

Nishkam School West London – Determined Admission Arrangements Reception Year in 2025.

School name	Nishkam School West London		
School address	Syon Lane, Osterley, TW7 5PN		
Headteacher Primary Phase	Mrs Sukhjeet Rai	Tel no:	0203 141 8760
Headteacher Secondary Phase	Mr Gerard Dineen		
Contact for Admissions	Amy Della Valle	Tel no:	0203 141 8760
Admission Number	108		

School Statement

The Nishkam School West London (NSWL) is an exceptional state-funded independent school for North West London. It is a non-selective, inclusive school for both boys and girls aged 4 – 19 years. NSWL is a Sikh ethos multi-faith school open to all. The school is a member of the multi-academy trust of schools known as the Nishkam School Trust (NST).

NST School Vision

To empower children with values to enable them to excel academically and spiritually, enabling them to serve humanity selflessly (*Nishkam*) with an abundance of love, compassion and forgiveness.

Sikh ethos

Encourages pupils to practice their own faith whilst learning about major world religions and supporting others to practice their respective faiths.

Multi-faith approach

Encourages and supports pupils of all faiths and none in a context of shared values.

At NSWL we believe that all pupils can succeed when given outstanding teaching, pastoral care and family support. We offer academic excellence with faith inspired values. The overall Nishkam approach to education can be summarised as: “More than Academic Excellence, More than a School, More than Self”.

Faith Inspired - learning from the wisdom of religions

At Nishkam Schools, our pupils explore the divine context of humanity and wonder of all creation. They not only learn about, but also learn from, the wisdom of religions and in so doing explore the infinite human potential to do good unconditionally. We support pupils to develop aspects of their own religious, spiritual or human identities. They learn about serenity through prayer and humility in service and in so doing, they deepen their own respective faith, and respect the common purpose of all religious traditions, as well as respecting the beliefs of those with no faith tradition. They explore the unique divinity of the individual, and our common humanity.

Pupils are enabled to commit to and practise their faith/belief through knowledge, and experiential learning. Commitment in faith maybe demonstrated by pupils through faith initiation (eg Baptism/Amritdhari) and regular faith practice (prayer, service and understanding elements of scripture).

Virtues Led- nurturing compassionate, responsible human beings

At Nishkam Schools, we believe that the fostering of human virtues forms the foundation of all goodness. Our curricula are carefully enriched to allow experiences where our pupils, teachers and parents alike learn to grow through a conscious focus on virtues. Our virtues-led education approach helps to provide guidance to enable pupils to understand their choices in order to help lead better lives. Our pupils become self-reflective and flourish: they are able to build strong, meaningful relationships and understand their responsibilities to the global family and all creation founded in faith.

Aspiring for Excellence- in all that we do

At Nishkam Schools, our pupils and staff alike aim to become the best human beings they can possibly be, in all aspects of spiritual, social and academic life. We foster a school culture which inspires optimism and hope, as well as determination and confidence, for all to achieve their best possible. This is accomplished through a rich and challenging curriculum, along with excellent teaching to nurture awe and wonder.

Pupils gain a breadth and depth of knowledge and a love of learning to achieve their full potential.

Background

Applications are welcome from pupils of all faiths and none. Offers will be made according to the over-subscription criteria set out below.

The Sikh *Dharam* (faith, religion) is emphatic about respecting all religions and beliefs, and does not seek to convert others.

The school has a strong Sikh ethos multi-faith approach, promoting respect for all religions and faiths. Further details of the school's ethos and values are available on the school website: www.NishkamSchoolTrust.org

Overview of Admissions Process

How to apply in September 2025

The NSWL admissions process is administered by the London Borough of Hounslow through the "pan-London Co-ordinated Admissions Scheme."

- **All** applicants must apply to the Local Authority in which they live by completing the Reception Common Application Form (R-CAF)
- Applicants applying for any faith place must **also** complete the Supplementary Information Form (SIF) and return it to the School.
- Those applying for an open place only need to complete the local authority form.

The appropriate form/s must be received on time by the local authority and school respectively. Late applications will not be considered until all other applications have been reviewed.

Full details and key dates are provided by each local authority. Many LAs only accept online applications. It's important to understand your LAs admissions guidance, which is available on their website and in Council Offices (for example: For Hounslow Borough Council please see: www.hounslow.gov.uk/primaryadmissions)

How to make an In-Year application

All in year applications for a school place must be made to the Local Authority on their online in-year application form. Supplementary Information forms must be returned to the school. The Local Authority will inform the school of the application and School will inform the Local Authority of the outcome.

In- Year Waiting list

In-year waiting lists will be managed by the school in accordance with published admission criteria. In-year waiting lists will be held until the end of the academic year.

In Year Appeal

Appeals against a decision not to offer your child the school place are administered by the Nishkam School Trust Appeals Team, Details about making an appeal are available on the following link:

<https://www.nishkamschooltrust.org/nswl/page/?title=Appeals&pid=752>

Children with a statement of special educational needs

Any child with a Statement of Special Educational Needs or a Health, Education and Care Plan is required to be admitted to the school that is named in the Statement. This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

Over subscription

Where the number of applications received is equal to or fewer than the published admissions number, all applicants will be offered a place without being ranked. Where the number of applications received is more than there are places

available, priority for admission will be given to those children who meet the oversubscription criteria set out below.

When applying through the Faith category, if the Supplementary Information Form is incomplete, your application will automatically be placed under the Open category.

Nishkam School West London is an all-through school therefore all Year 6 pupils will automatically progress to Year 7.

Over subscription Criteria

Where the number of applicants is greater than the published admission number, up to 50% of places will be offered to each of the following two categories.

Category 1 – Faith based places

Faith based applicants will be ranked in the following order.

Priority Faith-based places

- i. LAC Looked After Children, PLAC Previously Looked-After Children or IAPLAC Internationally adopted previously looked after children¹ – applying for a faith place.
- ii. Siblings² – applying for a faith place.
- iii. Children of staff³ – applying for a faith place.

Remaining Faith-based places will be allocated in the following order.

- i. Child (and/or parent/s or guardian/s) is/are Amritdhari⁴ (formally initiated) Sikhs.
- ii. Keshdhari Sikh child (has uncut hair).
- iii. Child (and/or parent/guardian) is/are baptised (or formally initiated) in their respective religion.

All applicants applying under the Faith category will need to provide confirmation of religious initiation or practice by completing the Supplementary Information Form (SIF) and ensuring sections B or C are countersigned by an appropriate religious official or authorised signatory from an appropriate place of worship. The SIF can be obtained from the school or the school website.

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. Distance is measured using a computerised system by the local authority. These are calculated as a straight-line measurement, between the pupil's home address and the school entrance.

Category 2 – Open Places

Open place applicants will be ranked in the following order.

Priority Open places

- i. LAC Looked After Children, PLAC Previously Looked-After Children or IAPLAC Internationally adopted previously looked after children¹
- ii. Siblings².
- iii. Children of staff³.

All other open place applicants will be ranked by proximity to the School using the distance data supplied by the Local Authority.

Under- subscription and over-subscription within a category

The following process will be followed when the 'faith' and 'open' place categories are undersubscribed or oversubscribed.

a. Undersubscription within a category

If the school is undersubscribed within a category, additional offers will be made to children from the other category until the admission number of 100 is met or all applicants have been offered a place.

b. Oversubscription within a category or sub-category

Where the number of applications is greater than the admission number, all applications will be ranked using the

oversubscription criteria set out above. Thereafter, all other applications will be ranked using proximity to the school based on the distance data provided by Hounslow Local Authority.

Tie break

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Waiting list

The school will maintain a waiting list in the year of transfer until the end of the first academic term of the school year. Places will be allocated using the over-subscription criteria. When a new child is added the list to be ranked again in line with the over-subscription criteria. The waiting list will be in operation until the 31 August 2025. Hounslow will contact parents/carers in August 2025 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2025

Fair Access Protocol

The school will participate in the LA's Fair Access Protocol. Children included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a child has been identified for admission to the school under the Fair Access Protocol, the school will notify the local authority of the decision to accept or refuse the child's admission.

Appeals

Appeals against a decision not to offer your child the school place are administered by the Nishkam School Trust Appeals Team, Details about making an appeal are available on the following link: <https://www.nishkamschooltrust.org/nswl/page/?title=Appeals&pid=752>

Definitions

¹ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

² "Sibling". Where a child has a brother/sister, half-brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine *principal place of residence where they normally and regularly live*) and who will be still attending Nishkam School West London in September 2025.

(Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week (i.e. three out of the five days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.)

³Staff. Children of all teaching and non-teaching staff who have been employed at the school for at least two years at the time at which the application for admission to the school is made, or a member of staff is recruited to fill a vacant

post for which there is a demonstrable skill shortage.

⁴ *Amritdhari* (initiated) Sikh is defined in these arrangements as those who have undergone the *Khanda-ki-Pahul Amrit Sanchar* initiation.

⁵ 'Compulsory school age' is reached on the first day of term after a child's fifth birthday (or on the child's fifth birthday if it falls on the first day of term).

Residency

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. Please see link to the Local Authority criteria https://www.nishkamschooltrust.org/_site/data/files/microsites/nsw/letters%20home/FD513E5050F6F77EF0E258312F268F2C.pdf

Specific guidance for admission to Reception only:

Summary of compulsory school age⁵ and options for starting school.

All parents must apply to enter the Reception Class in September after the child's fourth birthday. Although most children start school at this age the School Admissions Code provides some flexibility for parents who feel their child is not ready to start school in September following their fourth birthday. However, all children must start school when they have reached compulsory school age⁵ after their fifth birthday. The options and procedures for Deferred /part time/summer born delayed admission are summarised below.

After receiving an offer to start school full time from the September after a child's fourth birthday parents may then write to the Headteacher to request to defer or delay the start, or to request to start on a part-time basis. The criteria and procedure for the various options are given below.

Deferring entry to Reception Year - options.

Option 1: Defer starting Reception Year up until the child reaches compulsory school Age⁵ (the first day of term following the child's fifth birthday). After a school place has been offered parents will need to write to the Head teacher to arrange the deferred start date. The school place will then be held until the first day of the spring or summer term as appropriate.

Option 2: Start part time until the child reaches compulsory school age⁵. After a school place has been offered parents will need to write to the Head teacher to request a part time start. The Head teacher will plan how to fit the part time admission into the organisation of the school.

Option 3: Defer entry until after the compulsory school age⁵, so as to start school in September after the fifth birthday. You must make your request at the same time as making your online application for your child's actual age group and upload your supporting documentation using the document type – out of year group to the Local Authority in which you live. However, the school place would not be held open for them for a whole year. Parents would need to make a new application for a place in the following September's intake. This would be for a Year One place, because their child would have missed the Reception Year.

If such parents believe that their child should start in the Reception Year instead, a year later than the child was due to start, this is called a delayed start. The procedure for requesting a delayed start is described in the section below.

Delaying Reception Year admission or educating children outside their chronological age group.

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for

Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

* A Supplementary Information Form (SIF) is used by the Nishkam School West London.