

Guru Nanak Sikh VA Primary School School Admissions September 2011

Admission Criteria and Guidance Notes

Religious Questionnaire (to be completed and returned to NTIDT)

Frequently Asked Questions and Answers



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

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 Primary School - Year Reception

If your child will have his/her fifth birthday between 1st September 2011 and 31st August 2012 you need to apply for a Primary 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 of statutory school age. The place will be reserved until that time. However, children must be admitted into their chronological year group. Parents, however, should discuss their options with the Headteacher of the school in order to assist the decision. **It is your responsibility to check the exact closing date and time for the submission of the application.**

Please note that a place in the Guru Nanak Sikh VA Nursery School does not mean that you will have a place in the Primary School. Parents have to apply for a Primary School place.

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 2011. **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_(who you pay your Council Tax to) 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 VA Primary School, school office on or after the Year Reception Open Evening in November 2010.

Check the exact date on the form. The paper and on line application deadline is Saturday 15th January 2011. The Religious Questionnaire should be sent by post to the Nanak Thath Isher Darbar Trust (NTID) by Friday 14th January 2011. This should be sent by recorded delivery (preferably one that guarantees delivery).

No Religious Questionnaire should be sent to the school.

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 the Guru Nanak Sikh VA Primary School because if you are not offered a school place here, you would then have no other Primary school of your choice to which you

For 'parent' read parent, guardian, carer

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 Primary School, 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 Head Teacher does not see any parent in respect of a pupil's admission to the school and cannot discuss any application.

The **Religious Questionnaire** required for entry to **Guru Nanak Sikh VA Primary School, has to be returned by Friday 14th January 2011 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 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 VA Nursery School or if you have an older child already attending the Primary School and you are applying for a new school place in respect of a younger child.

Relevant Dates to Note:

- Primary School **Open Evening November 2010 (date to be decided) 5pm to 7pm.**
- On-Line application, midnight on the stated date. (not yet published)
- Closing date for paper applications is noon **Saturday 15th January 2011**
- Religious Questionnaire must be received by noon **Friday 14th January 2011 by NTIDT.**
- Offers of places to parents/carers/legal guardians from the Local Authority issued, **4th April 2011.**
- Acceptances to be received by the Local Authority by **19th April 2011.**
- Deadline for receipt of intention to appeal should be made to Guru Nanak Sikh VA Primary School by **May (date to be determined) 2011.**

Admissions Policy 2011

The Governing Body of Guru Nanak Sikh VA Primary School, as a Voluntary Aided (Faith School) determines their admissions criteria. The Local Authority administers the offer of places on its behalf.

Subject to available places, governors will admit 60 pupils to Year 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 siblings, 'outstanding' applications with no siblings, followed by 'good' applications with siblings, and finally good applications without siblings.
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 at least 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 part 1 and a statement from a religious leader part 2**. Priority order is 'Outstanding' applications with siblings, 'outstanding' applications with no siblings, followed by 'good' applications with siblings, and finally good applications without siblings. Any unallocated places remaining from the 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 school and live nearest to the school (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 Primary School.

Within each category, priority will be given to:

- 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 measured in a straight line from the child's permanent home address to the main entrance of the Primary School, see above for method of measurement.

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.

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

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 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** 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.

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 to the school (as measured from the entrance by 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 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.

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.

Special Educational Needs

Where Guru Nanak Sikh VA Primary 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.

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 school is able to offer one child a place in accordance with the Admissions criteria, the school 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 a Common Application Form (CAF) from their home Local Authority. and in the case of Guru Nanak Sikh VA Primary School, the Religious Questionnaire.

If a place is available and there is no waiting list the Local Authority will communicate the Governors offer of a school 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 school 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 school 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.

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 VA Primary School YOUR ACCEPTANCE SLIP **must be returned to your Local Authority** (not to the Guru Nanak Sikh VA Primary School)

With your returned acceptance slip you will be required to send documents to verify your address (i.e., Council Tax letter, utility bills) and an official letter regarding your child benefit payment (i.e., Bank Statement or Child Benefit Book).

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 school office or down load from

www.teachernet.gov.uk/publications

**Nanaksar Thath Isher Darbar Trust
(NTIDT)
Religious Questionnaire
Year Reception Admission September 2011**

**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. 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 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 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, in accordance with the DCSF School Admission Code.

**Complete the Religious Questionnaire (RQ)
including the Statement of Declaration.**

**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)To:**

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

The closing date for receipt of the Religious Questionnaire is

Noon 14th January 2011

Do not send this Questionnaire to the School

All Applicants

Please write clearly throughout.

Section 1:
Personal Details:

Child's Full Name

Surname	First Name	Middle Name
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Date of Birth	Home Telephone No: Mobile Telephone No:
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Current Home Address:

The parent completing the form is :

Sikh Yes No If yes go to page X

Other faith Yes No If yes go to page X

Commitment to the Sikh Faith

Total Marks for the Sikh Questionnaire: 110 +14=124

Section Two

Maximum Marks for this page: 65

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		<u>Marks</u>
	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		
	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		
	Yes	No	
Mother			5
Father			5

Max Marks: 10

Official Use:
(Please leave
Blank)

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)

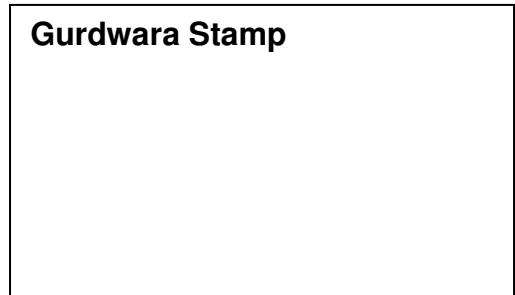
The family participates in sewa at the Gurdwara or in the community Yes No (1 mark)

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: _____



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

All Applicants

Statement of Declaration

Statements of Confirmation	Please tick the relevant box	
	Yes	No
I have read and understood the School 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).		
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 VA Primary School 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 VA Primary School 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

This form should be received by NTIDT on or before January 14th 2011

Guru Nanak Sikh VA Primary School

School Admissions

Frequently Asked Questions and Answers

Year Reception Admission - September 2011



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 school 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 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 School are admitted.

In September 2010 there were xxx applications for 60 places. x places were allocated to children with a Statement of Special Educational Needs that named our School. The majority of our places (xxx) were allocated to children with parent(s)/guardians/carers committed to the Sikh faith, including xx children with brother/sisters in the school and x who lived nearest to the School. xx places went to children with parent(s)/guardians/carers committed to other Faith(s).

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 Primary VA School but returnable to NTIDT 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.

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. It is also the charity that owns the school buildings.

Why have a Religious Questionnaire?

We are a Sikh 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 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 VA Primary 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, in attendance at the school and give them a place. (See the definition of brother/sister). The chart below explains the process.

Religious Questionnaire awarded Outstanding (110 marks and above)	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 (109 - 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’ applicants have the same score, then distance, (those living nearest the school 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.

For ‘parent’ read parent, guardian, carer

Total Marks for the Sikh Faith Religious Questionnaire: 124

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 considered 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.

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.

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

Your application will not be considered.

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 school or Local Authority can advise you on how to do this.

The appeal form will be issued by the School and returned to the School. The appeal will be heard by an Independent 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.**

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:

Directgov.uk thereafter selecting the following

- > 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
- > Appealing against a school place decision
- > Types of school
- > Educating your child at home

Google:

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

Website:

dcsf.gov.uk School Admission Appeals Code of Practice.