



## **HERTSMERE JEWISH PRIMARY SCHOOL**

### **SUPPLEMENTARY ADMISSIONS INFORMATION**

#### **A. 2011 ADMISSIONS POLICY GUIDANCE**

This section constitutes a guide to the admissions system. It is intended to provide an explanation of the system for parents, as an amplification of the Admissions Policy. It is not a substitute for the policy which is published each year by the Governing Body in compliance with its statutory obligations.

#### **Local Authority Co-ordinated Admissions System – Reception only**

1. It is important to understand that, under the LA Co-ordinated Admissions System, offers of places in Reception are made by the child's LA and not by the school. The school is unable to offer places to children who have not made an application to their LA. 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 together with the Supplementary Information Form. All documentation should be supplied, to the LA and school respectively, within the deadline specified by the LA. Eligibility is determined by reference to information contained in the CRP. If no CRP is provided, an application cannot be considered a priority under paragraphs 4 and following below.
2. By contrast, the LA Co-ordinated Admissions System does not include offers in Nursery, and there is accordingly no need to apply to the LA. However, the CRP must be completed as in paragraph 1.

#### **Highest category of admission**

3. Each year, the school offers sixty places in the Nursery. These places are first offered to children looked after and children with statements of special educational needs.

#### **Priority applicants under the Certificate of Religious Practice**

4. The second highest category of admissions comprises those children who have merited sufficient points under the CRP to be treated as a "priority applicant."
5. The priority applicants who will first be offered places will be those whose medical or social circumstances indicate a particular need for a place at the school.

6. The priority applicants who will then be offered places will be siblings of existing pupils
7. The school is very likely to be oversubscribed by priority applicants even at this stage and remaining places will be allocated by postcode, as described below.

### **Local Hertfordshire Postcode Allocations**

8. Those places remaining are divided among four local areas in Hertfordshire, according to quotas specified in the policy and which are revised each year. These areas are WD6, WD7, WD23 and the rest of Hertfordshire. The WD7 quota is divided equally between Radlett and Shenley. The WD6 quota is divided between Elstree and Borehamwood, with four fifths of all places being allocated to Borehamwood. In each area, the children are ranked in accordance with how near to the school they live.

### **Other Applications**

9. The school is likely to be oversubscribed in respect of priority applications. In the event of places still being available, however, they will be offered to remaining applicants (in accordance with paragraphs 5-8 above) and finally to late applicants, in the same order. In each of these categories, children will be ranked in accordance with how near to the school they live.

### **Waiting Lists**

10. The school maintains waiting lists for each Hertfordshire postcode area, so that in the event of a child refusing a place or in the event of a casual vacancy arising in later years, the place will be offered to the child nearest to the school who lives in the same postal district as the child who is leaving the school or turning down a place. If no such waiting list exists, the place will be offered to the child with the nearest overall residence on those on the Hertfordshire waiting lists.

### **Reception Admissions**

11. Children at the school Nursery are given priority in respect of Reception Admissions. In the event of a child turning down a place, that place will be offered first to the applications under paragraph 3 and 5 above and then in accordance with the area waiting lists (see above, paragraph 10).

## **B. 2011 ADMISSIONS POLICY NOTES**

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 LA 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.

1. Applications to enter the Nursery or Reception must be received in the school office by the deadline provided by the LA Co-ordinated Admissions Scheme in the school year (1<sup>st</sup> September – 31<sup>st</sup> August) in which the child will attain three years of age (in relation to Nursery) or four years of age (in relation to Reception).

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

2. Applicants who are offered a place in the Nursery will be given priority in relation to places in the Reception Class for the following school year. However, a Reception Class place cannot be guaranteed unless a separate application is made to Hertfordshire LA as provided above.
3. 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.
4. 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.
5. For the purpose of Nursery and Reception admission, but subject to the Hertfordshire Coordinated Admissions Scheme, the child's residential address shall be determined as at the deadline for application.
6. Proximity to the school shall be determined by reference to the shortest straight line measurement as determined by Hertfordshire LA.
7. Places in Reception will be offered in accordance with the Co-ordinated Admissions Scheme. Places in Nursery are likely to be offered later in the year. Parents must indicate in writing within a week their intention to take up the place. For late offers, Governors reserve the right to give parents 48 hours only to decide to accept the place.
8. Parents will be invited to Open Evenings and 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 Head Teacher.

9. 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 the offer of a place.
10. Governors reserve the right after the acceptance of places, to confer with other voluntary aided and neighbouring schools to ensure that parents are not holding places at more than one school. In such a case, parents will be asked to nominate the school of their choice within 48 hours.
11. Once the initial offers have been made, waiting lists maintained for each geographical category will be updated in the event of new applications being received by the school office or in the event of a change in the residence of previous applications. Applicants are accordingly strongly advised to notify the school in writing of any relevant change of address, as offers will be made on the basis of the last known address, and the school will accept no responsibility in this regard.
12. As Nursery education is provided for children under the statutory school age, there is no right of appeal against a decision not to offer a place.
13. Parents who do not receive an offer of a place in Reception have the right to appeal on limited grounds, set out in regulations. If they decide to do so, they should write to the Clerk to the Governors at the school within 14 days of receiving the letter of refusal, which will include details relating to the appeal process.
14. 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 via a pupil's home authority. There is a statutory requirement for all local authorities to coordinate all in-year admissions from September 2010. The precise details of the scheme in terms of its application to Hertfordshire is still being finalised.
15. For further information, please contact the school office on 01923 855857.