



# ADMISSIONS POLICY

Date reviewed: Autumn 2024  
Date of next review: Autumn 2026

## **Introduction**

Khalsa Primary School is a part of Sikh Academies Trust. It is hugely popular and therefore oversubscribed, which means that it is necessary every year to apply the criteria set out in this policy for determining who will be offered places.

Admission to all state funded schools is governed by the School Admissions Code 2021 (Code). Under the Code, the Trust is the 'Admission Authority' for the School, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.

Up to 80% of the places will be allocated on the basis of Sikh faith and all remaining places will be allocated to children of other or no faith. In the event that fewer Sikh children apply for places allocated on the basis of faith, the remaining places will be allocated to children of other or no faith in accordance with the relevant deadlines. Conversely, in the event that fewer children of other or no faith apply for available places, then the remaining places will be allocated to children of Sikh faith.

Sikh Academies Trust is the 'Admissions Authority' for the school. The Admissions Panel (on behalf of SAT) makes all the decisions about admissions, the Headteacher is not involved.

Sikh Academies Trust applies the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be allocated in order of priority of the published criteria. The background or level of ability of a child plays no part in the admissions policy of this school.

## **PAN (planned admission number)**

The PAN for Khalsa Primary School reception is 60 pupils. The PAN increases to 68 from year 3.

## **Definition of a Sikh**

The Definition of a Sikh as stipulated in the Sikh Rehat Maryada (Sikh Code of Conduct and Conventions as defined by Akal Takhat Sahib, Amritsar) is:

Any human being who faithfully believes in:

1. One Immortal Being;
2. Ten Gurus, from Guru Nanak Sahib to Guru Gobind Singh Sahib;
3. The Guru Granth Sahib;
4. The utterances and teachings of the ten Gurus and
5. The baptism bequeathed by the tenth Guru, and who does not owe allegiance to any other religion, is a Sikh.

## **Children with an Education Health and Care Plan (EHCP Plan)**

The School is fully inclusive and welcome applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

Children with an EHC plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School

to be named in their child's EHC plan as their child's school. They should not submit an application for admission as described in this policy.

Children with an Educational, Health and Care Plan (EHCP) naming the school will be admitted before any other children are admitted.

Where an LA proposes to name the School in a child's EHC plan, the School will be consulted as to the suitability of the School for the child's age, aptitude, ability and special educational needs, and whether the proposed placement is compatible with the efficient education of others and/or the efficient use of resources.

After consultation, if the School is named in the EHC plan, the child will be admitted to the relevant year group. Where this happens in the normal admission round (i.e. entry to Reception Year, these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

### **Admissions Procedures**

To apply for a place at Khalsa Primary School, parents/carers must complete the School's Application Form. Sikh applicants must also complete the Supplementary Information Form (SIF) if they wish to be considered under Priority Group A of the admissions criteria. The SIF form can be downloaded from our website [here](#) or can be collected from the school office.

### **Admissions Criteria**

KPS welcomes applications from all children in the local community but the school will give priority to children that have a sibling and then Sikh children who worship regularly at Gurdwara for 80% of its places. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local Gurdwara.

If undersubscribed, the school will admit all applicants. If there are more applications than there are places available the school will use the following Priority Group A and B criteria, in priority order for deciding which applications to accept.

**Priority Group A** – 80% of PAN for the year group will be admitted in the following order:

1. Sikh Children and Young People in Care and previous Children and Young People in Care. Sikh Children and young people in care are children who are (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school.
2. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children who have a sibling that is already attending KPS in Years 1 to 6, in the academic year the applicant enters Reception class.

In this category, by 'sibling', we mean:

- a natural or adopted brother or sister (sharing one or both parents) who lives at the child's home address (as defined by this policy) or with another parent;

and:

- a foster brother or sister (in public care or under a private fostering agreement);
  - a step-brother or sister (one child's parent married to the other child's parent); or
  - a natural, adopted or foster child of the applicant's parent's cohabiting partner;
4. Sikh children whose parents demonstrate their commitment to the Sikh faith; this commitment will be assessed and places will be allocated based on the score achieved in the SIF. Priority will be given to the highest scores over those with lower scores. See below (under 'supplementary information form') for how points are allocated.

### **Tie break within Group A**

If two or more children have an equal number of points, the place will be allocated to the Sikh children who live nearest to the school measured in accordance with the definition of 'proximity' below.

When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

If a pupil is not successful under Priority Group A they are automatically considered under Priority Group B of the admissions criteria.

**Priority Group B** – Up to 20% of the PAN of the year group will be allocated to children without any reference to their faith and will be admitted in the following order:

1. Looked After Children and previously Looked After Children.
2. Proximity: children who live nearest to the school as measured by the definition below.

### **Tie break within Group B**

When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

### **Children of staff at the school**

SAT gives priority in the oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

SAT specify in the admission arrangements how this priority will be applied: it will be applied to all staff or support staff employed at the Trust. In case of oversubscription this criterion applies after Priority Group A.

**Proximity:** Distance from home to the school will be measured by the Local Authority using the Geographical Information System (GIS). The distance from home to school is measured by the shortest walking route. The distance is measured from central point in the property to the centre of the road, along the centre of the road, to the midpoint of the school. The route is measured using public highways and lit footpaths, but excludes common land and public open spaces. It does not take into account access by public transport or any private vehicle.

**Random Allocation:** Random allocation will decide who is admitted if two applicants are tied for the final place within either group A or B and live exactly the same distance away from the school.

We will use the 'random number' facility in a spreadsheet to produce ranking. Each child involved will have an equal chance of being selected. The process will be observed by an independent party to the school.

**Children of Multiple Birth:** In both Group A and Group B in the normal admission round, if the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together, even if this means exceeding our PAN.

**Proof of Address:** For any parent who, for whatever reason has more than one property, they should only refer to the property in which the child actually resides. In cases where parents are separated the child lives for periods with both, then the child's address will be that property at which, during the school year, the child for the most part resides; this will normally be determined by the address which is registered by the GP. Evidence will have to be provided. The proof of address documentation includes Council Tax, Utilities bill, Child Benefit, house purchase contract or electoral roll. If the address is a rented property the original property witnessed lease, must be provided

– we will not accept photocopies or downloaded agreements. Documentation will be required to confirm the arrangements. If this is not available, then the use of the address of the parents who receive the child benefit will be used when prioritising the applications.

All offers of a place made by the school, or on behalf of the school, will be conditional upon the receipt of proof of residence. The provision of false or misleading information may be lead to the withdrawal of an offer.

### **Supplementary Information Form (SIF)**

All Sikh applicants need to demonstrate a commitment to the Sikh faith by filling in the Supplementary Information Form (SIF).

The table below shows the number of points awarded for meeting the criteria for Group

A. The SIF is marked in accordance with the criteria below. The total number of points will be used to put the applications in rank order; those with higher scores will have priority over those with lower scores.

*Number of points awards to children on the frequency they attend the Gurdwara*

10	Children who go to Gurdwara two times a week
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8	Children who go to Gurdwara once a week
6	Children who go to Gurdwara monthly
4	Children who go to Gurdwara occasionally

*Number of points awarded to children based on the length of time they have attended the Gurdwara*

5	Children who have been going to the Gurdwara for 2 years or more
4	Children who have been going to Gurdwara for at least 1 year but less than 2
3	Children who have been going to Gurdwara for at least 6 months but less than 1 year
2	Children who have been going to the Gurdwara for under 6 months

*Number of points awarded to children based on Baptised Sikh Children*

1	Amritdhari (Baptised Sikh) children
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Sikh Parents are also strongly advised to keep a photocopy of their completed SIF, should any query arise or in any case of appeal.

For Sikh parents/legal guardians/carers who do not submit a completed SIF, in respect of their child's place, the application will only be considered under priority group B (i.e. without reference to their Sikh faith).

Any questionnaires (SIF) received after the closing date will be deemed late and will be placed on the waiting list as detailed below.

The SIF is marked objectively by the Sikh Academies Trust according to the marking scheme.

SIF answers in English or Panjabi are acceptable. Support will be given to parents who require translation or a scribe but must be requested in writing.

### **Waiting List**

A waiting list will be maintained by the Sikh Academies Trust in the order of the oversubscription criteria and not in the order in which applications are received. The waiting list is held and re-ranked when every new application is received.

Consequently, a waiting list position can go up or down dependent upon the number of vacancies that may arise as well as the number of applications received and the criterion that is met in each case.

When a vacancy occurs at the school, the Trustees will offer the place to the child in accordance with the admissions criteria. The awarding of the place will depend on whether the vacant place is Sikh or Non-Sikh. Parents/carers will be required to confirm in writing by the end of the autumn term to the school that they wish to remain on this list. The list will be retained for the remainder of the school year. If a place cannot be offered within the academic year parents will need to apply again for the next academic year.

### **Late Request**

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time.

### **Withdrawal**

DfE School Admissions Code states 'an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area)'. The burden of proof lies with you and your application.

### **In Year Application**

This is when an application is made to move between schools outside of the usual transfer time, due to relocation or a change in circumstances. The application should be made directly to the school and will be considered under the school's admissions policy.

### **Fair Access Protocol**

KPS is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in Slough Borough Council's Fair Access Protocol. Such pupils take precedence over those on the waiting list.

### **Admission Appeals**

Parents who are dissatisfied with the decision of the Sikh Academies Trust not to admit a child may appeal. Appeals should be made within 20 school days of receiving the decision and should be made in writing via the form available on the school website or requested from the school office so that your appeal can be heard within the statutory guidelines.

An independent appeals panel's decision is binding for all parties concerned. Details of appeal arrangements are set out in the School Admissions Appeals Code 2012.

### **Deferred entry or part-time attendance at infant and primary schools**

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or have a right for their child to attend part-time until they reach statutory school age. Such requests must be made in writing to the school. A parent cannot defer entry until the next school year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child may be a year one pupil, but must then apply for a Year 1 place via the In-Year admissions process.

### **Summer born children**

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However, some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The school will consider such requests and take into account the parents' views; and where relevant their medical history and the views of a medical professional. We will decide each request on its individual circumstances and in the best interests of

the child concerned.

### **Review**

The Sikh Academies Trust determines its admissions criteria. This policy will be reviewed annually by the SAT in line with the Department for Education School Admissions Code.