **This means that children who obtain a place in the Reception Year will be able to remain in the Academy for secondary education if the parent wishes, without having to reapply for a school place in year 7.**

There are two part to the application, Part 1 is the Local Authority form and Part 2 is the Guru Nanak Sikh Academy Religious Questionnaire.

If you live in the London Borough of Hillingdon, a Primary School booklet is available from Hillingdon Local Authority (LA) that includes a Common Application Form Starting Primary School in Hillingdon 2012. **OR** You can apply on line at www.hillingdon.gov.uk. Choose one or the other, not both.

Use the Hillingdon Common Application Form if you live in Hillingdon, even if your child is in a Primary School outside Hillingdon.

If you live outside the London Borough of Hillingdon contact your home Local Authority (where you pay your Council Tax), for their Common Application Form and the accompanying Admissions Booklet. The completed Common Application Form must be returned to your home Local Authority.

All parents must complete the Religious Questionnaire Form, obtainable from Guru Nanak Sikh Academy, school office on or after the Year Reception Open Evening in November 2011.

Check the exact date on the form. The paper and on line application deadline is (date to be inserted January 2012). The Religious Questionnaire should be sent by post to the Nanak Thath Isher Darbar Trust (NTID) by date to be inserted January 2012. This should be sent by recorded delivery (preferably one that guarantees delivery). The recorded delivery method should indicate the date of posting, name and address of the sender and the delivery address.

No Religious Questionnaire should be sent to the academy.

Completing the Common Application Form

You may express a preference for up to Four Primary Schools on the Local Authority Common Application Form. The schools can be in any Local Authority.

Place these schools in the order that you would prefer your child to attend. It is **not in your interests** only to list Guru Nanak Sikh Academy because if you are not offered a school place here, you would then have no other Primary school of your choice to which you have made an application. **It is your responsibility to ensure that you contact the relevant school for their up-to-date admissions policy and procedures.**

All Common Application Forms handed to the Academy, will be date stamped and the applicants will be given a receipt. This receipt should be kept in a safe place should you need to present it for any appeals.

If you complete an On Line application it will go direct to the Admissions Team of your Local Authority. **The admissions team will require a valid email address to confirm receipt of your application.**

The Admission Panel (on behalf of the Governing Body) makes all the decisions about admissions. The Principal does not see any parent in respect of a pupil's admission to the academy and cannot discuss any application.

The Religious Questionnaire required for entry to Guru Nanak Sikh Academy, has to be returned by (date to be inserted) January 2012 to:

<p>Nanaksar Thath Isher Darbar Trust (NTIDT) 1 Mander Street Wolverhampton WV3 OJU</p>

Forms that are received after the closing date will be considered only after places have been allocated to applications received on time. You must submit the Religious Questionnaire even if your child is attending Guru Nanak Sikh Nursery School or if you have an older child already attending the Academy and you are applying for a new school place in respect of a younger child.

Relevant Dates to Note:

- Primary Academy **Open Evening (date to be inserted) 2011 3.45pm to 5pm.**
- On-Line application, midnight on the stated date. (not yet published)
- Closing date for paper applications is noon **(date to be inserted) January 2012**
- The Religious Questionnaire must be received by noon **(date to be inserted) January 2012.**
- Offers of places to parents/carers/legal guardians from the Local Authority issued, **(date to be inserted) April 2012.**
- Acceptances/ Declines to be received by the Local Authority by **(date to be inserted) April 2012.**
- Deadline for receipt of intention to appeal should be made to Guru Nanak Sikh Academy by **May (date to be determined) 2012.**
- Appeals are usually held in June.

Admissions Policy 2012

The Governing Body of Guru Nanak Sikh Academy determines their admissions criteria. The Local Authority administers the offer of places on its behalf. Up to 60 pupils will be admitted into the Reception year of Guru Nanak Sikh Academy and these pupils will continue through until they reach school leaving age or complete sixth form studies.

Note, in 2012 there are only 30 pupils coming through from the primary phase so the secondary phase of the Academy will admit 150 pupils in year 7 (total 180) but in 2013 and beyond there will be 60 pupils coming through from the primary phase and so the secondary will admit 120 (total 180) into year 7.

Guru Nanak Sikh Academy Admission Criteria 2012 (Primary)

Admissions Criteria

Subject to available places, governors will admit up to 60 pupils to Reception matched against the criteria below:

1. Children in public care (Looked After Children).
2. Sikh Faith. Up to 50 places will be allocated to children living with parents/legal guardians/carers, **who demonstrate a commitment to the Sikh faith.** Evidence of this will be required through the completion of a self-evaluation religious questionnaire (RQ) and a statement from the Priest of your Gurdwara.*
Priority order is 'outstanding' applications with sibling, 'outstanding' applications no siblings, followed by 'good' applications with siblings, and finally 'good' applications without sibling.
3. Other Faith. Up to 10 places will be allocated to children living with parents/legal guardians/carers **at least one of whom attends worship monthly in the tradition of any faith other than Sikh.** Evidence of this will be required through completion of a self evaluation Other Faith Form. The frequency of worship must be certified by the appropriate authorities Part 2 Other Faith Form.**
Priority order is 'outstanding' applications with sibling, 'outstanding' applications no siblings, followed by 'good' applications with siblings, and finally 'good' applications without sibling.
Any unallocated places remaining from the above 10 places, under criteria 3 will revert to criteria 2.

4. Any surplus places not filled by any of the above criteria will be allocated to those children whose parents/legal guardians/carers have applied to the academy and live nearest the academy (as measured in a straight line from the point set by Ordnance Survey at the child's home address to the main entrance of the academy.)

Within each criteria, priority will be given to:

- a) Children with **brothers or sisters in the academy who were admitted prior to Year 11**. They should have a brother or sister attending the school at the time of the admission.
- b) Distance from home to school is 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).

Note. Children for whom Guru Nanak Sikh Academy is the named school on their statement of Special Educational Needs, automatically receive a school place providing the school can meet their needs.

*Please see the additional guidance for information. The self evaluation religious questionnaire (RQ) and Granthi's statement form need to be submitted to the Nanaksar Thath Isher Darbar Trust. The places will be allocated to the highest scoring applicants using the above criteria.

** Please see guidance for additional information. The Other Faith Form contained within the RQ and the certification from the appropriate authority needs to be submitted to the Nanaksar Thath Isher Darbar Trust. The places will be allocated to the highest scoring applicants using the above criteria.

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

For parents/ legal guardians/carers who do not submit a Religious Questionnaire in respect of their child's place, the application will only be considered under criteria 4.

To apply for a place in our academy, parents/legal guardians/carers have to complete the **Common Application Form** from their 'home' Local Authority naming our Academy (returnable to the LA) and a **Religious Questionnaire (RQ)**. There are two parts to the application process.

It should be noted that application to the Guru Nanak Sikh Academy for Reception places is a requirement for all parents wishing to have a school place. The allocation of a Nursery place is **NO** guarantee of a place in Reception, separate application is required.

Criterion 1

The term 'Looked After Children' (LAC) refers to children in public care, who are placed with foster carers, in residential homes or with parents or other relatives. These children have the first priority to a place in our academy. The number of LAC places is deducted from the 50 Sikh places, the largest allocation.

Criterion 2 Assessed by NTIDT

It is important that the NTIDT are able to take OBJECTIVE decisions when applying the published criteria. For this reason parents are advised to LEAVE NOTHING TO CHANCE when attempting to provide evidence of their '**COMMITMENT TO THE SIKH FAITH.**'

The NTIDT will:

- Categorise the Religious Questionnaire and look at the statement from the Granthi.
- Require evidence of commitment to the five Ks and the taking of Amrit.
- Not share any information about religious belief with the academy. It only categorises the information in the format Outstanding, Good and Insufficient Evidence.

Criteria 3 Assessed by the NTIDT

Parents/legal guardians/carers applying who attend worship regularly in the tradition of any faith other than Sikh, require validation of this by a signed statement **Other Faith Form part 2** from the appropriate authority, e.g. A Church of England applicant would have a statement of attendance signed by their vicar. **Other Faiths Form part 1** should be completed by the parent/carer/legal guardian.

Criterion 4

Any surplus places not filled by any of the above criteria will be allocated to those children whose parents/legal guardians/carers have applied to the academy and live nearest to the academy (as measured from the entrance of the Academy Office to the address point as set by the Ordnance Survey for the home address).

Children with brothers or sisters in the academy, 'siblings.'

Parents/legal guardians/carers who are seeking a school place for a child because he/she has a brother or sister who is a pupil at Guru Nanak Sikh Academy, admitted prior to year 11, must claim priority by filling in the correct details as requested on the Local Authority Common Application Form.

Failure to bring the details of the sibling relationship to the attention of the Admissions Panel by this means will remove any entitlement to priority consideration.

Special Educational Needs

For 'parent' read parent, guardian, carer

Where Guru Nanak Sikh Academy is the named school on a child's statement of Special Educational Needs, the school will admit the child as directed by the Local Authority. Note, the SEN statemented places are deducted from the 50 Sikh places.

Distance

Where two or more addresses produce identical measurements the children will be treated equally. They will both receive offers. The Admissions Panel will take all reasonable steps to ensure that the **child's address is their true permanent address**.

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

Multiple Births

Where applications are received in respect of twins, triplets or children of other multiple births and the academy is able to offer one child a place in accordance with the Admissions criteria, the academy will offer a place to the other child (children) admitting above the published admission number where necessary.

In Year Admissions

Applications for In Year Admission are made in the same way as those made during the normal admissions round. Parents are required to complete an In Year Application Form from their home Local Authority, and in the case of Guru Nanak Sikh Academy, the Religious Questionnaire.

If a place becomes available and there is no waiting list the Local Authority will communicate the Governors offer of an academy place to the family. If there are no places available the Local Authority will be informed and they will then communicate this to the parent. The parent can ask the academy why no place is available and have the right to appeal if they think they have been unfairly treated. You will be offered the opportunity to be placed on a waiting list.

Waiting List

A waiting list will be maintained by the Governing Body in the order of the over subscription criteria and not in the order in which applications are received. Every year in June we will write to the parent asking them to confirm that the child's name should remain on the waiting list. When a place becomes available the academy will advise the Local Authority of the child who is top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of the Governing Body. The awarding of the place will depend on whether the vacant place is Sikh or Other Faith, and will be awarded to the child in the relevant age group who most closely matches Criteria 2 or 3 as assessed by the Religious Questionnaire.

Acceptance of the Offer of a Place in Year Reception

Your Local Authority Admissions Team will inform you in writing of the offer of a place and the name of the school.

If you are offered a place at Guru Nanak Sikh Academy **YOUR ACCEPTANCE SLIP must be returned to your Local Authority** (not to Guru Nanak Sikh Academy)

With your returned acceptance slip you will be required to send documents to verify your address (i.e. Council Tax reference number, a copy of your Child Benefit Entitlement)

Right of Appeal

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. A booklet entitled Primary and Secondary School Admissions and Appeals – A Guide for Parents is obtainable from the academy office or down load from

www.teachernet.gov.uk/publications

Guru Nanak Sikh Academy Reception Year Admission September 2012

Religious Questionnaire



If you require a translation of this document into Punjabi and other languages, please contact the Academy Primary Office on 0208 561 6318.

A copy of this form is available to download from the School Website:
www.gurunanakschools.org.uk

**Nanaksar Thath Isher Darbar Trust (NTIDT)
Religious Questionnaire
Reception Year Admission September 2012**

**Commitment to the Sikh Faith and Other Faiths
An Assessment and Evaluation under Criterion 2 and 3 of the Admissions Criteria.**

The Religious Questionnaire (RQ) must be fully completed. The form enables NTIDT to assess your commitment to the Sikh Faith and Other Faiths. A separate form for people from other faiths is included in the Religious Questionnaire for assessment under criteria 3.

NTIDT will be making the assessment, categorising and grading the forms. Any information which is incomplete or not submitted will jeopardise your chances of obtaining a place at Guru Nanak Sikh Academy.

The evidence provided is confidential between the parent and the NTIDT. NTIDT only inform the academy of the outcome of your Religious Questionnaire grading, as a mark indicating Outstanding, Good or Insufficient Evidence. They do not share information about your religious beliefs.

Please remember that in the event that fraudulent information is given in the application, the offer of a place would be immediately withdrawn and may result in the removal of your child from the academy, in accordance with the School Admission Code.

**Complete the Sikh Religious Questionnaire
including the Statement of Declaration.**

OR

**For Other Faith, complete the Other Faith Form
including the Statement of Declaration.**

**The completed form should be sent by recorded delivery
(preferably one that guarantees delivery and records the name and address of the
sender, date posted and delivery address):**

**Nanaksar Thath Isher Darbar Trust
1 Mander Street
Wolverhampton
WV3 OJU**

The closing date for receipt of the Religious Questionnaire is

Noon (date to be inserted) January 2012

Do not send this Questionnaire to the Academy

All Applicants

Please write clearly throughout.

Section 1:
Personal Details:

Child's Full Name

Surname	First Name	Middle Name

Date of Birth

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Current Home Address:

--

The parent completing the form is :

Sikh Yes No If yes go to page 4

Other faith Yes No If yes go to page 9

Note all faith groups must complete and sign page 11

Commitment to the Sikh Faith

Total Marks for the Sikh Questionnaire: 139

Section Two

Maximum Marks for this page: 80

Amrit: This does not relate to Janaam Sanskar Amrit but the Khanday Batay Amrit in the presence of the Five Beloved and it should have been maintained.

	Please tick if the persons in your family have taken Amrit		Marks
	Yes	No	
Child			10
Mother			10
Father			10

Official Use:
(Please leave
Blank)

Do you have Guru Granth Sahib Ji at home: Yes No 10

Max Marks: 40

Hair: By cutting we are including trimming of the beard and long hair.

	Please tick the persons in your family who do or do not cut their Hair		Marks
	Do	Do not	
Child			5
Mother			5
Father			5

Max Marks: 15

Alcohol:

	Please tick the persons in your family who drink alcohol even a small amount		Marks
	Yes	No	
Mother			5
Father			5

Max Marks: 10

Meat:

	Please tick the persons in your family who eat meat, eggs or fish		Marks
	Yes	No	
Mother			5
Father			5
Child			5

Max Marks: 15

Commitment to the Sikh Faith

Maximum Marks For This Page: 10

Section 3:

Principles of Sikhism – Please state how you uphold the principles of:

- a) Naam Japna (please list 5 of the prayers that you recite).

5 Marks

Prayer 1 (1 mark)
Prayer 2 (1 mark)
Prayer 3 (1 mark)
Prayer 4 (1 mark)
Prayer 5 (1 mark)

Official Use:
(Please leave
Blank)

- b) What do you understand by Kirat Karni and how do you practice it in everyday life? (Do not state your occupation.)

5 Marks

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Official Use:
(Please leave
Blank)

Commitment to the Sikh Faith

Section 3 Continued:

Principles of Sikhism – Please state how you uphold the principles of:

- c) Vand Ke Chakhna, what sewa have you or your child participated in? (This could be within or outside the home.)

Give 3 examples:

Maximum Marks For This Page: 30 Marks

1.	10 Marks
2.	10 Marks
3.	10 Marks

Official Use:
(Please leave
Blank)

Commitment to the Sikh Faith

**Section 3 Continued:
Principles of Sikhism**

Maximum Marks for this page: 5 marks

d) State the 5 Key Sins.

1.	1 Mark
2.	1 Mark
3.	1 Mark
4.	1 Mark
5.	1 Mark

Official Use:
(Please leave
Blank)

Total- Marks:5

Commitment to the Sikh Faith

Total marks for this page 14

Name of Parent: _____

Name of Child: _____

Please ask your regular/local Gurdwara Granthi to complete the following statement.

I confirm the above named parent and their child has been attending the Gurdwara for worship (please tick one box).

Once a Day (4 marks) Once a Week (3 marks) Once a Month (2 marks) Less frequently (1 mark)

I confirm the following:

The family has taken Amrit. Yes No (5 marks)

The child has uncut hair Yes No (1 mark)

The mother has uncut hair Yes No (1 mark)

The father has uncut hair Yes No (1 mark)

The family recites the Guru Granth Sahib Ji Yes No (1 mark)

The family participates in sewa at the Gurdwara or in the community Yes No (1 mark)

Granthi's Signature: _____

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

Print Name: _____

Date: _____

Gurdwara Stamp

Other Faith Form - Part 1

To be completed by the Parent

Commitment to Your Faith (Non Sikh)
Assessment and Evaluation Under Criteria 3

Maximum Marks for Other Faith Form: 80+30=110

1. Have you been Baptised or formally been accepted into your faith?

- | | | |
|--------|--------------------------|----------|
| Father | <input type="checkbox"/> | 10 Marks |
| Mother | <input type="checkbox"/> | 10 Marks |
| Child | <input type="checkbox"/> | 10 Marks |

2. How often do you attend your place of worship? (please tick one box)

- | | | |
|-----------------|--------------------------|----------|
| Daily | <input type="checkbox"/> | 20 Marks |
| Weekly | <input type="checkbox"/> | 15 Marks |
| Monthly | <input type="checkbox"/> | 10 Marks |
| Less frequently | <input type="checkbox"/> | 5 Marks |

3. Do you undertake any voluntary work or other work in your community?

Please give 3 examples.

30 Marks

1.	10 Marks
2.	10 Marks
3.	10 Marks

Other Faith Form - Part 2

To be completed by your religious leader (eg. Priest/Vicar/Mullah/Pandit) at your local place of worship.

Name of Parent _____

Name of Child _____

Place of Worship:

Maximum 30 marks for Part 2

Religious Leaders Statement

I confirm that the above named parent and their child has been attending our place of worship (please tick one box).

Once a Day
(10 marks)

Once a Week
(6 marks)

Once a Month
(3 marks)

Less frequently
(1 mark)

I confirm the following:

The family has been formally accepted into our faith. Yes No
(10 marks)

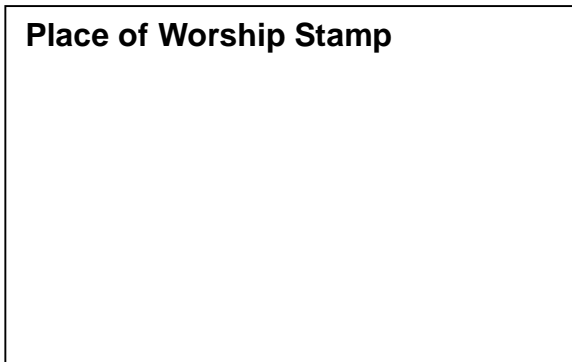
Does the family undertake voluntary work within your faith and community? Yes No
If yes, Give an example (10 marks)

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 and Title

Date



All Applicants

Statement of Declaration

Statements of Confirmation	Please tick the relevant box	
	Yes	No
I have read and understood the Academy Admissions information for Parents/Legal Guardians/Carers and the instructions in this form. (Please ask the academy if you have not understood anything on this form – before signing).		
I have understood the admission criteria and accept that the body assessing the Religious Questionnaire is the Nanaksar Thath Isher Darbar Trust. The NTIDT does not hear appeals but Parents do have the right of appeal to an Independent Appeal Panel if refused a school place.		
I understand that the Nanaksar Thath Isher Darbar Religious Questionnaire is purely to assess my evidence with regards to my commitment to my faith. I am therefore willing to provide information.		
I understand that Nanaksar Thath Isher Darbar will not pass any information to Guru Nanak Sikh Academy regarding my beliefs apart from the categories/marks under which the form is assessed.		
I understand that any false or fraudulent information provided on any document by us to Guru Nanak Sikh Academy or Nanaksar Thath Isher Darbar will result in the invalidation of my application and withdrawal of a place if offered.		

I _____ as the parent of (please insert the child’s name)

confirm that the information provided on this form is correct and true.

Parents’ Signature: _____

Date: _____

This form should be sent to

Nanaksar Thath Isher Darbar Trust
 1 Mander Street
 Wolverhampton
 WV3 OJU

Please see previous postage instructions.

This form should be received by NTIDT on or before January (date to be inserted) 2012

Guru Nanak Sikh Academy

School Admissions

Frequently Asked Questions and Answers

Reception Year Admission - September 2012



If you require a translation of this document into Punjabi and other languages, please contact the Academy School Office on 0208 561 6318.

What are my chances of getting a school place at Guru Nanak Sikh Academy?

We have far more applications than we have school places. The first priority always goes to Children in Public Care (Looked After Children) and if a child has a statement of Special Educational Need, naming our school then we will admit them providing we can meet their specific needs. After these children have been admitted, others are then considered, according to the Admissions Criteria, in priority order. For example, after we have admitted Children in Public Care and Special Needs, places are then allocated to children whose parent(s)/guardian/carers demonstrate a commitment to the Sikh faith, up to 50 places. 10 places are then allocated to children whose parent(s)/guardian/carer attend worship in the tradition of any other faith. If places are still remaining children living closest to the academy are admitted.

For September 2011 there were 228 applications for 60 places. No places were allocated to Looked After Children or children with a Statement of Special Educational Needs that named our School. 24 places were allocated to children with parent(s)/guardians/carers committed to the Sikh faith under Criteria 2. This included 3 Outstanding Religious Questionnaire with sibling, 21 Outstanding Religious Questionnaire without sibling, 18 Good Religious Questionnaire with sibling, 11 Good Religious Questionnaire without sibling. 7 Places were allocated under Criteria 3 to another faith, other than Sikh. No places were allocated under Criteria 4, since all the 60 places were taken up under criteria 1-3.

How Do I Apply For A School Place?

There are 2 parts to the application process:

1. As a Hillingdon resident, fill in the Common Application Form from the London Borough of Hillingdon.

If you live outside the London Borough of Hillingdon fill in your own Local Authority Common Application Form. For example if you live in Ealing fill in the London Borough of Ealing Common Application Form.

2. Fill in the Religious Questionnaire obtainable from Guru Nanak Sikh Academy but returnable to Nanaksar Thath Isher Darbar Trust by post.

Do we get a receipt for the Religious Questionnaire Form we have submitted?

No. That is why we are asking that you send your forms by recorded delivery. Your recorded delivery slip will act as your receipt. Use a posting system that records the name and address of the sender, the date of posting and the posting address. It is the parents' responsibility to check that the Religious Questionnaire has arrived at the posting address. You are advised to keep a copy of your Religious Questionnaire.

What is The Nanaksar Thath Isher Darbar Trust (NTIDT)?

This is the Religious Body that evaluates the Religious Questionnaire and responses to the religious Criteria 2 and 3.

Why have a Religious Questionnaire?

We are a Sikh Academy and value our own and other Faiths.

For 'parent' read parent, guardian, carer

Why assess the Religious Questionnaire?

As a result of the schools' success over the years, its popularity has increased and the number of applications the academy receives is far in excess of the number of places available. This has resulted in a number of applicants being rejected which highlighted the need for us to make our faith assessments and selection criteria clear.

Who is involved in the assessment of the questionnaire?

A close partner of the Religious Body is the Network of Sikh Organisations (NSO). They are an independent organisation and respected for their authority and knowledge of Sikh issues in contemporary times and the challenges of the Sikh faith. The NTIDT uses the Network of Sikh Organisations in an advisory capacity but they do not make any decisions as to who is selected for a school place.

Guru Nanak Sikh Academy will only be involved in the process in an administrative capacity to help distribute information to applicants and supply forms. They will not engage with applicants on queries about what to write and what to include.

How is the Religious Questionnaire assessed?

Sikh Applicants

We have the majority of applications falling under Criteria 2, 'children living with parents/legal guardians/carers who demonstrate commitment to the Sikh faith.' Marks are awarded for each answer and the information sent to The Admissions Panel in categories "Outstanding", "Good" and "Insufficient Evidence" from the NTIDT. Those that are 'Outstanding' and 'Good' would be considered under Criteria 2, and those with 'Insufficient Evidence' will be considered under Criteria 4.

If a large number of applicants met the criteria, the Admissions Panel would first consider if any of the applicants had brothers or sisters admitted prior to year 11, in attendance at the academy and may give them a place. (See the definition of brother/sister). The chart below explains the process.

Religious Questionnaire awarded Outstanding (139-109 marks)	School places are allocated by rank order of the Religious Questionnaire with the 'Outstanding' group considered first. The sibling ruling would be applied to the top ranked 'Outstanding' and all those children may be admitted. The 'Outstanding' without siblings are then considered and may be offered places. If there are still places remaining after this then the next batch of Religious Questionnaires 'Good' are scrutinised.
Religious Questionnaire awarded Good (108 - 80 marks)	The 'Good' questionnaires are put into rank order. The sibling ruling would be applied first and all those children may be admitted, followed by 'Good' without siblings. If there is only one place left and a number of 'Good'

For 'parent' read parent, guardian, carer

Question and Answer 2012

	applicants have the same score, then distance, (those living nearest the academy is the deciding factor)
Religious Questionnaire awarded Insufficient Evidence (79 marks and below)	These applications would be put to one side and later considered under criteria 4 (distance) if there were still places remaining.

Total Marks for the Sikh Faith Religious Questionnaire: 139

Other Faith Applicants

Up to 10 places are allocated to other Faiths under Criteria 3. The applications are placed in rank order. Those scoring 'Outstanding', between 110 and 90 will be considered first. The sibling ruling will be applied. If there are still remaining places the 'Good' (between 89 and 70) will then be looked at with the 'Good' sibling being considered first. If the 10 places are not all filled, then any surplus places will revert back to those of the Sikh faith, under Criteria 2. Those with 'Insufficient Evidence' are considered under Criteria 4.

Religious Questionnaire awarded Outstanding (110-90 marks)	School places are allocated by rank order of the Religious Questionnaire with the 'Outstanding' group considered first. The sibling ruling would be applied to the top ranked 'Outstanding' and all those children may be admitted. The 'Outstanding' without siblings are then considered and may be offered places. If there are still places remaining after this then the next batch of Religious Questionnaires 'Good' are scrutinised.
Religious Questionnaire awarded Good (89 - 70 marks)	The 'Good' questionnaires are put into rank order. The sibling ruling would be applied first and all those children may be admitted, followed by 'Good' without siblings. If there is only one place left and a number of 'Good' applicants have the same score, then distance, (those living nearest the academy is the deciding factor)
Religious Questionnaire awarded Insufficient Evidence (69 marks and below)	These applications would be put to one side and later considered under Criteria 4 (distance) if there were still places remaining.

Total Marks For The Other Faith Religious Questionnaire: 110

What if I forget to complete the Religious Questionnaire

Applications made by parent/guardian/carer **without** the Religious Questionnaire will be considered under Criteria 4, Distance.

What happens if I complete the Religious Questionnaire but forget to name Guru Nanak Sikh Academy as one of my choices of Primary Schools?

Your Local Authority will allocate you with one of your **Named** preferences.

If my Faith is “near to Sikhism do I fill in the Sikh RQ or the Other Faith RQ”?

It is for you to decide which form to fill in. Your form will be assessed under Criteria 2 as a Sikh or Criteria 3 as Other Faith. Do not fill in both questionnaires as only one questionnaire is considered when assessing an application. If you need clarification or advice on your strand of Sikhism as to which Religious Questionnaire to fill in, seek advice from your priest.

What happens if I am a one parent family and the RQ awards marks to “Mother” and “Father”?

If only one parent supplies information then their score is doubled on the relevant questions so that the applicant is not disadvantaged e.g. the Sikh question on eating meat or the Other Faith question on baptism.

Can we appeal?

In the event of an unsuccessful application for a school place parents/legal guardians/carers have a right to appeal. This forms part of the normal appeals process and the academy or Local Authority can advise you on how to do this.

The appeal form will be issued by the Academy and returned to the Academy. The appeal will be heard by an Independent Appeal Panel. You are strongly advised to keep a copy of your RQ in case of the non offer of a school place and as evidence you may wish to submit to an Appeal Panel.

The Religious Body does **not** hear appeals and **the Religious Body does not enter into any correspondence with the applicant or their representative.**

Some parents who did not get a school place make allegations that they told the truth in their applications but other parents lied and got a school place. The admissions panel will reconsider the allocation of the school place if EVIDENCE is brought to their attention before the start of the school year. The admissions panel cannot act upon unsubstantiated comment and hearsay.

Where can we get more information?

All the necessary information is contained in the above sections and by following the links below.

Useful Contacts

Website:

www.direct.gov.uk thereafter select the following

Choosing a School

For ‘parent’ read parent, guardian, carer

Question and Answer 2012

- > Getting started;
- > Types of school
- > Applying for a school place
- > Appealing against a decision
- > More about choosing a school

Google: Primary School places
search by Local Authority (ie., London Borough of Hillingdon,
London Borough of Ealing, post code.)

Website: www.education.gov.uk go to Administration and Finance, click on School Admissions, Associated resources on this page gives access to the Schools Admissions Code and the School Admission Appeals Code of Practice.

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