



# Admissions Policy and Procedures

## For Admission to Reception-Year 6 from September 2016

Sinai Jewish Primary School's Foundation Body is the United Synagogue and its religious authority is the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

The School's ethos<sup>1</sup> demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halacha, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of the School's activities and are intrinsically linked to its secular curriculum. The School welcomes families from any synagogue denomination or none.

Sinai Jewish Primary School will give priority, within the over-subscription criteria, to applicants who meet a religious practice test based on guidelines from the Chief Rabbi such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Those applicants wishing to be considered for such places must complete a Certificate of Religious Practice (CRP)<sup>2</sup> as evidence of their fulfilment of the religious practice test.

The School admits children aged 4 to 11 and all children must attend full-time schooling by the beginning of the term after they reach their fifth birthday (compulsory school age<sup>3</sup>). There are 30 places available in three classes in every school year; therefore, 90 is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances<sup>4</sup>.

There are 60 places in the Nursery<sup>5</sup> for children aged from three to four (see separate Admissions Policy).

The School will admit children at any time to all year groups, provided a place is available.

Open mornings and evenings for prospective parents are held in the autumn, and individual visits are also welcome by prior arrangement. Please contact the School for details.

The School is not permitted by law to interview parents, or children, with a view to selection.

All children whose Statement of Special Educational Needs & Disabilities (SEND)<sup>8</sup> or Education, Health & Care Plan (EHCP)<sup>8</sup> names the School will be admitted.

### OVERSUBSCRIPTION

If the School is oversubscribed, after the admission of children with a Statement of SEND<sup>8</sup> or EHCP<sup>8</sup> children which names the School, priority will be given to those children who meet the criteria as set out in the order of 1 to 7 listed below.

#### Oversubscription Criteria

- 1 Children who are looked after<sup>9</sup> by a local authority, or a child who was previously looked after<sup>10</sup>, with a completed and valid CRP<sup>2</sup>.
- 2 Children currently attending Sinai's Nursery who are in receipt of early years' pupil premium, with a completed and valid CRP<sup>2</sup>.
- 3 Siblings<sup>11</sup> of pupils attending the School on the date of admission, with a completed and valid CRP<sup>2</sup>.
- 4 Siblings of former pupils<sup>11</sup> of the School, with a completed and valid CRP<sup>2</sup>.
- 5 Other children who have a completed and valid CRP<sup>2</sup>.
- 6 Other children who are looked after<sup>9</sup> by a local authority, or other children who were previously looked after<sup>10</sup> by a local authority.
- 7 Any other children.

#### Tie-Breaker

In the event of there being more applicants than places available within criteria 1-7 above, priority will be given to children living nearest the School. Distance will be measured from the main entrance of the home address<sup>7</sup> to the main gate of the School site using Brent Council's computerised mapping system. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

## **APPLICATION PROCEDURES**

### **Reception – for September Entry**

#### **1 When to Apply**

Children will be admitted to Reception<sup>6</sup> in the September following their fourth birthday. Applications should be made by 15 January in the calendar year of entry. All applications received on time will be processed together. By law, priority **must not** be given to children based on the date their application is received or their name is added to the list.

#### **2 How to Apply**

- a) Application is by completion of a Common Application Form (CAF). The CAF is available from, and should be returned to, the local authority where the child lives<sup>7</sup> by 15 January in the calendar year of entry.
- b) In addition, the School's Supplementary Information Form (SIF) should be completed. In order to be eligible for a priority place within the School's over-subscription criteria, the CRP<sup>2</sup> must also be completed. Both forms are available from the School Office or website ([www.sinaischool.com](http://www.sinaischool.com)) and must be returned to the School by 15 January in the calendar year of entry.
- c) Application for a child whose Statement of Educational Needs & Disabilities (SEND)<sup>8</sup> or Education, Health & Care Plan (EHCP)<sup>8</sup> names the School is made by a separate local authority process.

#### **3 Offer Date**

An email or letter to parents offering, or refusing, a place will be sent by the local authority where the child lives on the national offer date of 16 April or next working day<sup>12</sup>.

#### **4 Response by Parents**

A parent who does not respond to the offer of a place may have the offer withdrawn if the deadline quoted in the email or letter is not met.

#### **5 Late Applications**

All applications for Reception<sup>6</sup> received between 16 January and 31 August, for entry in the September of the same year, will be considered "late" and will be processed after those that have been received on time. The application procedure is the same as paragraphs 2(a)-(c) above, save that all forms should be returned without delay.

Following the application procedure for Reception<sup>6</sup> places, and once initial offers have been made, the waiting list will be adjusted to include late applications.

### **In-Year Applications and Applications outside the Normal Admissions Round**

Application for Reception<sup>6</sup> received after the start of the academic year of normal entry or for a place in years other than Reception<sup>6</sup> should be made directly to the School. Application is by completion of the School's In-Year Application Form. In order to be eligible for a priority place within the School's over-subscription criteria, the CRP<sup>2</sup> must also be completed. Both forms are available from the School Office or website ([www.sinaischool.com](http://www.sinaischool.com)), and must be returned to the School without delay, together with proof of address<sup>13</sup>.

#### **Waiting List**

For those applicants who do not receive an offer of a place, the child's name will be included on the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. For applications where a child moves to a new permanent home, proof of address<sup>13</sup> will be required and the distance will be recalculated and the child's position on the waiting list may be adjusted. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

Parents are asked to inform the School if they no longer wish their child's name to remain on the waiting list.

## Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the School and the timetable for the process will be published on the School's website ([www.sinaischool.com](http://www.sinaischool.com)) by 28 February each year.

## Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this will be available on the website of the Department for Education ([www.gov.uk/schools-admissions-applications-from-overseas-children](http://www.gov.uk/schools-admissions-applications-from-overseas-children)).

## Fair Access Protocol

Sinai Jewish Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

## NOTES

- 1 Whilst priority will be given to those children whose families demonstrate an on-going commitment to the School's ethos, all families will be expected to respect the ethos.
- 2 The requirements of the religious practice test may change from year to year. In order to be eligible for priority within the oversubscription criteria, the child, or the parent on behalf of the child, will be required to obtain 4 points as evidence of completion of the religious practice test.
- 3 A child reaches compulsory school age on the prescribed day following the fifth birthday (or on the fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. If a child is offered a place in Reception and would start school before the child is of compulsory school age, parents can defer until the term in which the child reaches compulsory school age (but no later than the beginning of the summer term), or take up the place part-time until the child reaches compulsory school age.
- 4 Twins and children from multiple births will be admitted when one of the siblings is the 90th child and, as a result, the School's PAN will be increased.
- 5 There is no automatic transfer from the School's Nursery to Reception<sup>6</sup>. Parents must apply via the local authority where the child lives<sup>7</sup>.
- 6 Reception is the entry class to primary schools (see section 142 of the School Standards Framework Act 1998).
- 7 The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.
- 8 A Statement of Special Educational Needs & Disabilities is made by the local authority (see section 324 of the Education Act 1996) specifying the special educational provision required for that child. An Education, Health & Care Plan is made by the local authority (see Section 37 of the Children and Families Act 2014) specifying the special education provision for that child.
- 9 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- 10 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- 11 Siblings of pupils attending the School at the time of admission and siblings of former pupils include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 12 'Working day' is defined as any day other than a Saturday, Sunday, or a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971. Parents are advised to make any necessary arrangements if the National Offer Day falls during Pesach.
- 13 Proof of address must not include: evidence of personal details about parents and families, such as maiden names; criminal convictions; marital or financial status (including marriage certificates); the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.

## FALSE INFORMATION

Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of false or fraudulent information.

**For further information please contact the  
School Office on: 020 8204 1550**