



HERTSMERE JEWISH PRIMARY SCHOOL

NURSERY 2022/2023 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 School will first admit 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).

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 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 looked after and children who were previously looked after, including those 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 or became subject to a child arrangements order¹ or a special guardianship order². who have completed the School's Certificate of Religious Practice (CRP).
2. 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, children looked after or previously looked after and in every case, living permanently in a placement within the home as part of the family household from Monday to Friday at the time of application. For the avoidance of doubt, a sibling link will not be recognised for children living

temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved.

3. Children in Category A who are siblings of former pupils of HJPS. For these purposes, “siblings” shall include half-siblings, step-siblings and adopted siblings living at the same address.
4. Children in Category A who are children of HJPS staff - for these purposes, “children” shall include step-children and adopted children. “HJPS staff” means anyone employed by HJPS in a paid capacity whether full-time or part-time for a continuous period of two years up to the date of admission; and who, at the date of admission has not served nor been served notice of termination of employment at HJPS. For the avoidance of doubt any child under this category must be living permanently at the same residential address as the HJPS staff member.
5. Children in Category A with a residential address in Hertfordshire in the following proportions:
 - a) Not more than 35% of places available under this paragraph shall be offered to children living at addresses in Borehamwood having a WD6 postcode;
 - b) Not more than 10% of such places shall be offered to children living at addresses in Elstree having a WD6 postcode;
 - c) Not more than 25% of such places will be offered to children living at addresses having a WD23 postcode;
 - d) Not more than 15% 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.

6. Any remaining applicants within category A.
7. Children in Category B.
8. 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 HJPS Governors 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).

Please see the privacy notice on the school's website as to how we handle your data at <http://www.hjps.herts.sch.uk/privacy-notice/>.

NOTES TO NURSERY 2022/2023 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. Applicants are asked to complete the school's Nursery Application Form and send it to the school by the deadline provided. This will enable the school to keep applicants updated and informed of developments in the admissions process.
- ii. 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.
- iii. 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 2022. If no CRP is provided, or less than the required number of points have been obtained, an application cannot be considered a priority under Category A of the Admissions Policy.
- vi. 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.
- v. The school will retain the names and addresses of all applicants who are not offered a place in Nursery until the end of the 2022-2023 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 (vi) 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 5 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

- vi. For the purpose of Nursery admission, the child's residential address shall be determined as at the deadline for application.
- vii. 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.
- viii. 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.
- ix. Proximity to the school shall be determined by a straight-line distance measurement system provided by Hertfordshire County Council: Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the "Address Base Premium" address of the residence to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit www.hertfordshire.gov.uk/admissions or call Hertfordshire's Customer Service Centre on 0300 123 4043.

Looked after children

- x Places will be allocated to children in public care according to Chapter 7, Section 2 of the *School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012*. These children will be given priority over all other applicants under Rule 1. Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement 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).

"Child Arrangements Order" – under the provisions of the Children and Families Act 2014, a Child Arrangements Order settles 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.

Miscellaneous notes

- xi. Parents must accept any offer made under this policy 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 tours of the school. Parents to whom offers have been made will subsequently be invited with their child to meet the Headteacher or a member of the School’s Senior Leadership Team.
- xiv. For further information, please contact the School Office on 01923 855857.