

**Guru Nanak Sikh VA Primary School
Nursery Admissions
September 2010**

- **Guidance Notes
(for you to keep)** **Pages 1 to 7**
- **Religious Questionnaire
(to be completed and returned to NTID)** **Pages 8 to 18**
- **Other Faith Form** **Pages 16 to 18**
- **Frequently Asked Questions and Answers
(for you to keep)** **Pages 19 to 22**



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

The term 'school' in this document refers to the Nursery school

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

ADMISSION POLICY AND PROCEDURES

Applying for a Place at Guru Nanak Sikh VA Nursery School

Nursery Start Dates

Child born between	Start Nursery
01 Sept 2006 to 31 st Aug 2007	Sept 2010
Child born between	Start Nursery
01 Sept 2007 to 31 st Aug 2008	Sept 2011
Child born between	Start Nursery
01 Sept 2008 to 31 st Aug 2009	Sept 2012
Child born between	Start Nursery
01 Sept 2009 to 31 st Aug 2010	Sept 2013
Child born between	Start Nursery
01 Sept 2010 to 31 st Aug 2011	Sept 2014

Nursery is only Part time with the option of a morning or an afternoon session.

AM session: 8.40am to 11.10am

PM session: 12.20pm – 2.50pm

**** Please send a copy of your child's Birth Certificate to verify the date of birth.***

Primary School **Nursery Admission**

Complete the Nursery Admission form. As Guru Nanak Sikh School is a faith school you are required to complete the additional Religious Questionnaire which can be obtained from the school. The Religious Questionnaire has guidance notes. **Please note that the completed Religious questionnaire needs to be sent by recorded delivery (preferably one that guarantees delivery to:**

**Nanaksar That Isher Darbar
1 Mander Street
Wolverhampton
WV3 0JU**

No Religious Questionnaire should be sent to the school.

Closing date for Nursery Applications for intake 2010 is noon 11th December 2009. Forms that are received after the closing date will be considered after places have been allocated to applications received on time.

The Admission Panel (on behalf of the Governing Body) makes all the decisions about admissions. The Head Teacher does not see any parent/carer/guardian in respect of a pupil's admission to the school and cannot discuss any individual application.

IMPORTANT

Please note that after Nursery, parents need to apply to a Primary School for intake into a Reception Class. There is no automatic transfer into the Guru Nanak Sikh VA Primary School. Parents will need to obtain the booklet called "Starting Primary School" which is distributed by the London Borough of Hillingdon and contains the application form. This booklet contains answers to most frequently asked questions regarding admissions.

The additional Religious Questionnaire form needs to be completed in respect of Guru Nanak Sikh VA Primary School.

Subject to available places, governors admit pupils matched against the criteria below (reviewed annually), up to 60 nursery places per year, 30 places for the Morning Session and 30 places for the Afternoon Session.

1. Children in public care (Looked After Children)
2. 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. Please see the additional guidance for information. This self evaluation questionnaire (RQ) needs to be submitted to the Nanaksar Thath Isher Darbar Trust.

Primary School Nursery Admission

3. Children living with parents/legal guardians/carers at **least one of whom attends worship monthly in the tradition of any faith other than Sikh**. The frequency of the worship must be certified by the appropriate authorities on the **Other Faith form**. This certification will be used to establish priority within this criterion as will be the self evaluation form, **Other Faith Form** included in the (RQ). This needs to be submitted to the Nanaksar Thath Isher Darbar Trust. The places will be allocated to the highest scored applicants
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 school and live nearest the school (as measured from the main entrance of the Primary school office to the address point as set by the Ordinance Survey for the home address.)

Within each category, priority will be given to children in the following order:

- a) Children with **brothers or sisters in the school who were admitted prior to Year 6**. They should have a brother or sister attending the school at the time of the admission.
- b) **Distance** from home to school is measured from the main entrance of the Primary school office to the address point as set by the Ordinance Survey for the home address.

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

The majority of places are allocated on faith grounds, it is therefore important that you complete the Religious Questionnaire.

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 at our school.

Criterion 2 Assessed by NTIDT (the Religious Body)

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

The NTIDT will:

- Mark and grade the Religious Questionnaire and look at the statement from the Granthi (Priest).
- Require evidence of commitment to the five Ks and the taking of Amrit.
- Not share any information about religious belief with the school. It only categorises the information in the following 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** from the appropriate authority, e.g. A Church of England applicant would have a statement of attendance signed by their vicar. **Other Faiths Form** should be completed by the parent. **You can find this form in the Religious Questionnaire Page 17** which must be returned to NTIDT.

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 school and live nearest the school (as measured from the main entrance of the Primary school office to the address point as set by the Ordnance Survey for the home address.)

Children with brothers or sisters in the school, ‘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 VA Primary School, admitted prior to year 6, must claim priority by filling in the correct details as requested on the Nursery 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.

Note: 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.

Families who live near the school. The distance of the applicant’s permanent address from the school is measured by the London Borough of Hillingdon (LA) from the main entrance by the Primary School Office to the address point as set by the Ordnance Survey.

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 permanent address.**

If a situation arises whereby 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.

Twins

If a situation arises whereby only one place is available and twins have identical entitlement to that place then the names of the twins will be written on a separate piece of paper and one of them randomly drawn to allocate a place. This will result in one twin gaining a place and the other having to wait until a subsequent place becomes available. This system would operate for triplets or other multiple births.

Acceptance of the Offer of a Place

The Admissions Panel of the Governing Body will inform you in writing if your child has been offered or refused a place in our nursery.

Right of Appeal

As Nursery education is non-statutory. There is no right of Appeal.

Nursery Waiting list

Applicants not qualifying for a place at the school will remain on a waiting list. Subsequent applications received will be assessed and parents advised of the outcome of their application.

Although we have your child's name on the waiting list, the position is subject to fairly frequent changes because waiting list positions must be determined in line with the admissions criteria. Every time we have a vacancy we will review all names on the waiting list.

Nanaksar Thath Isher Darbar Trust (NTIDT)
Religious Questionnaire

Commitment to the Sikh Faith and Other Faiths

An Assessment And Evaluation Under Criterion 2 and 3 Of The Admissions Criteria.

Please read this in conjunction with all other information. The Religious Questionnaire is an important form and must be fully completed.

The majority of applications are made under criteria 2. The form enables NTIDT to assess your commitment to the Sikh Faith. A separate form for people from other faiths is included in the Religious Questionnaire for assessment under criteria 3.

The additional information you will need to attach to this form once it is completed is as follows:

- 1) Evidence to verify your practising of the 5 Ks and uncut hair
- 2) Children living with parents/legal guardians/carers at **least one of whom attends worship monthly in the tradition of any faith other than Sikh**. The frequency of the worship must be certified by the appropriate authorities **see Other Faith Form**. This certification will be used to establish priority within criteria 3. The places will be allocated to the highest scored applicants.

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 the Guru Nanak Sikh VA Primary School.

The evidence provided is confidential between the parent and the NTIDT. NTIDT only inform the school of the outcome of your Religious Questionnaire grading as either 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 school.

Nanaksar Thath Isher Darbar Trust

Religious Questionnaire

Nursery Class Admission September 2010

Please complete the following Religious Questionnaire including the Statement of Declaration and any additional information you wish to supply.

For Other Faith, Please complete the Other Faith Form including the Statement of Declaration and any additional information you wish to supply.

The completed form with any information should be sent by recorded delivery post to (preferably one that guarantees delivery):

Nanaksar Thath Isher Darbar Trust 1 Mander Street Wolverhampton WV3 0JU
--

The closing date for receipt of the Religious Questionnaire is

Noon Friday 11th December 2009

Do not send this Questionnaire to the School

NTIDT – Religious Questionnaire
All Applicants

Please write clearly throughout.

Section 1:
Personal Details:

Child's Full Name

Surname	First Name	Middle Name

Date of Birth	Home Telephone No: Mobile Telephone No:

Current Home Address:

Is the Parent/Guardian from a faith other than Sikh Yes/No
(Please tick one)

If yes, please indicate their faith: _____

Give details of siblings in Guru Nanak Sikh Primary School (Prior to Year 6).		
Full Name	Date of Birth	Registration Group
(Please do not include cousin sister/ cousin brother)		

NTIDT – Religious Questionnaire
Commitment to Sikh Faith

Total Marks for the Questionnaire: 140

Section Two
Commitment to Faith

Maximum Marks For This Page: 65

Amrit: This does not relate to Janaam Sanskar Amrit but one taken in a Gurdwara in the presence of the Five Beloved and it should be maintained.

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

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		
	Yes	No	
Child			5
Mother			5
Father			5

Max Marks: 15

Alcohol:

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

Max Marks: 10

Official Use:
(Please leave
Blank)

NTIDT – Religious Questionnaire
Commitment to Sikh Faith

Maximum Marks For This Page: 10

Section 3:

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

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

5 Marks

Official Use:
(Please leave
Blank)

- b) Kirat Karni (give an example of how you and your family conduct yourselves fairly and honesty in every day life. (Do not state your occupation.)

5 Marks

Official Use:
(Please leave
Blank)

NTIDT – Religious Questionnaire
Commitment to Sikh Faith

Section 3 Continued:

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

- c) Vand Ke Chakhna (what sewa you have participated in for example, working for charities (Oxfam) and other work inside and outside the Gurdwara environment).

Give 3 examples:

Maximum Marks For this Page: 30 Marks

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

Official Use:
(Please leave
Blank)

NTIDT – Religious Questionnaire
Commitment to Sikh Faith

Section 3 Continued:
Principles to 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)

**NTIDT – Religious Questionnaire
Commitment to Sikh Faith**

**Section 3 Continued:
Principles to Sikhism**

Maximum Marks For This Page: 30

e. Punjabi Language Reading and Writing (access to worship and the Holy Book):

	Please tick the persons in your family who can read and write Punjabi		
	Yes	No	
Child			5
Mother			5
Father			5

Total Marks: 15

	Please tick the box indicating whether you perform Kirtan on stage		
	Yes	No	
Child			5
Mother			5
Father			5

Total Marks:15

Official Use:
(Please leave
Blank)

**Primary School
Nursery Admission**

**NTIDT – Religious Questionnaire
Commitment to Sikh Faith**

Name of Family: _____

Granthi's Statement - Attendance

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

Please state whether the above named family and their child has been attending the Gurdwara for worship. State how often.

Once a Day Once a Week Once a Month Less frequently

Any other comments

Granthi's Signature: _____

Print Name: _____

Date: _____

<u>Gurdwara Stamp</u>

Other Faith Form

To be completed by Parent(s)/Carer/Guardian

**Nanaksar Thath Isher Darbar Trust (NTID)
Commitment to Your FAITH (Non Sikhs)
Assessment and Evaluation Under Criteria 3**

Please read this in conjunction with all other information

Maximum Marks for Other Faiths Form: 110

- | | | | |
|---|----------|--------------------------|----------|
| 1. Have you been Baptised or Equivalent
(if yes, please tick box) | 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 provide evidence on the next page).
(Please tick one box) | Daily | <input type="checkbox"/> | 20 Marks |
| | Weekly | <input type="checkbox"/> | 15 Marks |
| | Monthly | <input type="checkbox"/> | 10 Marks |
| | Annually | <input type="checkbox"/> | 5 Marks |
| 3. Do you support any charities, or 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

The places will be allocated to the highest scored applications.

Other Faith Form

Please ask your religious leader (eg. Priest/Vicar/Mullah/Pandit) at your local place of worship to complete this form.

**Nanaksar Thath Isher Darbar Trust (NTIDT)
Commitment to Your FAITH
Assessment and Evaluation Under Criteria 3**

Place of Worship:

Priest's Statement: Please state whether the above named family and their child has been attending your place of worship. If yes, please state how often. In addition to this please indicate whether they have been involved in worship activities and if so what they are.

Once a Day Once a Week Once a Month Less frequently

Any other comments

Priest's Signature

Print Name and Title

Date

<u>Place of Worship Stamp</u>

**Nanaksar Thath Isher Darbar – Religious Questionnaire
All Applicants**

Statement of Declaration

Statements of Confirmation	Please tick the relevant box	
	Yes	No
I have read and understood the Nursery Admissions information for Parents/Legal Guardians/Carers and the instructions in this form. (Please ask the school if you have not understood anything on this form – before signing it).		
I have understood the admission criteria and accept that the body assessing this Religious Questionnaire is the Nanaksar Thath Isher Darbar Trust. I also understand that the assessment decision made by the Nanaksar Thath Isher Darbar Trust is final.		
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 happy to submit this evidence.		
I understand that Nanaksar Thath Isher Darbar will not pass any information to Guru Nanak Sikh VA Primary School regarding my beliefs apart from the categories under which the form is assessed.		
I understand that any false or fraudulent information provided on any document by us to Guru Nanak Sikh VA Primary School or Nanaksar Thath Isher Darbar will result in the invalidation of my application and withdrawal of a place if offered.		

We hereby as parents/legal guardian/carers (please insert the child's name) of _____ confirm that the information provided on this form is correct and true. In the event of fraudulent information being given it will lead to the withdrawal of the school place.

Both the parents if present should sign the form.

Father's/Legal Guardian/Carer's Signature: _____

Mother's/Legal Guardian/Carer's Signature: _____

Date Signed: _____

This form should be sent to

Nanaksar Thath Isher Darbar Trust
1 Mander Street
Wolverhampton
WV3 OJU

This form should be received by NTIDT on or before noon 11th December 2009 together with any additional information.

Guru Nanak Sikh VA Primary School

Nursery Admissions

Frequently Asked Questions and Answers

Nursery Class Admission - September 2010



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

What are my chances of getting a Nursery place at Guru Nanak Sikh VA Primary School?

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 have to admit them. 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 places are then allocated to children whose parent(s)/guardian/carers demonstrate a commitment to the Sikh faith. If any places are still remaining, we then consider 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 School are admitted

How Do I Apply for a Nursery Place

There are 2 parts to the application process:

- You must fill in the application form and return it to the school office with a copy of the child's birth certificate.

- It is essential that you also complete the Religious Questionnaire but return it to NTIDT by post (by recorded delivery).

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.

Who Is The Nanaksar Thath Isher Darbar Trust (NTIDT)?

This is the Religious Body that evaluates the Religious Questionnaire and responds to the religious criteria 2 and 3. It is also the charity that owns the school buildings.

Why Have A Religious Questionnaire?

We are a Sikh faith School and value our own and other Faiths.

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 school 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 much clearer.

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 NDITD 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 VA School 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 6 and give them a place. (See the definition of brother/sister). Lastly, if there were still places remaining then they would be given to children who lived nearest to the school. The refusal of a school place **does not** question your religious commitment but is dependent on the information you have provided.

Additional Guidance For Criteria 2. Commitment To The Sikh Faith

<p>Religious Questionnaire awarded Outstanding (110 marks and above)</p>	<p>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. Then the distance ruling would be applied to the ‘outstanding’ and those living nearest the school may be given places. If there are still places remaining after this then the next batch of Religious Questionnaires ‘good’ are scrutinised.</p>
<p>Religious Questionnaire awarded Good (109 - 80 marks)</p>	<p>The ‘good’ questionnaires are put into rank order. The sibling ruling would be applied first and all those children may be admitted. Then the distance ruling would be applied and those living nearest the school may be given places.</p>
<p>Religious Questionnaire awarded Insufficient Evidence (79 marks and below)</p>	<p>These applications would be put to one side and later considered under criteria 4 (distance) if there were still places remaining.</p>

Total Marks for the Sikh Faith Religious Questionnaire: 140

Other Faith Applicants

After the Sikh faith applications have been considered and allocated under Criteria 2, other Faiths are then considered under Criteria 3.

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 after all other applications under Criteria 4, Distance.

Can we Appeal?

As Nursery education is non-statutory. There is no right of Appeal.

Where can we get more Information?

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

Useful Contacts

(Please note: Most of the information is about applying for a Primary school place but is also applicable to Nursery)

Schools Admission Team, 4E/09 Civic Centre, MIDDLESEX, UB8 1UW. Telephone 01895 556644

Type in, School Admissions Hillingdon to Google or similar and click the tab for on line, to access the Hillingdon Application Form.

Type in "parents centre" to Google or similar for Admissions and Applications, general information.

Web site Directgov
Applying for school places;
Admissions
Criteria
Choosing a school and getting started
Finding a school to suit your child
School performance-test results and OfSTED reports
Types of school
Educating your child at home