



**Khalsa**  
VA Primary School

## **Admissions Criteria**

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| Committee with oversight for this policy - Resources |                |
| Policy to be approved by the Full Governing Board    |                |
| Policy last reviewed by the Resources Committee      | N/A            |
| Policy last reviewed and ratified by the Headteacher | March 2022     |
| Policy / Document due for review                     | September 2023 |

**A copy of this form is available to download from the school website:  
[www.khalsaschool.co.uk](http://www.khalsaschool.co.uk)**

# Admissions Criteria

Khalsa Primary School (Voluntary Aided) was founded by Gurdwara Sri Guru Singh Sabha, Southall which is also the School's promoter.

The school is designated as having a religious character and will deliver both the National Curriculum and a Sikh and Punjabi Studies Curriculum based on the Sikh ethos and values. As a Sikh school, Sikh tenets and practice permeate every aspect of the school's activity. It is essential that the Sikh character of the school's education be fully supported by all the families of the school. All applicants are therefore expected to give their full un-reserved support for the aims and ethos of the school.

**The governing board of Khalsa Primary School determines their admissions criteria. The Local Authority administers the offer of places on its behalf.**

Subject to available places, governors will admit up to 60 pupils to the Reception class and 52 part-time children in the Nursery matched against the following criteria:

- 1. Looked After Children** (Children who are in Public Care as defined in section 22 of the 1989 Children's Act – this includes foster children).

The highest priority **must** be given to Looked After Children and previously Looked After Children. 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 arrangement order or special guardianship order).

- 2. Children of staff in the school** who have been employed in the school for two or more years at the time of the application for admission is made. Priority will be limited to one place for each form of entry in any year.

After applications under criteria 1 and 2 have been allocated the remaining places will be offered as follows:

- 3. Sikh Faith.** The governors will reserve **80%** of the remaining places in Reception and Nursery **for applicants practising the Sikh faith.** This will entail children living with parents (single/both), legal guardians or carers demonstrating a deep commitment to the Sikh faith and who worship a minimum of four times a month at a Gurdwara. Evidence of this will need to be submitted within the Supplementary Information Form (SIF). A Head Granthi (Priest) and or another duly authorised person(s) of the Gurdwara would have to certify to the above. In the event of a short fall under this criterion, the remaining places will roll over to list criterion 3.
- 4. Other Faith.** The governors will reserve the remaining **20%** (up to 12 places in Reception and 10 places in Nursery) **for applicants from other faiths other than Sikhs** (e.g. Christian, Muslim, Hindu, Buddhist or Jewish etc.). Evidence of this will need to be submitted within the Supplementary Information Form (SIF). Attendance should be at a public place of worship e.g. – Church, Temple, Mosque, Synagogue on four times a month basis and be confirmed by a supportive reference from your religious leader (Minister of Religion)/duly authorised person as at 2 above for Sikhs.

In the event that these places are not taken up by the closing dates for applications, these places will be offered to Sikh applicants who worship a minimum of four times a month as in criterion 2 above and in the event of there being insufficient Sikh applicants the places will be offered to those in criterion 4.

- 5.** Any surplus places not filled by any of the above criteria will be allocated to those children whose parents/legal guardians/carers have applied and live nearest to the school (as measured in a straight line from the child's home address to the main entrance of the school).

**Within each criterion, priority will be given to:**

- a) Children with **at least one sibling** in the school at the time of admission will get highest priority under each criterion. The qualifying relationship is brother and sister, this means children sharing one or both common parents, step brother/sister, or legally adopted children, who live in the same household. Other extended family relationships (e.g. brother/sister-cousin) DO NOT qualify for sibling considerations
- b) Children **living the shortest distance from the school** will be given priority within each category. Distance is measured by straight line using the local authority measuring system from a point in the property to the main gate entrance, which is used by pupils to enter the school grounds.

**The governing body is responsible for all nursery admissions and it is of paramount importance to note that a place awarded in a nursery DOES NOT in any way qualify or guarantee a place in reception.**

The governing body reserves the right to request additional information from parents, legal guardians or carers relating to the admissions criteria mentioned above.

The governing body, as and when necessary will review and adapt the admissions criteria in light of changing circumstances.

### **Children with brothers or sisters in Khalsa (siblings)**

Parents who are seeking a school place for a child because he/she has a brother or sister who is a pupil at Khalsa Primary School must claim priority by filling in the correct details as requested on the Local Authority Common Application Form (CAF) and the school's Supplementary Information Form (SIF).

It is the responsibility of the parent to bring the details of the sibling relationship to the attention of the Admissions Panel. If the sibling relationship is not claimed at the time of application it will seriously affect the possibility of your child gaining a place at the school.

### **Special Educational Needs and Disabilities (SEND)**

The admission of pupils with a statement of special educational needs is dealt with by a completely separate procedure and is administered by your Local authority SEND Section.

### **Distance**

Where only one place is available, and two or more addresses produce identical distance measurements, the name of the applicant will be randomly selected by the Local Authority's Tribal admissions system to allocate a 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 but are open all year round. Parents are required to complete an In-Year Application Form from their Local Authority, and the Supplementary Information Form from Khalsa Primary School.

If a place becomes available and there is no waiting list, the Local Authority will communicate with the school to offer a place to the child, if there are no places available the Local Authority will be informed, and they will communicate this to the parent. Parents will be offered the opportunity to be placed on a waiting list.

## Acceptance of the Offer of a Place

**For Nursery**, the school will inform the parent in writing if their child has been offered or refused a place in our Nursery.

**For Reception**, your Local Authority Admissions Team will inform the parent in writing of the outcome of their application.

If you are offered place at Khalsa Primary School the Acceptance Slip **must be returned to your Local Authority** (not to Khalsa Primary School).

## Nursery Waiting List

Applicants not qualifying for a place at the school nursery will remain on a waiting list if the parent wishes to. Subsequent applications received will be assessed against the Admission Criteria and parents will be advised of the outcome of their application.

## Reception & In-Year 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. 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. The awarding of the place will depend on whether the vacant place is Sikh or Other Faith and will be awarded to the child in the relevant age group who most closely matches Criteria 2 or 3 as assessed by the Supplementary Information Form (SIF).

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 as and when a vacancy is available. Every time we have a vacancy we will review all names on the waiting list. If a vacancy occurs the child with the highest ranking will gain the vacant place in that year group.

## Right of Appeal

Parents who are refused a Primary School place have the right to appeal.

Details of the appeal process can be found at:

[https://www.ealing.gov.uk/info/201113/school\\_admissions/130/school\\_appeals](https://www.ealing.gov.uk/info/201113/school_admissions/130/school_appeals)

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

## Deferred entry

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September following their fourth birthday if they feel this is best for their child. Parents also have the option to start their child on a part-time basis or defer their child's entry.

If you decide you prefer to defer your child's entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the application was accepted.

Parents wishing to defer entry need to apply by the closing date and when an offer is made the parents need to inform the Local Authority and the school that they want to defer entry or only attend school part-time.

## **Delayed entry into Reception**

Parents may seek places outside of their child's normal age group. The decision is made by the Admission Authority, the governing board of the school. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

If parents wish to apply for delayed entry into Reception, for a Voluntary Aided School, they need to make a request to the Admissions Authority, providing reasons for the request with supporting documentation from a professional. Requests for delayed entry into Reception for other schools would need to be made to the governing body for the school concerned.

The request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for applications of 15 January. In the case of Voluntary Aided schools, the Admissions Authority will look at the following factors, when considering the case put forward by the parent but these are not exhaustive:

- The needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.

If the parents case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be able to be offered in the preferred school

If the parent's request for delayed admission into reception is refused, the parents could still apply by the closing date of 15 January for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Local Authority and the school that they want to defer entry as outlined above.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents were dissatisfied with the outcome of the request for delayed entry into reception they would have the right to complain against the decision through the Council's complaints procedure for decisions made by Council Officers or under the school's complaints procedure where the school are the admissions authority.