



HERTSMERE JEWISH PRIMARY SCHOOL

NURSERY 2018 ADMISSIONS POLICY

This policy is ratified annually in accordance with the School Admissions Code and Hertfordshire regulations and may be different to previous and subsequent years. The policy in force at the time that the offer of a place is made will govern your child's admission to the school.

Hertsmere Jewish Primary School is a United Synagogue day school with a commitment to the practice of orthodox Judaism and a regard for Israel in Jewish life. The religious authority for the school is the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

The school will admit 35 children to the Nursery each September. The Governors will first admit:

- a) Any child with a Statement of Special Educational and Disabilities (SEND) needs that names the school and any child with an Education, Health and Care (EHC) plan that names the school (in compliance with Section 324 of the Education Act 1996); and
- b) Looked after children and children previously looked after (within the meaning of Section 22 of the Children Act 1989) with a completed CRP.

Parents are reminded that it is not necessary to meet all, or indeed any, of the criteria below for your child to get a place at the school. However, in the event of the school being over-subscribed, the Governors will apply the following criteria in order of priority as laid out below:

Category A. Children who have completed the School's Certificate of Religious Practice and who are entitled to be treated as priority applicants having obtained at least 4 points in accordance with that Certificate.

Category B. Children who have (i) not submitted a completed Certificate of Religious Practice, or (ii) not obtained at least 4 points in accordance with that Certificate.

In the event of over-subscription within each of the above categories, places will be offered in accordance with the following further criteria:-

1. Children in Category A who are siblings of pupils who will be attending Hertsmere Jewish Primary School at the time such sibling enters the school. For these purposes, "siblings" shall include half-siblings, step-siblings and adopted siblings living at the same address.

2. Children in Category A who are children of HJPS staff. For these purposes, “children” shall include step-children and adopted children and “HJPS staff” means anyone working at HJPS in a paid capacity whether full-time or part-time for a continuous period of 4 years up to the date of admission and who at the date of admission has not served notice of an intention to cease working at HJPS and, for the avoidance of doubt, any child under this category must be living at the same residential address as the HJPS staff.
3. Children in Category A with a residential address in Hertfordshire in the following proportions:
 - a) Not more than 40% of places available under this paragraph shall be offered to children living at addresses in Borehamwood having a WD6 postcode;
 - b) Not more than 15% of such places shall be offered to children living at addresses in Elstree having a WD6 postcode;
 - c) not more than 20% of such places will be offered to children living at addresses having a WD23 postcode;
 - d) not more than 10% of such places will be offered to children living at addresses in Radlett having a WD7 postcode;
 - e) not more than 10% of such places will be offered to children living at addresses in Shenley having a WD7 postcode; and
 - f) not more than 5% of such places will be offered to children living at addresses with any other WD postcode or any of the following postcodes: AL, EN6, EN7, EN8, EN10, EN11, HP1 to HP5, HP23, LU2, SG1 to SG14.

Any fractions produced by the above criteria shall be rounded down to the nearest whole number.
4. Any remaining applicants within category A.
5. Children in Category B.
6. In the event of over-subscription within any of the above criteria, proximity to the school of the child’s residential address, as measured by the Local Authority according to the procedure set out in the Notes attached to this policy, will be the determining factor.

Attached to this policy are Notes, which further explain the admissions system, including how and when to apply and how the Governing Body determines both proximity to the school and also residential address (where in doubt).

NOTES TO NURSERY 2018 ADMISSIONS POLICY

The following notes are part of the Admissions Policy. They contain important explanations of the operation of the principles of the policy, including the timetable for applications; how the Local Authority measures the distance of each child's house to the school; at which point the child's residence is decided; and what happens if you apply late.

Procedure for making applications

- i. Applications to enter the Nursery must be made by entering your details directly onto the Local Authority's online registration system by the deadline provided by the Local Authority in the school year (1st September – 31st August) in which the child will attain three years of age.
- ii. In addition to the application to the Local Authority, applicants are asked to complete the school's Supplementary Information Form and send it to the school by the same deadline. This will enable the school to keep applicants updated and informed of developments in the admissions process.
- iii. The school has no discretion to treat any late applications as having been received before the deadline. Late applicants will be considered after applications made within the deadline, and in accordance with the oversubscription criteria set out in the policy.
- iv. For those who wish to be considered as priority applicants, the Certificate of Religious Practice for primary schools under the religious authority of the Chief Rabbi (the "CRP") should also be completed and sent to the school by 15th January 2018. If no CRP is provided, or less than the required number of points have been obtained, an application cannot be considered a priority under paragraph A of the Admissions Policy.
- v. Please note that if the information given in the CRP is not accurate, your child will lose priority. In such a case, the Governors will have discretion to refuse or withdraw the offer of a place.
- vi. The school will retain the names and addresses of all applicants who are not offered a place in Nursery until the end of the 2018-2019 academic year on a Continued Interest list. In the event of a child declining the offer of a place or in the event of a child giving up a place in the Nursery, and subject to paragraph vii below, the vacant place will be offered to the child in Category A living nearest to the school, but within the same postal district (as defined in paragraph 3 of the Policy) as the child who is leaving the school or turning down a place. If there are no Category A children on the Continued Interest list from that district, the place will be offered to the child in Category A with the nearest overall residence on the Continued Interest list, then to any other children.

Determination of the applicant's address and distance from the school

- vii. For the purpose of Nursery admission, the child's residential address shall be determined as at the deadline for application.
- viii. It is strongly recommended that the school is informed in writing of any change of address after the original application is made, as this might affect the child's chances of admission or his or her place on the Continued Interest List.
- ix. Where a residential address notified to the school appears not to be the child's permanent residence, the Governors will determine on the basis of all the information available to them whether or not such address constitutes the child's residential address for the purpose of the policy.
- x. Proximity to the school shall be determined by reference to the straight line distance between the residence and the school. The points from which such distances are measured, and the distances so measured will be determined conclusively by the school's Local Authority and the Governors have no discretion to overrule any such measurements made. For further information, please visit www.hertsdirect.org/scholearn/admissions/ or call Hertfordshire's Customer Service Centre on 0300 123 4043.

Miscellaneous notes

- xi. Parents must accept any offer made under this policy either online via the Local Authority's registration system or in writing to the school. All such acceptances must be made within two weeks of the offer being made.
- xii. Governors reserve the right after the acceptance of places, to confer with other nurseries to ensure that parents are not holding places at more than one nursery. In such a case, parents will be asked to nominate the nursery of their choice within 48 hours.
- xiii. Prospective parents will be invited to Open Evenings and tours of the school. Parents to whom offers have been made will subsequently be invited with their child to meet the Head Teacher or a member of the School's Senior Leadership Team.
- xiv. For further information, please contact the School Office on 01923 855857.