



# Admissions Policy

## 2023-25

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|-----------------------|--------------|
| Policy last reviewed  | October 2023 |
| Reviewed by Principal | S. Sanghera  |
| Agreed by Trustees    | N. Melvin    |
| Next review due date  | October 2025 |

## **The admission arrangements are in line with the Mission Statement of the school**

Seva School will meet the needs of the community in and around Coventry and Warwickshire as a high achieving Sikh faith school for 4 to 16 year olds. The school will deliver excellent educational development through a framework that supports the wellbeing of all. This will be underpinned by the principles and teachings of the Sikh faith.

Seva School is part of the Sevak Education Trust. Seva School will admit pupils in September 2023 to Reception and Year 7 as an inclusive school. Up to 50% of places will be allocated to children with parents committed to the Sikh faith in the event of being oversubscribed. All other places will be allocated to children of other or no faith.

Please note that students currently in Year 6 at Seva School will be guaranteed their place in Year 7 unless they have notified the local authority of the decision to leave at the end of year 6.

Sevak Education Trust is the 'Admissions Authority' for the school. The Admissions Panel has responsibility for admission decisions.

The Trust will apply the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be treated based on our admissions criteria. The level of ability of a child is not considered in the admissions policy of this school.

## **Seva School will be part of the Local Authority co-ordinated admission process**

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent[s]/carer[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. Once completed the CAF must be received by your home local authority (Coventry if you live in Coventry, Warwickshire if you live in Bedworth, Exhall or Leamington) by their deadline. The home Local Authority will notify parents of the outcome of their application for a place. Applicants applying to Seva School on the basis of faith will also have to complete the supplementary form available from Coventry School Admissions at [www.coventry.gov.uk](http://www.coventry.gov.uk) and on the school site <http://sevakeducationtrust.org/>. This must also be returned to the home local authority.

## **Pupil Admission Number**

Seva School has a Pupil Admissions Number (PAN) of 60 pupils in Reception for Primary and 120 Pupils for Year 7 for Secondary. However, from September 2023 to July 2025, Seva School has temporary variation to the Pupil Admission Number (PAN) in some year groups to support the ongoing rebuild of the school.

The temporary capacity for 2023-24 Academic Year is as follows: Reception, Year 1 and Year 3 have a PAN of 30. Year 2, Year 4, Year 5 and Year 6 have a PAN of 60. Year 8, Year 10 and Year 11 have a PAN of 90. Year 7 and Year 9 have a PAN of 120.

The temporary capacity for 2024-25 Academic Year is as follows: Reception, Year 1, Year 2 and Year 4 have a PAN of 30. Year 3, Year 5 and Year 6 have a PAN of 60. Year 9 and Year 11 have a PAN of 90. Year 7, Year 8 and Year 10 have a PAN of 120.

## **Admissions Criteria**

Pupils with a health & care plan where the school is named in the Statement will be admitted to Seva School. If undersubscribed, the school will admit all remaining applicants. If oversubscribed, the school will admit the remaining children under two priority groups. Up to 50% of the available places will be allocated to children in Priority Group A on the basis of faith. The remaining places will be allocated without reference to faith to children in Priority Group B.

## **Priority Group A**

A maximum of 50% of the available places will be allocated to children who are members of the Sikh faith (see 'Definition of a Sikh'). Places will be allocated in the following order:

1. Looked after Sikh children (children in public care) or previously looked after Sikh children.
2. The Founders of Seva School have been granted derogation by the Secretary of State from the school admissions code giving priority in the oversubscription criteria to their children. This is limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a significant role in the running of the school.
3. Children with a sibling who is a pupil already attending Seva School, at the time of admission.
4. Sikh children whose parents demonstrate their commitment to the Sikh faith by completing the whole of Section 2 of the Admissions Form. The form will be assessed and places will be allocated based on the score achieved (points are specified against each answer). Priority will be given to the highest scores in descending order.
5. Children of staff who have been employed at Seva School for two years or more at the time of applying. Or children of staff who have been recruited to fill a post where there is a skills shortage.
6. Independently supervised random allocation will be used for the remainder of applicants.

## **Faith Priority**

A child will become eligible for consideration under the faith priority group by completing the Seva School Supplementary Information Form (including the whole of Section 2). The form is available to download from the [http://sevakeducationtrust.org/\\_website](http://sevakeducationtrust.org/_website) and it is also available online at [www.coventry.gov.uk/schooladmissions](http://www.coventry.gov.uk/schooladmissions). The form will need to be returned by post or by hand by no later than the relevant closing date.

## **Priority Group B**

After the allocation of places under Priority Group A, at least 50% of places will be allocated to non-Sikh applicants. Places will be allocated in the following order:

1. Looked after children and previously looked after children.
2. The Founders of Seva School have been granted derogation by the Secretary of State from the school admissions code giving priority in the oversubscription criteria to their children. This is limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a significant role in the running of the school.
3. Children with a sibling who is a pupil already attending Seva School, at the time of admission.
4. Children of staff who have been employed at Seva School for two years or more at the time of applying. Or children of staff who have been recruited to fill a post where there is a skills shortage.
5. Independently supervised random allocation will be used for the remainder of applicants.

## **Allocation of places if either group A or group B is undersubscribed**

If after the admission of children with a statement for special educational needs or education, health & care plan fewer than 50% of the remaining children qualify for admission under Priority Group A, additional places will be offered using the criteria listed under Priority Group B until the admission numbers are met.

If after the admission of children with a statement for special educational needs or education, health & care plan fewer than 50% of the remaining children qualify for admission under Priority Group B then additional places will be offered to applicants who were not allocated a place under Priority Group A. These applicants will be considered without reference to faith in line with the over-subscription criteria in Priority Group B until the admission numbers are met.

## **Faith Admissions**

All Sikh applicants will need to complete the Supplementary Information Form, which consists of five questions. The questions seek to establish the applicant's level of commitment to the Sikh faith in the areas of Nitnem (daily prayer), Amrit (Sikh initiation), Seva and the level of their child's participation in Sikh education at their Gurdwara. Of the five questions, four have a maximum score of 3 and one has a maximum score of 1, totalling 13. In the event of oversubscription, and following the preceding criteria listed above, each application will be given a total score out of 13 and ranked in order of priority from highest to lowest.

## **Definition of a Sikh**

The Definition of a follower of the Sikh faith as stipulated in the Sikh Rehat Maryada (Sikh Code Of Conduct and Conventions as defined by Sikh central authority or 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.

## **Tie-breaker**

If any categories are oversubscribed, then independently supervised random allocation will be used as a tiebreak.

## **Address of Pupil**

The address used on the school's admission form must be the current main home address at the time of the application. If the address subsequently changes, parents should immediately notify the school and the Local Authority. Where the parents live at different addresses, the address that is current at the time of application and is the normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of time; Monday to Friday mornings. Where a child lives with parents/carers with shared responsibility equally between two addresses, the address used for admission purposes will be the home address where the child is registered with the GP. Parents must provide documentary evidence which could be in the form of a utility bill, child benefit book, house purchase contract, Council Tax or Electoral Roll. All offers of a place will be conditional upon the receipt of proof of residence. It should be noted that the provision of false or misleading information may lead to the withdrawal of an offer.

## **Twins/Multiple Births**

Children of multiple births include those born within the same academic year cohort. We understand that parents/carers would like to keep twins, triplets and other children of multiple births together. Where the admission criterion is applied and it is not possible to offer places to all children of a multiple birth, we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

## **Late applications**

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the Trustee Board may consider the following information:-

- Parents/carers moving into the local area after the closing date
- Parents/carers were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form;
- Parental/child illness which required hospitalization for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

Late application will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the autumn term will be treated as an in-year application.

The closing dates by which an application can be considered are as follows:-

Secondary - 31st October and for Primary - 15th January.

## **Waiting List**

Children who are not admitted will have their name placed automatically on a waiting list which is maintained by the Trustee Board. There will be no order applied to the applications that were received on time. Should a place become available, applications will be processed according to the oversubscription criteria for the relevant priority group. Parents/carers will be required to confirm in writing by the end of the autumn term if they wish to remain on the waiting list. The waiting list will operate for the remainder of the school year.

## **Withdrawing an offer of a school place**

Seva School abides by the DfE School Admissions Code which 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.

## **Appeals**

Those applicants who do not receive an offer of a place will be able to appeal the decision in accordance with the School Admissions Appeal Code. The details of the appeal procedure will be set out in full in the decision letter. The appeal will be heard by an Independent Appeals Panel, constituted according to the relevant statutory provisions in force at the time. The determination of the Independent Appeals Panel will be binding on all parties. For all Appeals information, please see <https://www.coventry.gov.uk/school-admissions/school-appeals>

## **Deferred Admissions**

The School will provide for the admission of all children in the September following their fourth birthday. Parents may request that the date their child is admitted to school is deferred until later in the academic year, or until the term in which the child reaches compulsory school age. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Parents who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place at Seva School will be kept open, even if the child does not take it up until later in the academic year. The law states that all children must receive suitable education from the term in which the child reaches compulsory school age.

## **Non-Routine Admissions / In Year Admissions**

In-year admissions is the process of applying for admission into an existing year group within a school. Applications made after the start of the autumn term will be treated as an in-year application.

Applications should be made on the In-year Admissions Form, available from Coventry Council for Primary schools:  
[https://myaccount.coventry.gov.uk/service/Primary\\_school\\_in\\_year\\_admissions\\_and\\_transfers](https://myaccount.coventry.gov.uk/service/Primary_school_in_year_admissions_and_transfers)

Secondary School in year admissions form <https://www.coventry.gov.uk/school-admissions/secondary-school-admissions/6>

Coventry Council has a Fair Access Policy which aims to ensure that unplaced children are offered a place at a suitable school as quickly as possible. Details of this policy are available from the Council website.

## **Admission of children outside the normal age group**

Parent(s) / carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parent(s) / carer(s) must submit their written request for admission out of the normal age group to the Trustee Board. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parent(s) / carer(s) of children who wish to seek admission to a year group outside their normal age group (i.e. who are currently placed in a lower year group) will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Trustee Board for their child to be admitted out of the normal age group.

Please note the Trustee Board will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s) / carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

If the request is agreed, the parent(s) / carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s) / carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Trustee Board for their child to be admitted outside their normal age group when they leave the current primary school.

Parent(s) / carer(s) seeking admission of their child outside their normal age group must send their written request to the Trustee Board. It is the responsibility of the parent(s) / carer(s) to provide the Trustee Board with all relevant information relating to this request which is outlined below; Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely. Letter from the Head teacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group, Letter from the Head teacher at the current school regarding the child's social and emotional development and the likely impact of the admission.

Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist.

Medical history of the child, along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group.

The Trustee Board is required to take into account the views of the Head of School on the application as well as the information from the parent(s) / carer(s).

The Trustee Board will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Trustee Board will then inform the parent(s) / carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about the Trustee Board's decision not to admit their child outside their normal age group.

## **Definitions**

### 'Looked after' children

Under the 'Children Act 1989' a child is legally defined as 'looked after' by the local authority if he or she;

·Gets accommodation from the local authority for a continuous period of more than 24 hours Is subject to a care order (to put the child into the care of the local authority) Is subject to a placement order (to put the child up for adoption)

### Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).

### Brother or Sister

The definition of a brother or sister is:-

- A brother or sister sharing the same parents.
- Half-brother or half-sister, where two children share one common parent.
- Step brother or step sister, where two children are related by a parent's marriage.
- The child of the partner of a parent or carer
- Adopted brother or sister

In every case, the child should be living with the same family at the same address.