

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

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**(for you to keep)**
  
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**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](http://www.gurunanakschools.org.uk)

## ADMISSION POLICY AND PROCEDURES

### **Applying for a Place at Guru Nanak Sikh VA Primary School - 'Reception class'**

If your child will have his/her fifth birthday between 1<sup>st</sup> September 2010 and 31<sup>st</sup> August 2011 you need to apply for a primary place. **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 Nursery does not mean that you will have a place in the Primary School. Parents/ legal guardians/carers have to re-apply for a Primary school place.**

A booklet is available that includes an application form, 'Starting Primary School 2010'. This is obtainable from the school office, or you can apply on line at [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools). Do **not** fill in the paper application and the On-Line application, choose one or the other.

**PLEASE NOTE: The Guru Nanak Sikh Primary School will be holding an 'Open Evening' on Monday 9<sup>th</sup> November 2009 from 4:00pm – 6:00pm for prospective parents/carers/guardians. On this day all attending will have an opportunity to have a tour of the school, meet with the Headteacher and Class Teachers. The Starting Primary School 2010 brochures with application forms and Religious Questionnaire will be given out on this day.**

**Check the exact date on the form! Paper applications must be submitted by noon on the 22<sup>nd</sup> January 2010, Online applications must be submitted by 22<sup>nd</sup> January at midnight. The Religious Questionnaires should be sent by recorded delivery to the Nanaksar Thath Isher Darbar Trust (NTIDT) by 22<sup>nd</sup> January 2010.**

**No Religious Questionnaire should be sent to the school. Information on the Religious Questionnaire is confidential between the parent and the Nanaksar Thath Isher Darbar Trust.**

### **Completing the Application Form**

You may express a preference of up to FOUR Hillingdon primary schools including Faith and Foundation schools, on the London Borough of Hillingdon application form. Non Hillingdon residents must complete the London Borough of Hillingdon application form in respect of Hillingdon schools.

It is important that you put these schools in the order that you would prefer your child to attend. You should note that it is **not in your interest** 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 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.**

The Application forms should be returned to the first preference school (first preference meaning the first school of your choice listed by you on your Application Form) no later than the closing date and time. **All application forms handed to the school except for the Religious Questionnaire, 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/carer/guardian in respect of a pupil's admission to the school and cannot discuss any individual application.**

**The additional Religious Questionnaire required for entry to Guru Nanak Sikh VA Primary School, has to be returned by noon 22<sup>nd</sup> January 2010 to:**

Nanaksar Thath Isher Darbar Trust (NTIDT) 1 Mander Street Wolverhampton WV3 OJU
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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 Nursery, 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:**

- Closing date for applications is noon **22<sup>nd</sup> January 2010.**
- Religious Questionnaires must be received by noon **22<sup>nd</sup> January 2010** by NTIDT.
- Offers of places to parents/carers/legal guardians from the local Authority issued, **30<sup>th</sup> April 2010.**
- Last date for offers to be accepted by parents to Local Authority by **14<sup>th</sup> May 2010.**
- Appeals to be received by a date yet to be specified

#### **Admissions Policy 2010**

The Governing Body of Guru Nanak Sikh Primary School, as a Voluntary Aided (Faith School) determines their admissions criteria. The Local Authority administers the offer of places on its behalf. The Governors have agreed with the Local Authority that they will admit sixty (60) pupils in each year group with the exception of year 5 and year 6 where there are only 30 places. The school is gradually moving from one form of entry of 30 pupils to two forms of

entry of 60 pupils per year group. Where a child has a statement of Special Education Need and Guru Nanak Sikh VA Primary School is the named school on the statement then the child will be given a place as this is a statutory requirement.

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

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.
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 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).

**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 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 Ordnance Survey.

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. Failure to return the Religious Questionnaire by the due date (noon 22<sup>nd</sup> January 2010) will most likely disqualify your application under faith considerations in Criterion 2 and 3.**

## 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:

- Categorise 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 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).

**Where there is over subscription in any of the above category, priority for a school place will be given in the order below.**

### **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 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, 'distance'.** 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 true 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 separate pieces of paper and one of them randomly drawn to allocate the 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 in Reception Class**

The London Borough of Hillingdon Admissions Team will inform you in writing if your child has been offered a place in our school or not.

Please note if you are offered a place at Guru Nanak Sikh VA Primary School YOUR ACCEPTANCE SLIP **must be returned directly to London Borough of Hillingdon** and 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).

### **Guru Nanak Sikh Nursery**

Parents are recommended to fill an application form for Nursery when their child is 2 years old. We admit children in to our Nursery when the child is 3 years and 4 months. We run a part time Nursery with 2 sessions:

AM session: 8.40am to 11.10am

PM session: 12.20pm – 2.50pm

Attendance at Guru Nanak Sikh Nursery does not confer entitlement to a place at Guru Nanak Sikh VA Primary School. Parents are required to re-apply if they wish to apply for a place in to the Reception class. Each and every application will be objectively measured against the admissions criteria.

### **Casual Admissions**

Casual Admission applies to those children who wish to apply for a place from Reception class to Year 6 outside the main intake to the Primary school in the Autumn Term. It is normally expected that when children enter their reception year, they will continue at their school “throughout their primary years”. However, there will be limited circumstances when a parent/guardian/carer considers a change of school. Continuity of education is important for a child and so a change of placement should always be considered carefully and not hastily undertaken. Often casual admissions occur due to families moving to a new address but the year may be full and therefore we may not have places available when you move house or decide to transfer your child from one school to another. Unfortunately, we cannot hold places back for parents who may move in to the area or transfer their child from one school to another. We apply the same admission policy for casual admissions as for the normal admission round.

### **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 may have your child’s name on a 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.

### **Right of Appeal**

As Nursery education is non-statutory, there is no right of Appeal for Nursery.

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. Forms can be obtainable from the school office.

A booklet entitled Primary and Secondary School Admissions and Appeals – A Guide for Parents is obtainable from the school office or download from [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

**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. **NOTE: The information will not be shared with the school, and is strictly between the parent and the NTIDT.**

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 it 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 – 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**

**Reception 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 OJU

**The closing date for receipt of the Religious Questionnaire is**

**Noon Friday 22<sup>nd</sup> January 2010**

**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
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Date of Birth	Home Telephone No: Mobile Telephone No:
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Current Home Address:
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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	
<b>Child</b>			10
<b>Mother</b>			10
<b>Father</b>			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		
	Yes	No	
<b>Child</b>			5
<b>Mother</b>			5
<b>Father</b>			5

**Max Marks: 15**

**Alcohol:**

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

**Max Marks: 10**

**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	
<b>Child</b>			5
<b>Mother</b>			5
<b>Father</b>			5

**Total Marks: 15**

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

**Total Marks:15**

**Official Use:  
(Please leave  
Blank)**



### **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<br>(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).<br>(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<br>community?                  |          |                          |          |

Please give 3 examples.

**30 Marks**

1.		<b>10 Marks</b>
2.		<b>10 Marks</b>
3.		<b>10 Marks</b>

**The places will be allocated to the highest scored applications.**



**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 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 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. 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 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

<p>Nanaksar Thath Isher Darbar Trust 1 Mander Street Wolverhampton WV3 OJU</p>
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This form should be received by NTIDT on or before 22<sup>nd</sup> January 2010 together with any additional information.

# **Guru Nanak Sikh VA Primary School**

## **School Admissions**

### **Frequently Asked Questions and Answers**

#### **Reception 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 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 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.

**In September 2009 there were 176 Applications for 60 Places.** There were no applications from children in public care/Looked After. 20 places were allocated under deep commitment to the Sikh faith, 22 places were allocated to children living with parents/legal guardians/carers at least one of whom attends worship three times per month in a Gurdwara. 2 places were 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. 1 place was allocated to a child with acute medical needs, 12 places were allocated to children with a commitment to the Sikh faith with brothers and sisters in the school who were admitted prior to year 6, 3 places were allocated to children with a commitment to the Sikh faith and who lived nearest the school.

## **How Do I Apply for a School Place**

**There are 2 parts to the application process:**

1. You must fill in the application form obtainable from the Local Authority of the school (For example- for an admission place at Guru Nanak Sikh VA Primary School you would need to fill in the form obtainable from the London Borough of Hillingdon)
2. It is essential that you also complete the Religious Questionnaire which is obtainable from the Guru Nanak Sikh Primary VA School but returnable 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 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 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</p>

	<p>be admitted.</p> <p>Then the distance ruling would be applied and those living nearest the school may be given places.</p>
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: 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.

**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 therefore their decision in respect of the assessment of the Religious Questionnaire **is final**. **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](http://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,  
post code.)

Website: [dcsf.gov.uk](http://dcsf.gov.uk) School Admission Appeals Code of Practice.