



## **HERTSMERE JEWISH PRIMARY SCHOOL**

### **RECEPTION 2018 ADMISSIONS POLICY**

This policy is ratified annually in accordance with the Schools Admissions Code and other national 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 60 children to the Reception Class each September. The Governors will first admit:

- (a) Any child with a Statement of Special Educational Needs and Disabilities (SEND) 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 (as defined in note xii to this Policy) 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 submitted both (i) a correctly completed application form to the child's home Local Authority under the Co-ordinated Admissions Scheme, and (ii) 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 in turn:-**

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.

#### Twins and multiple births

Twins and children from multiple births will be admitted when one of the siblings is the 60<sup>th</sup> child and, as a result, the school’s Published Admissions Number (PAN) will be increased.

### Admission of children outside their normal age group

Applicants may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, in relation to a summer born child (i.e., a child born from 1<sup>st</sup> April to 31<sup>st</sup> August) applicants may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Those applicants seeking admission out of normal age group should follow the procedure outlined in the Notes attached to his policy. All decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

### Admissions data

60 places were available in Reception 2017.

Attached to this policy are Notes, which further explain the admissions system, the impact of the Local Authority Co-ordinated Admissions System and other aspects of the admissions process, including how the Governing Body determines both proximity to the school and also residential address (where in doubt).

## **NOTES TO RECEPTION 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. It is important to understand that, under the Local Authority Co-ordinated Admissions System, offers of places in Reception are made by the school's Local Authority and not by the school. The school is unable to offer places to children who have not made an application to the Local Authority, even if the child attended HJPS Nursery.

**No Reception place can be provided unless an application has also been made through the Local Authority Co-ordinated Admissions Scheme. Please contact your Local Authority for details and an Application Form.**

- ii. In order to be considered under this policy, applications to enter the Reception must be received by the Local Authority by the 15 January in the school year (1<sup>st</sup> September – 31<sup>st</sup> August) in which the child will attain four years of age.
- 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 criteria set out in the Continued Interest Admissions Policy.
- iv. 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. It will also assist the governors in giving the application the appropriate level of priority.
- v. 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. 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.
- vi. Applicants who have provided a completed CRP to the school to accompany an application for a place in Nursery need not complete a further CRP to accompany the child's application for a place in Reception.
- vii. The Governors will have discretion to refuse or withdraw the offer of a place should it become evident that an applicant has provided fraudulent or misleading information in any part of their application.

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

- viii. For the purpose of Reception admission, but subject to the Hertfordshire Co-ordinated Admissions Scheme, the child's residential address shall be determined as at the deadline for application.
- ix. 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.
- x. 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.
- xi. 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.hertfordshire.gov.uk/admissions/](http://www.hertfordshire.gov.uk/admissions/) or call Hertfordshire's Customer Service Centre on 0300 123 4043.

## **Looked after children**

- xii. Places will be allocated to children in public care according to Part 3 of the *School Admissions (Admission Arrangements) (England) Regulations 2008*. *These children will be given priority over all other applicants. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order.*

A "child looked after" 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 (section 22(1) of The Children Act 1989)

"Adopted" – under the terms of the Adoption and Children Act 2002 (section 46).

"Residence Order" – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live.

"Special guardianship order" – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised.

## **The right of appeal**

- xiii. Parents who do not receive an offer of a place in Reception have the right to appeal. If they decide to do so, they should write to the Clerk to the Governors at the school within 20 school days of receiving the letter of refusal. The Clerk will provide details relating to the appeal process, including the limited grounds on which an appeal can succeed, as set out in the Schools Admission Code.

## **Procedure for requesting admission outside normal age group**

- xiv. Applicants seeking admission of their child outside of their normal age group must contact HJPS as soon as possible in writing setting out the circumstances and why admission outside of normal age group is felt to be appropriate setting out full details relating to the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional and whether they have previously been educated out of their normal age group and whether or not they would naturally have fallen into a lower age group if they had not been born prematurely. The information will then be reviewed by the school's Senior Leadership Team, and the applicants may be invited to a meeting at HJPS and/or be asked for further information. A reasoned decision will then be taken based on all the circumstances in the case and taking into account the views of the Head Teacher.
- xv. Agreement to admission outside normal age group only entitles the applicant to apply outside of the normal age group. It does not provide priority over any other applicant. Applicants who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. Applicants do not have the right to appeal if they have been offered a place and it is not in the year group they would like. However they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

## **Miscellaneous notes**

- xvi. Parents must indicate in writing their intention to take up the place within two weeks of the offer being made. They can do so either online or by means of a paper response form which will be provided.
- xvii. Parents whose children do not already attend the school's Nursery will be invited to tours of the school during the year preceding their child's admission. Parents of children to whom offers have been made will be subsequently invited with their child to meet the Headteacher or other member of the Senior Leadership Team.
- xviii. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made to the child's Local Authority.

- xix. HJPS takes part in Hertfordshire County Council's Fair Access Protocol and will admit children under this Protocol as necessary before children on the Continued Interest list even if it takes the number of children in the year above 60.
- xx. Should any applicant that has accepted a place in Reception subsequently give up their place, the rules governing the re-allocation of that place are those set out in the Continued Interest Admissions Policy, not those set out above in this Reception Admissions Policy.
- xxi. For further information, please contact the School Office on 01923 855857.