

AKAAL PRIMARY SCHOOL

ADMISSIONS ARRANGEMENTS 2015

1 The admissions authority for the Akaal Primary School is the Akaal Academy Trust Derby (the Trust). The Trust will meet the requirements of paragraphs 2.25 to 2.39 of the funding agreement for the school, including adherence to the School Admissions Code and School Admission Appeals Code.

ADMISSIONS NUMBER

2 Akaal Primary School will have the following agreed admissions numbers for the year 2015:

- a) 60 pupils in the Reception Year (Foundation Stage 2)
- b) 60 pupils in Year 1

3 In each year group, the Trust will consider all applications for places at Akaal Primary School. Where 60 or fewer applications are received, places will be offered to all those who have applied.

4 In each year group, where more than 60 applications are received, 50% of the places (30) will be available to pupils who are practising members of the Sikh faith if 30 or more applicants are of the Sikh faith. The remaining places will be available to pupils from any faith or none.

APPLICATIONS TO BOTH YEAR GROUPS

Process of application

5 Applications for places at Akaal Primary School for September 2015 must be made directly to the school by 15 January 2015. The application can be made on-line on the school's website, or by using a form that can be downloaded from the website or obtained from the school's temporary office address. Late applications will be considered after on-time applications and will be considered under the same admissions criteria if places are still available. Application forms should be sent to:

Akaal Primary School Admissions
Unit 5
c/o National Sikh Museum
Princes Street
DERBY DE23 8NT

6 Applications for Sikh faith places (*see paragraph 21*) must also include a supplementary information form that is signed by the President or Secretary of the Gurdwara the child normally attends. The supplementary information form can be downloaded from the school's website or obtained from the school's temporary office address. It must be sent with the application form.

7 ***This paragraph applies only to applications for places in the Reception Year.*** The school will normally admit pupils at the beginning of the school year in which they reach the age of 5. Parents can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. Any parent considering either option should contact the school to discuss the arrangements before applying.

Catchment area

8 Akaal Primary School does not have a designated catchment area.

Oversubscription criteria in each year group

9 Where the number of applications for admission in either year group is greater than 60, the Trust will split the applications in two categories in each year group: Sikh faith places and community places. The Trust will consider the applications in each category according to the following oversubscription criteria set out below.

10 If the school is oversubscribed overall but there are 30 or fewer Sikh faith applicants, all the Sikh faith applicants will be admitted, and the school will fill all of its remaining places using the criteria for community places.

11 If the school is oversubscribed overall and there are more than 30 applicants for Sikh faith places, 30 places will be allocated using the Sikh faith criteria. All other applicants taken together will then be considered for admission using the criteria for community places, taking no account of any applicant's faith.

12 In each category and in each year group Akaal Primary School will first accept all pupils with an Education Health and Care Plan (EHCP) or a statement of special educational needs which names the school.

13 After the admission of pupils with an EHCP or a statement in each year group, the criteria below will be applied for the remaining places in each category, in the order in which they are set out below:

Criteria for Sikh faith places

(30 places)

1. Children of the Sikh faith that are looked after, or were previously looked after (*see paragraph 22*).
2. Sikh children who are siblings of another applicant (*see paragraphs 23-24*).
3. Sikh children who live nearest to the school as the crow flies from the school's main entrance to the child's

Criteria for community places

(remaining places)

1. Children of any faith or none that are looked after, or were previously looked after (*see paragraph 22*).
2. Children of any faith or none who are siblings of another applicant (*see paragraphs 23-24*).
3. Children of any faith or none who live nearest to the school as the crow flies from the school's main entrance to

home (see paragraphs 25-27).

4. As allowed under the School Admissions Code, children of staff in shortage areas recruited after 16th April in the year of admission may be considered as exceptional admissions.

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14 In the event of more applicants than places under criterion 2 above, in either category, children living nearest to the school have priority, using criterion 3.

15 In the event that two or more applicants under criterion 3 in either category live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

ARRANGEMENTS FOR ADMITTING PUPILS OTHER THAN AT THE START OF THE SCHOOL YEAR

16 The school will consider all applications to year groups in which the school provides education and, if the year group applied for has a place available, will admit the child.

OPERATION OF WAITING LISTS

17 The school will operate a waiting list for each year group until 31 December. The list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list for the relevant year, following an unsuccessful application.

18 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria. . The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

19 The parents of all unsuccessful applicants will have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the school.

FAIR ACCESS PROTOCOL

20 The Akaal Primary School will participate fully with the Derby City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

DEFINITIONS

Sikh faith

21 *Members of the Sikh faith recognise the existence of one immortal being and have a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib. They have no allegiance to any other faith. This will be confirmed by the President or Secretary of the Gurdwara the applicant normally attends.*

Looked after children

22 *Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This definition includes previously looked after children, but ceased to be so because they were subject to an adoption, a child arrangements order, or special guardianship order. Evidence that a child has been in care, for example a letter from a local authority confirming the child was in care will be required. The length of time in care has no bearing on the decision.*

Siblings

23 *A sibling is defined as:*

- *a natural brother or sister resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers of sisters; but not including cousins, nieces or nephews)*
- *any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.*

24 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the applications will be considered together as one application.) The school may then exceed its published admission number.*

Distance and home address

25 *The school uses the Derby City Council measuring system, measuring in a straight line (as the crow flies) from the child's home to the school's main entrance using the national Ordnance Survey set points).*

26 *The home address is the residential address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This is normally the parent who receives child benefit. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other*

relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

27 In the case of families of service personnel with a confirmed posting in the area (or Crown Servants returning from overseas to live in the area) the school will accept an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants).