

To: All Admission Authorities

4<sup>th</sup> January 2010

Dear Colleague,

**Consultation on Admission Arrangements  
Guru Nanak Sikh VA Secondary School  
Guru Nanak Sikh VA Primary School**

All schools are required to consult each year about their proposed admissions arrangements for the following year before these are determined and published.

Please see our school website, [www.gurunanakschools.org.uk](http://www.gurunanakschools.org.uk) for the proposed admissions policy for September 2011 for the above two schools. However, the change to 'in-year admissions' is with effect from September 2010. Following advice from the London Borough of Hillingdon Admissions Team and a meeting with the Adjudicator the following changes have been made:

**RELIGIOUS QUESTIONNAIRE COMMITMENT TO FAITH 2011**

This has been amended to make the questions more objective, fairer, consistent and comply with the School Admissions Code of Practice. For example we no longer ask applicants to supply a photograph and the questions have been framed so that they are not open ended. Marks are awarded that places applicants in thresholds or bands that determine whether an applicant is 'outstanding' 'good' or has provided 'insufficient evidence' to show their commitment to their faith. We are over subscribed and as a faith school commitment to faith is important.

**ALLOCATION OF PLACES**

**Secondary.** Admission numbers in the secondary school increase from 120 to 180 in line with previously agreed consultation, expansion and the completion of the building programme. Places have always been given to other faith groups. The 2011 proposals now specify exactly how many places will be allocated to those from faiths other than Sikh. Of the 180 places, 150 will be allocated to those committed to the Sikh faith and 30 places will be allocated to those from other faith groups.

**Primary 60 places.** The Primary School proposal is that 50 places will be allocated to those committed to the Sikh faith and 10 places to those from other faith groups. (Previous arrangements did not specify how many places would be allocated to those of a faith other than Sikh.)

**IN-YEAR ADMISSIONS (from September 2010)**

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 the above two schools, will be required to complete a Religious Questionnaire so that the Governing Body may consider the application fully.

If a place is available and there is no waiting list then the Local Authority will communicate the Governors offer of a place to the parent. If there are no places available this will be conveyed to the Local Authority who will write to the parent with this information. You may ask us for the reasons why a place cannot be offered and you will be informed of your right of Appeal. You will be offered the opportunity of being placed on a waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Every year in June, we will write to every parent with a child on the waiting list requesting confirmation 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 is being made on behalf of the Governing Body.

I should be grateful if you would refer our documents to your Admission Forum and copy the attached to other admission authorities in your area.

The Governing Body of each school will consider all comments received before they determine their arrangements and advise the London Borough of Hillingdon accordingly.

Please send any comments to:

[ichadwick@hillingdongrid.org](mailto:ichadwick@hillingdongrid.org)

Or alternatively by post to:

**Ms J Chadwick**  
**Guru Nanak Sikh VA Primary School\***  
**Guru Nanak Sikh VA Secondary School\***  
**Springfield Road**  
**Hayes**  
**UB4 0LT**

Delete whichever is not applicable.