

## KHALSA SECONDARY ACADEMY, SLOUGH SCHOOL ADMISSIONS POLICY (O14)

DATE APPROVED:	2012
DATE FOR REVIEW:	2013
APPROVED BY:	FULL GOVERNING BODY

### Introduction

Khalsa Secondary Academy School is vested in the trusteeship of the Slough Sikh Education Trust. The school is conducted, by its Governing in accordance with its funding agreement and articles of association. Up to 50% 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 by the end of the academic year or LA deadlines for statutory schooling applications, the remaining places will be allocated to children of other or not faith. 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.

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

The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be treated on merit and in a sensitive manner. The background or level of ability of a child plays no part in the admissions policy of this school, which applies to our sixth form also.

### Admissions Information

- The area served by the school includes all Slough and South Bucks wards and neighbouring areas/boroughs.
- The number of pupils in any one year group from Year 7 to Year 11 is limited to no more than 120 and each class size to 30 pupils. We plan to admit 120 Year 7 pupils in 2013. We will have 90 post-16 places available in 2018/19
- Siblings - qualifying relationship is immediate brother or sister only; this means children sharing one or both common parents, step brother or step sister, or legally adopted children, who live in the same household and are attending the school at the time the child is due to start the school. Other extended family relationships (e.g. cousin-brother or cousin-sister) DO NOT qualify for sibling consideration.
- Multiple Births – children from multiple births when applying at the same time.
- Shared Custody – children who live with each parent at different times and locations. 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

- i. One Immortal Being,
- ii. Ten Gurus, from Guru Nanak Sahib to Guru Gobind Singh Sahib,

- iii. The Guru Granth Sahib,
- iv. The utterances and teachings of the ten Gurus and
- v. the baptism bequeathed by the tenth Guru, and who does not owe allegiance to any other religion, is a Sikh

### **Admission Numbers**

The school admission numbers for each year group from 2013 to 2017 are given below:

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Year 7</b>	120	120	120	120	120	120	120
<b>Year 8</b>		120	120	120	120	120	120
<b>Year 9</b>			120	120	120	120	120
<b>Year 10</b>				120	120	120	120
<b>Year 11</b>					120	120	120

For academic year 2014 onwards we will seek support from the Local Authority (LA) for applications to be managed within the LA Coordinated Admission Scheme.

### **Admissions Procedures**

To apply for a place at our school for 2013 admission, parents/legal guardians/carers have to complete the Common Application Form ( C A F ) from their 'home' Local Authority naming our school, where the name of the Khalsa Secondary School is available, and returnable to the 'home' LA), a School Application Form and Religious Questionnaire (RQ). The RQ applies only to Sikh applicants.

The School Application Form and Religious Questionnaire (RQ), are obtainable from the school office or website and LA, but only returnable by post to: Admissions, Slough Sikh Education Trust, PO Box 4571, Slough, Berks, SL1 0WL, by noon Wednesday 31st October 2012 (All School Application Forms must be received by this date). All applications should be sent by a recorded delivery method that records the name and address of sender and the address that it is posted to, which will act as your receipt and proof of the date of postage.

## **Admissions Criteria**

If undersubscribed, the school will admit all applicants. If oversubscribed, the school will admit children under two categories below. The school will admit all pupils with a statement of SEN where the school is named in the statement before applying the oversubscription criteria.

1. **Priority Group A** – 50% of places allocated on the basis of faith. Before any other children are admitted under this criterion, children of the Sikh faith with a statement of SEN naming the Academy will be admitted. Thereafter, children will be admitted in the following order:

- a. Looked After Sikh Children and Previously Looked After Sikh Children
- b. Sikh children whose parents demonstrate their commitment to the Sikh faith by completing the religious questionnaire. Note the questionnaire will be assessed and places will be allocated based on the score achieved in the RQ. Priority will be given to the highest scores in descending order.
- c. Children who have a sibling attending the school at the time the child is due to start the school. Priority will be given to children from multiple births when applying at the same time.
- d. Proximity: children who live nearest to the school as measured by the definition below.
- e. Random allocation will be used if any further tie-break is necessary within criterion 1(c) and (d) above.

2. **Priority Group B** – 50% of allocation of places to non-Sikh applicants. Before any other children are admitted under this criterion, children with a statement of SEN naming the Academy will be admitted. Then children will be admitted in the following order:

- a. Looked After Children and Previously Looked After Children
- b. Children who have a sibling attending the school at the time the child is due to start the school. Priority will be given to children from multiple

births when applying at the same time.

- c. Proximity: children who live nearest to the school as measured by the definition below.
- d. Random allocation will be used if any further tie-break is necessary within criterion 1(b) and (c) above.

### **Proximity**

Distance from home to the school will be measured by the Local Authority using the Slough Geographical Information System produced by Tribal Technology Limited.

The distance from home to school is measured by the shortest walking route. The distance is measured from a 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. In the case of multi- occupancy buildings, for example flats, priority will be given to the applicants whose door number is the lowest numerically and/or alphabetically e.g. 11B takes priority over 12A.

**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 and 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 e.g. Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. or as published annually by the Admissions Panel. If the address is a rented property the original properly witnessed lease, signed by a solicitor must be provided – we will not accept photocopies or downloaded agreements.

Documentation will be required to confirm the arrangement. If this is not available, then the use of the address of the parent who receives the child benefit will be used when prioritising the application.

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 lead to the withdrawal of an offer.

## **Religious Questionnaire (RQ)**

All Sikh applicants need to demonstrate a commitment to the Sikh faith by filling in the RQ.

The religious questionnaire is marked and the total marks are out of 30. Each question has a weighting of 5 marks.

- Sikh Parents are also strongly advised to keep a photocopy of their completed RQ, should any query arise or in any case of appeal.
- For Sikh parents/legal guardians/carers who do not submit a completed Religious Questionnaire in respect of their child's place, the application will not be considered.
- Any questionnaires (RQs) received after the closing date will be deemed late and be given lower priority than those received on time, regardless of their RQ score and will be placed on the waiting list as detailed below in the [Waiting List](#) section. The religious questionnaire (RQ) is marked objectively by The Slough Sikh Education Trust (SSET) according to our marking scheme.
- RQ answers in English or Punjabi are acceptable. Support will be given to parents who require translation or a scribe and request this in writing.

## **Waiting List**

A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received unless they are late. Any late applications will form part of this list, but these will be placed after those applicants who gave their RQ in on time, regardless of their score. Any references to the RQ are in relation to places being allocated on the basis of faith. And precedence will always be given to SEN applicants where the school is named and to Looked After/Previously Looked After Children.

When a vacancy occurs at the school, the Governors will offer the place to the child who is listed first in the waiting list as judged by the admission criteria. The awarding of the place will depend on whether the vacant place is Sikh or Non-Sikh, and will be awarded to the child in the relevant age group based on the scoring as assessed by the Religious Questionnaire for a Sikh applicant.

Allocation will not be based on the length of time a child's name has been on the list. Parents/carers will be required to confirm in writing by the end of May to the school that they wish to remain on this list. The list will be retained for the remainder of the school year.

**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.

**Admission Appeals**

Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. Appeals should be made within 14 days of receiving the decision and should be made in writing to: Admissions Appeals Officer, Slough Sikh Education Trust, PO Box 4571, Slough, Berks, SL1 0WL.

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, February 2012. For further information about the code, please visit \_

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00014-2012>

**Review**

The Governing Body of Khalsa Secondary Academy School, as a Faith Academy determines its admissions criteria. The Local Authority administers the offer of places on its behalf.

This policy will be reviewed annually by the Governing Body or in the light of any changed circumstances in our school, local area, legislation, etc.