



## ATAM Academy Admissions Policy 2023- 2024

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**This policy is applicable ATAM Academy**

# LONDON BOROUGH OF REDBRIDGE SCHOOL ADMISSIONS POLICY

## ACADEMIC YEAR 2023-2024 Introduction

The ATAM Academy is a member of the Khalsa Academies Trust, a MultiAcademy Trust that runs a number of other schools. 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, the remaining places will be allocated to children of other or no faith in accordance with the relevant deadlines. 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 (LAB) 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 allocated in order of priority of the published criteria. The background or level of ability of a child plays no part in the admissions policy of this school – this also applies to our sixth form.

### 1. Admissions Information

The ATAM Academy is a Sikh Faith free school, which provides for girls and boys in the age range of 4 to 18 years old.

#### Definition of a Sikh

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:

1. One Immortal Being;
2. Ten Gurus, from Guru Nanak Sahib to Guru Gobind Singh Sahib;
3. The Guru Granth Sahib;
4. The utterances and teachings of the ten Gurus and
5. The baptism bequeathed by the tenth Guru, and who does not owe allegiance to any other religion, is a Sikh.

#### Definition of an Amritdhari (Baptised Sikh)

An Amritdhari is someone who has been initiated into the Sikh faith through the Sikh baptism ceremony of "Amrit Sanchar" and keeps all of the discipline and Rehats as stipulated to them at the time of Amrit.

Applicants will demonstrate the above by completing our SIF form, which is signed by the Gurdwara Granthi (Priest), or Committee Member.

## 2. Admission Numbers for 2023-2024 intake

60 places for reception

120 places for Year 7

Pupils in the primary section will transfer to the secondary school after completing Year 6. This means that the opportunity to gain admission if a child does not already attend the primary school will, be restricted in respect of external applicants (those children not currently attending the primary school). External applications will be placed on a waiting list, and places offered if and only when vacancies arise and in accordance with the oversubscription criteria below. Admission to Reception at ATAM Academy is made on the understanding that ATAM Academy is an all-through school and children will automatically transfer to the secondary part of the school in Year 7.

## 3. Admissions Procedures

Applications for places at the school will be made in accordance with London Borough of Redbridge coordinated admission arrangements and will be made on the Common Application Form (CAF). To apply for a place at the ATAM Academy, parents/carer must complete the CAF via the LA website. Sikh applicants must also complete the Supplementary Information Form (SIF) if they wish to be considered under Priority Group A of the admissions criteria.

## 4. Admissions Criteria

ATAM Academy welcomes applications from all children in the local community but the school will give priority to Sikh children who worship regularly at Gurdwara for 50% of its places. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local Gurdwara.

If undersubscribed, the school will admit all applicants. If there are more applications than there are places available the school will use the following Priority Group A and B criteria, in priority order for deciding which applications to accept.

Children with an Educational, Health and Care Plan (EHC) naming the Academy will be admitted before any other children are admitted. Thereafter children will be admitted in the following order:

### Priority Group A:

50% of PAN for the year group will be allocated on the basis of faith and will be admitted in the following order:

- Sikh Looked After Children and previously Looked After Children

*Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school.*

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) immediately following having been looked after and those children 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.

- Sikh children who have one or more siblings at the school (within years Reception to Year 10) on the date they apply. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living from co-habiting parents who live at the same address and going to the same school).
- Sikh children whose parents demonstrate their commitment to the Sikh faith; this commitment will be assessed and places will be allocated based on the score achieved in the SIF. Priority will be given to the highest scores over those with lower scores. See below (under 'supplementary information form') for how points are allocated.

#### *Tie break within Group A:*

- If two or more children have an equal number of points, the place will be allocated to the Sikh children who live nearest to the school measured in accordance with the definition of 'proximity' below.
- When children live the same distance from the school an independently supervised random allocation will be used to determine who is admitted.
- If a pupil is not successful under Priority Group A they are automatically considered under Priority Group B of the admissions criteria.

#### *Priority Group B:*

50% of the PAN of the year group will be allocated to children without any reference to their faith and will be admitted in the following order:

- Looked After Children and previously Looked After Children.

*Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school.*

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) immediately following

having been looked after and those children 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.

- Children who have one or more siblings at the school (within years Reception to Year 10) on the date they apply. (Siblings mean a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living from co-habiting parents who live at the same address and going to the same school).
- Proximity: children who live nearest to the school as measured by the definition below.

### *Tie break within Group B:*

When children live the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

### **Supporting Evidence:**

If the child is in the care of a local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them, and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted the relevant legal document(s) must be supplied.

## 5. Proximity

Distance from home to the school will be measured by the Local Authority using the Geographical Information System (GIS) produced by Tribal Technology Ltd. The distance from home to school is measured by the shortest walking route. The distance is measured from 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.

## 6. Random Allocation

Random allocation will decide who is admitted if two applicants are tied for the final place within either group A or B and live exactly the same distance away from the school.

We will use the 'random number' facility in a spreadsheet to produce ranking. Each child involved will have an equal chance of being selected. A representative from the London Borough of Redbridge will independently observe the process.

## 7. Children of Multiple Birth

In both Group A and Group B in the normal admission round, if the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together, even if this means exceeding our PAN.

## 8. 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 resides. In cases where parents are separated 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 Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. If the address is a rented property the original property witnessed lease, must be provided – we will not accept photocopies or downloaded agreements. Documentation will be required to confirm the arrangements. If this is not available, then the use of the address of the parents who receive the child benefit will be used when prioritising the applications.

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.

## 9. Supplementary Information Form (SIF)

All Sikh applicants need to demonstrate a commitment to the Sikh faith by filling in the Supplementary Information Form (SIF).

The table below shows the number of points awarded for meeting the criteria for Group A. The SIF is marked in accordance with the criteria below. The total number of points will be used to put the applications in rank order; those with higher scores will have priority over those with lower scores.

Number of points awarded to children on the frequency they attend the Gurdwara:

10	Children who go to Gurdwara two times a week
8	Children who regularly go to Gurdwara once a week
6	Children who regularly go to Gurdwara monthly
4	Children who go to Gurdwara occasionally

Number of points awarded to children based on the length of time they have attended the Gurdwara:

5	Children who have been going to the Gurdwara for 2 years or more
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4	Children who have been going to Gurdwara for at least 1 year but less than 2
3	Children who have been going to Gurdwara for at least 6 months but less than 1 year
2	Children who have been going to the Gurdwara for under 6 months

Number of points awarded to children based on Baptised Sikh Children:

1	Amritdhari (Baptised Sikh) children <b>(awarded for Secondary places only)</b>
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Sikh Parents are also strongly advised to keep a photocopy of their completed SIF, should any query arise or in any case of appeal.

For Sikh parents/legal guardians/carers who do not submit a completed SIF, in respect of their child's place, the application will only be considered under priority group B (i.e. without reference to their Sikh faith).

Any questionnaires (SIF) received after the closing date will be deemed late and will be placed on the waiting list as detailed below.

Three Governors (LAB Members) of ATAM Academy according to the marking scheme mark the SIF objectively.

SIF answers in English or Punjabi are acceptable. Support will be given to parents who require translation or a scribe and request this in writing.

## 10. 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. The waiting list is held and re-ranked when every new application is received. Consequently, a waiting list position can go up or down dependent upon the number of vacancies that may arise as well as the number of applications received and the criterion that is met in each case.

When a vacancy occurs at the school, the Governors will offer the place to the child in accordance with the admissions criteria. The awarding of the place will depend on whether the vacant place is Sikh or Non-Sikh. Parents/carers will be required to confirm in writing by the end of the autumn term to the school that they wish to remain on this list. The list will be retained for the remainder of the school year. If a place cannot be offered within the academic year parents will need to apply again for the next academic year.



## 11. Late Request

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time.

## 12. 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.

## 13. In Year Application

This is when an application is made to move between schools outside of the usually transfer time, due to relocation or a change in circumstances. The application should be made directly to the school and will be considered under the following criteria: Priority to those with siblings already in the school and then distance from the school.

When there is a case of two or more siblings on the waiting list they will be prioritised via distance from school.

## 14. Fair Access Protocol

ATAM Academy School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the London Borough of Redbridge Fair Access Protocol. Such pupils take precedence over those on the waiting list.

## 15. 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 20 schools days of receiving the decision and should be made in writing to:

Admissions Appeals,

ATAM Academy,

Ilford

RM6 4XT, so that your appeal can be heard within the statutory guidelines.

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.

## 16. Deferred entry or part-time attendance at infant and primary schools

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or have a right for their child to attend part-time until they reach statutory school age. Such requests must be made in writing to the school. A parent cannot defer entry until the next school year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child may be a year one pupil, but must then apply for a Year 1 place via the In-Year admissions process.



## 17. Summer born children

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The school, will consider such requests and take into account the parents views; and where relevant their medical history and the views of a medical professional. We will decide each request on its individual circumstances and in the best interests of the child concerned.

## 18. Admission outside normal year group

Parents may seek a place for their child outside the normal age group, e.g. if the child is gifted and talented or has experienced problems such as ill health. Parents should submit a request in writing to the school as early as possible. Designated officers from London Borough of Redbridge will make a decision based on the circumstances of each case in the best interest of the child concerned; this will include taking account of the parents' view and information about the child's academic, social and emotional development.

## 19. Monitoring

The Governing Body of the ATAM Academy, as a Faith Academy determines its admissions criteria. The Governing Body in line with the Department for Education School Admissions Code will review this policy annually.

## Appendix A - Religious Questionnaire Form (RQ) for ATAM Academy

### Who should fill the form?

You need to fill in this form if you want to list Atam Academy as one of your preferences on your Common Application Form.

### What you need to do

- You must fill in this form and the Common Application Form (CAF)
- You must return the CAF to your local authority before the applicable closing date.
- You must return this form to the address at the end of this form before the applicable closing date.

When you post the form, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages.

<b>Section A</b> (To be filled in by the parent or carer)
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Child's legal forename: .....

Child's legal surname: .....

Date of birth: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sex: Male  Female  Year group

Borough you live in: .....

Home address and postcode: .....

.....

Parent's or carer's full names: .....

Daytime phone number: .....

Mobile phone number: .....

Email address: .....

**If you already have other children currently at this school, please give details of one child below.**

Full Name of brother/sister	Date of Birth	Class/Year Group
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**Child's attendance at Gurdwara**

How often your child goes to the Gurdwara?  
(please tick the correct box)

<input type="checkbox"/>	Two times a week (10 points)
<input type="checkbox"/>	Once a week (8 points)
<input type="checkbox"/>	Monthly (6 points)
<input type="checkbox"/>	Occasionally (4 points)

How long has your child been going to the Gurdwara as shown above?

<input type="checkbox"/>	2 years or more (5 points)
<input type="checkbox"/>	At least 1 year but less than 2 (5 points)
<input type="checkbox"/>	At least 6 months but less than a year (3 points)
<input type="checkbox"/>	Under 6 months (2 points)

**For Secondary places only:**

Is your child a baptised Amritdhari Sikh? (see definition of this in the admissions policy)

<input type="checkbox"/>	Yes (1 point)
<input type="checkbox"/>	No (0 points)

**If Yes,** please give details of when and where your child took Amrit

Date:	
Name of Gurdwara:	
Address of Gurdwara	

Declaration and signature of the parent or carer

- I have read and understood the school's admission process.

- I confirm that I am the person with parental responsibility for the child named in section 1 and that as far as I know the information I have given is correct.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid any you may withdraw the offer of a school place.

**Your signature:**

**Date:**

We may pass the information you give on this form to schools inside or outside the borough or to other local education authorities as part of the admissions procedure. We will deal with any personal information you provide in line with the GDPR regulations.

**You should now pass this form to your Gurdwara Committee Member or Granthi who should fill in section B of this form. They may hand the form back to you or you may give them a stamped envelope with the school's address on it, so they can send the reference back to the relevant school.**

**Section B** (to be completed and signed by Gurdwara Committee Member or Granthi)

Name of the Gurdwara Committee Member/ Granthi:

.....

Name of Gurdwara: .....

Gurdwara Address:

.....

.....

.....

**Note:** The governors, of KSA, would be grateful for your help as we are looking for information about this child. Please confirm their attendance at Gurdwara and commitment to the Sikh faith by answering the question set out below and adding any other comments you may consider appropriate. However, please remember that we cannot treat the reference as confidential.

Can you confirm the statements the parent/carer has made about their child's Gurdwara  No  attendance? Yes

Your signature:

.....

Position held:

.....

Date: .....

**Remember you will need to use one RQ form for each child.**

The completed form should be sent by recorded delivery (one that guarantees delivery and records the name and address of the sender, date posted and delivery address) to:

**Private and Confidential**  
**The Chair of LAB**  
**ATAM Academy**  
Little Heath,  
Romford,  
Chadwell Heath,  
RM6 4XX