



AKAAL PRIMARY SCHOOL

ADMISSION ARRANGEMENTS 2025

1 The admission authority for the Akaal Primary School is the Nishkam Schools Multi-Academy Trust (the Trust). In drawing up these arrangements, the Trust has followed the requirements of paragraphs 2.25 to 2.39 of the school's funding agreement and the statutory guidance in the School Admissions Code and School Admission Appeals Code.

You can find the School Admissions Code online at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

and the School Admissions Appeals Code at:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>.

The arrangements were determined by the Trust on 20th February 2024.

ADMISSION NUMBER

2 Akaal Primary School will have the following published admission number for the school year 2024/25 and subsequent years:

- 60 pupils in the Reception Year (age 4+)

APPLICATIONS TO THE RECEPTION YEAR (age 4+)

Process of application

3 You make applications for places in the Reception Year at the school through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

4 Akaal Primary School will use Derby City Council's timetable for admissions. Parents living in the Derby City local authority area can apply online through Derby City Council's website: <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/primary-school-admissions/>. You can also ask for a paper application form by telephoning 01332 956988. Parents resident in other local authority areas must apply through the local authority in which they live. Late applications will be considered after on-time applications and will be considered under the same admissions criteria if places are still available.

5 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place 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 offered places from September must also take them up by the beginning of the following summer term. Parents may also choose that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either

option should contact the school to discuss the arrangements, preferably before applying

Catchment area

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

Admission criteria for the Reception Year (age 4+)

7 The Trust will consider all applications for places at Akaal Primary School. Where 60 or fewer applications are received, we will offer places to all those who have applied.

8 Where more than 60 applications are received, up to 50% of places (30) will be available to children who are practising members of the Sikh faith. The remaining places will be available to children from any faith or none.

9 Parents who wish to request Sikh faith places for their children (see *paragraph 36*), must complete the Common Application Form (CAF). They must also complete and sign a supplementary information form. The form also needs to be signed by the President or Secretary of the Gurdwara that the child normally attends to confirm the faith information it contains. The supplementary information form can be downloaded from the school's website or obtained from the school. It must be sent directly to the Nishkam School Trust at the school.

Oversubscription criteria for the Reception Year

10 Where the number of applications for admission is greater than the published admissions number, the Trust will split the applications in two categories: Sikh faith places and community places (see *paragraphs 36 and 37*). The Trust will consider the applications in each category according to the oversubscription criteria set out below.

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

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

13 In each category Akaal Primary School will first accept all children with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the school.

14 After the admission of children with an EHC plan, 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

(up to 30 places)

1 Children of the Sikh faith who are looked after, or were previously looked after (see *paragraphs 38-42*).

Criteria for community places

(remaining places)

1 Children of any faith or none who are looked after, or were previously looked after (see *paragraphs 38-42*).

2 Children of any faith or none who are siblings of pupils on the roll of the school at

2 Sikh children who are siblings of pupils on the roll of the school at the time of the application (see *paragraphs 43-45*).

3 Sikh children of a member of staff of the school who has been employed at the school for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage (see *paragraph 46*).

4 Sikh children who live nearest to the school measured by the straight-line distance from the school's main entrance to the child's home (see *paragraphs 47-49*).

the time of the application (see *paragraphs 43-45*).

3 Children of any faith or none of a member of staff of the school who has been employed at the school for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage (see *paragraph 46*).

4 Children of any faith or none who live nearest to the school measured by the straight-line distance from the school's main entrance to the child's home (see *paragraphs 47-49*).

15 In the event of more applications than places under criteria 2 or 3 above, in either category, children living nearest to the school have priority, using criterion 4.

16 In the event that two or more children under criterion 4 in either category live the same straight-line distance from the school, the place or places will be allocated at random by a person independent of the school and the local authority.

IN-YEAR ADMISSIONS

17 The Trust will consider all applications to year groups in which the school provides education. If the school is able to provide a place in a year group without prejudicing the provision of efficient education or the efficient use of resources, then we will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

18 If there are more applications than places then the same oversubscription criteria used for the Reception Year will be used to decide who should be offered places.

19 You should make in-year applications through Derby City Council or directly to the school. You can apply online at <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/primary-school-admissions/apply-to-change-school/>. You can also apply by telephone, or ask for a paper application form, by telephoning 01332 642730. Hard copy applications can be returned to Derby City Council or to the school.

20 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

21 The school will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. These requests need to be made in writing to the school, giving reasons for the request, as well as applying on the common application form (CAF) and, for Sikh faith admissions, the supplementary information form (SIF).

22 The school will also consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the September after they reach the age of five, rather than with their designated age group. Any parent considering this should contact the school to discuss the implications of this arrangement before applying.

23 If the request is to delay admission for a year, you are advised to make the request to the school alongside completion of a CAF as early as possible in the admissions round so that, if it is not agreed, you have a completed CAF in good time for entry into the designated year group. If delayed entry is agreed, you will need to make your application on the CAF in the subsequent year. The school's agreement to delayed entry does not guarantee a delayed place in this or any other school, as the relevant oversubscription criteria for the agreed year of entry will still apply and decisions are only relevant to the individual school.

24 If the request is for admission a year early, you will need to complete a CAF for the intended year of entry alongside your request to the school. If early entry is not agreed, you will need to make another application for admission into the designated year group in the subsequent year.

25 Any parent considering delayed or early entry should contact the school to discuss the implications of this arrangement before applying. Each request for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the school will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

APPLICATIONS FROM UK SERVICE PERSONNEL

26 The school aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The school will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the school will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this. (Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.)

27 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria

- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

OPERATION OF WAITING LISTS

28 The school will operate a waiting list for each year group until 31 December for each year group in which the school provides education. The list will be maintained by the school and, if an application for admission is unsuccessful, the child's name will automatically be placed on the waiting list for the relevant year group.

29 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Derby City Council's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the school during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the school.

30 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out above for the Reception Year. Where places become available the school will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the school of your new address and any other new contact details if you move house while on the waiting list.

31 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the school at a subsequent point.

RIGHT OF APPEAL

32 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the school in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place.

FAIR ACCESS PROTOCOL

33 The Akaal Primary School will participate fully with the Derby City Council'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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

34 As the admission authority for the school, the Trust has the right to investigate any concerns we have about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provide intentionally misleading information, such as a false address. Withdrawal of a place could take place up to a year after admission, after which time the child would remain in on the roll. We reserve the right to check any information provided so we can apply the oversubscription criteria accurately and fairly.

CHANGES TO APPLICATIONS

35 Where a child's circumstances change, for example a change of address or when a sibling joins the school after the deadline for applications has passed, the new information will be taken into account in line with the timescales outlined in Derby City Council's co-ordinated scheme. Parents need to contact the school or the local authority admissions team so that the application can be amended to include the new information. This will be treated as a revised application.

DEFINITIONS

Sikh faith places

36 *Sikh faith places are available to practising members of the Sikh faith. 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 on the supplementary information form signed by a parent, and countersigned by the President or Secretary of the Gurdwara the child normally attends.*

Community places

37 *Community places are available to children of any faith or none. There is no requirement to declare any information about faith on application and this factor is not considered when places are allocated.*

Looked after children and previously looked after children

38 *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

39 *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), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

40 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

41 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

42 *Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Siblings

43 *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.*

44 In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The school will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.

45 In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The school will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.

Children of staff

46 Staff means an employee of the Akaal Academy Trust Derby who is deployed for the majority of their working time for the Trust at Akaal Primary School.

Home address

47 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.

48 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

Distance

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