

Guru Nanak Dharmik School Students Policy Document

Part of Guru Nanak Darbar Southall, London, UB2 4DQ.

Policy document - 19th June 2026

Terms, Conditions & School Policies

1. Introduction

Guru Nanak Dharmik School is committed to providing Sikh religious education in a safe, respectful, and disciplined environment. All parents, guardians, and students are expected to comply with the school's policies and procedures outlined below.

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2. Admissions Policy

2.1 Registration Process

All prospective students must first be placed on the school's waiting list before admission can be considered.

The following information must be provided:

- Child's Full Name
- Father's Name
- Date of Birth
- Parent/Guardian Contact Details and more...

2.2 Minimum Age Requirement

- Children must be at least 6 years old before joining the school.
- Children below the admission age may be placed on the waiting list until they become eligible.

2.3 Assessment Before Admission

Before a student is admitted, they must complete an assessment to determine their appropriate class placement.

2.4 Special Waiting Lists

Separate waiting lists may be maintained for:

- Students aged 10 years and above requiring additional support classes.
- Students with disabilities or special educational needs.

Admission priority and class placement will be determined by the school management.

2.5 Admission Fee

A joining fee may be applicable upon acceptance into the school. Details of current fees will be published by the school administration.

Admissions enquiries should be directed to:

Kuljeet Bhenji – Admissions Coordinator

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3. Uniform Policy

Students are required to attend school in the correct uniform at all times.

3.1 General Requirements

- Uniform colour must be blue.
- Girls must keep their hair neatly tied in a jura (bun) or gut.
- Ponytails are not permitted.

3.2 Head Covering Requirements

Years 1–4

- Failure to comply may result in a disciplinary penalty.

Years 5–6

- Full blue turban required.
- Students without the correct uniform or turban will not be permitted to attend class on the day.

3.3 Modest Dress and Respect for the Sangat

Guru Nanak Dharmik School promotes Sikh values of humility, respect, and modesty.

All students are expected to wear modest and appropriate clothing that reflects the respectful environment of the Gurdwara and the presence of the Sangat. Clothing should be clean, presentable, and not distracting to others.

Students should:

- Dress modestly at all times while attending school.
- Wear clothing that appropriately covers the body and is suitable for a place of worship.
- Maintain a neat and respectful appearance.
- Follow all uniform and head-covering requirements.

Parents and guardians are asked to support the school in ensuring that students attend in a manner that demonstrates respect for Sikh values, the Guru's house, and the wider Sangat.

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4. School Equipment Policy

Upon joining the school, students will be provided with:

- School uniform (where applicable)
- School book bag
- Notebooks
- Class books

Any replacement items or additional equipment required after the initial issue may incur additional charges. Current charges will be published on the school's website.

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5. Attendance Policy

Regular attendance is essential for effective learning.

5.1 Punctuality

Students arriving more than 15 minutes late may not be permitted to join lessons and may be asked to return the following week.

5.2 Collection of Children

Parents and guardians must collect children promptly at the end of the school day.

Students should be collected within 10 minutes of school finishing.

Repeated late collections may result in further action by the school.

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6. Holiday and Absence Policy

Parents must inform the school of any planned absence.

6.1 Unauthorised Absences

- After 3 consecutive weeks of absence, parents will be contacted.
- After 4 consecutive weeks of absence without satisfactory communication, the student's place may be withdrawn automatically.

6.2 Re-Admission

Students who lose their place due to prolonged absence may be required to:

- Attend a reassessment meeting.
- Pay a £100 re-admission fee.

The school reserves the right to determine whether re-admission is appropriate based on the individual circumstances.

6.3 Approved Leave

Students may request up to 5 days of authorised leave per academic year, subject to approval by the school administration.

7. Mobile Phone and Smart Device Policy

To maintain a focused learning environment:

- Mobile phones, smart watches, and other smart devices must be handed to the teacher at the start of each lesson.
- Devices will be returned at the end of the school session.
- Unauthorised use of devices during lessons may result in disciplinary action.

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8. School Property and Fines

Students are expected to take care of all school property.

Fines or replacement costs may apply for:

- Lost or damaged books
- Lost educational materials
- School trip commitments where costs have already been incurred

The school administration will determine any applicable charges.

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9. Educational Trips

Students participating in educational visits and school trips must follow all school rules and behavioural expectations.

Parents may be required to contribute towards trip costs where applicable.

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10. Student Achievement Awards

The school encourages academic excellence and commitment to Sikh studies.

Students achieving:

90% or higher in examinations

may receive a special achievement award or prize at the discretion of the school.

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11. Behaviour and Conduct

Students are expected to:

- Respect teachers, volunteers, and fellow students.
- Follow Sikh values and principles.
- Maintain appropriate behaviour at all times.
- Comply with all school rules and instructions.

Failure to comply with school policies may result in warnings, temporary suspension from classes, or withdrawal of a school place.

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12. Policy Review

Guru Nanak Dharmik School reserves the right to amend these policies and terms and conditions as necessary. Updated versions will be communicated to parents and published where appropriate.