



## **Admission arrangements**

### **2018–2019**

This is the admissions policy and procedure for entry into Sacks Morasha Jewish Primary School (the “School”). The School was established to serve the local community of Finchley United Synagogue (“Kinloss”) which is located at Kinloss Gardens, London, N3 3DU.

The School’s ethos reflects orthodox Jewish belief and practice, embodied in the principles of Torah and Halachah, in a modern setting. These include 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.

Priority for admission is given to those who are able to demonstrate commitment to the principles of Torah and Halachah as verified by way of a Supplementary Information Form (SIF) to be completed by the family, and by an officer or Rabbi of the Synagogue at which the family are attendees.

The decision as to whether or not an applicant qualifies for priority consideration will be based on the information provided by the applicant family and the third party signatories on the SIF. In this policy, those who qualify for such priority are referred to as ‘priority children’ and, in the event of any dispute as to whether a child is a priority child, the ruling of the Admissions Committee of the School will be final.

#### **Admissions**

1. The School has a published admission number of 30 children each year. If only one place is available at the School and the next child who qualifies for a place is one of multiple birth siblings, the School will go over the published admission number to support the family. If there are fewer applicants than places available all applicants will be admitted.

2. In the event that the School is oversubscribed, priority will be given as follows:

- a. Looked After Priority Children and Previously Looked After Priority Children.  
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 in the exercise of their social services functions (see the definition in s22(1) of the Children Act 1989) at the time of making an application to a school. Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.

- b. Priority Children for whom it can be demonstrated that they have a genuine medical or social need to go to this School. Parents applying under this criterion will need to provide appropriate supporting evidence (i.e. a letter from a doctor or a social worker). A panel for this will meet once the deadline for applications has closed.
- c. Priority Children with siblings who are at the School. For these purposes, "siblings" means a brother or sister (including adoptive, half or step brothers and sisters and foster children) who will be attending the School at the date of admission and is living permanently at the same address as the child.
- d. Up to two places for Priority Children whose parent/carer is a member of staff employed by the School to work at the School who either:
  - (i) are, or were within one year before the date of application, recruited to fill a vacant post for which there is a demonstrable skill shortage; or
  - (ii) have been employed by the School for a continuous period of at least two years and who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.

Provided that:

- (A) If more than two Priority Children are eligible under this category in any one year, only one place shall be awarded to a Priority Child falling within sub-category (i) above, unless there are no Priority Children falling within sub-category (ii) above.
- (B) If more than one Priority Child falls within sub-category (i) above, precedence shall be given to the Priority Child of the teacher who is filling the more senior post and, if the posts being filled are of equal seniority, a ballot shall be held to select which Priority Child is awarded the place.
- (C) If more than one Priority Child falls within sub-category (ii) above, precedence shall be given on the basis of the length of continuous employment of their parent at the School, so that the Priority Child of the member of staff employed for the longest period of time takes priority. If two members of staff have been employed by the School for the same period of time, a ballot shall be held to select which Priority Child is awarded the place.

For the avoidance of doubt, any ballot held in accordance with this admissions policy must be supervised by a person who is independent of the School.

- e. Priority Children whose parent/carer has attended at least 18 Shabbat (Saturday) services between 24 June 2017 and 30 December 2017 and at least 13 of those were at Kinloss.
- f. Priority Children whose parent/carer has attended at least 18 Shabbat (Saturday) services between 24 June 2017 and 30 December 2017 and at least 13 of those were at Woodside Park Synagogue which is located at Woodside Park Road, London, N12 8RZ.
- g. Priority Children whose parent/carer has attended at least 18 Shabbat (Saturday) services between 24 June 2017 and 30 December 2017 at any orthodox synagogue.
- h. Other Priority Children.

- i. Other Looked After Children and Previously Looked After Children.
- j. Other children whose parent/carer is a member of staff employed by the School to work at the School who either:
  - (i) are, or were within one year before the date of application, recruited to fill a vacant post for which there is a demonstrable skill shortage; or
  - (ii) have been employed by the School for a continuous period of at least two years and who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.
- k. Any other children.

3. If in any category there are more applicants than there are available places, priority will be given according to the proximity of the child's home to the main entrance of Kinloss at Kinloss Gardens, London, N3 3DU. Distance is measured in a straight line between the address point for the child's home, supplied by the Post Office, to the main entrance of Kinloss, using the London Borough of Barnet's computerised geographical information system. This tie-breaker location was expressly chosen in order to fulfil the aim of the founders of the School to serve the Kinloss community.

If there are two families who live in the same block of flats, then those closest to the front door will have priority. If all criteria and measures are equal, then a random ballot will be the tie breaker. Random allocation will be supervised by a person independent of the School.

Where a child lives with parents with shared responsibility, each for a part of the week, the address used will be the address where the child spends the majority of school nights Monday to Friday.

4. Verification of attendance at Kinloss, Woodside Park Synagogue or any other orthodox synagogue should be obtained from a Rabbi or other official and be clearly marked on the SIF.

### **Admissions procedure**

1. All applications for places at the School must be submitted on the Common Application Form (CAF), which should be either submitted online or returned to the local authority where the child lives. If the applicant seeks consideration for priority admission, the applicant should also complete the SIF. The SIF must be sent to the School at the same time that the CAF is completed.

2. The closing date for all applications to the Reception class is in accordance with the National Closing Date, i.e. **15 January 2018** for primary school applications. Late applications will not be considered until after offers have been made to those who applied by the National Closing Date, i.e. **15 January 2018**

3. Parents will be notified by the London Borough of Barnet or their own local authority in accordance with its Coordinated Admissions Scheme on or about the National Offer Day, 16 April. Parents must indicate in writing within 10 days their intention to take up a place.

### **Special needs**

Children with a Statement of Special Educational Needs, or an Education, Health and Care Plan that names the School will be admitted. This is a separate process to the normal admissions procedure.

### **Waiting list**

When all available places have been filled, children not allocated places will be placed on a waiting list ranked in descending order according to the published admissions criteria. The waiting list will remain in operation from the day the original places are awarded and will be open until the end of the academic year. Those who wish to remain on the waiting list after this period will be asked annually if they wish to remain on the waiting list. Please note, a child's place can change on a waiting list due to subsequent applications received.

### **In-year applications**

Should places be available during the year, these will be considered in accordance with the above oversubscription criteria. Application for a school place outside the normal admissions round should be made directly to the School. This form is available from the School Office or on the School's website ([www.sacksmorasha.org.uk](http://www.sacksmorasha.org.uk)) and must be returned to the School. The School reserves the right to ask for proof of address.

### **Admission of children outside their normal age group**

Parents 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.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must submit a request in writing to the School as early as possible outlining the reasons for their request and providing all supporting letters and/or documentary evidence in support of the application.

The School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the view of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the head teacher.

### **Deferral of entry**

Where a place has been offered to a child, that child is entitled to a full time place in the September following their fourth birthday. However, there is a legal right for parents to defer

entry of their child to Reception class until later in the school year, but not beyond the child's fifth birthday when they reach compulsory school age. There is no legal right to defer entry beyond the beginning of the final term of the school year for which the offer was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. It should be noted that taking up any of these options has educational implications in relation to the syllabus for the first year at school and parents are encouraged to discuss and agree in advance with the School the appropriate course of action for their children.

### **Incorrect or misleading applications**

If the information given in the application form is not accurate or up to date, your child may lose priority. In such a case, the Governors will have discretion to refuse the offer of a place. The Governors reserve the right to withdraw the offer of a place where it is found that the place was offered on the basis of fraudulent or misleading information given at any time during the application process.

### **Appeal procedure**

If a place is not offered, parents will be advised as to their right to appeal to an Independent Appeal Panel convened by the Governors of the School for this purpose and will be advised on the process for appeal.

### **Fair access protocol**

The Governors of the School acknowledge that the Admission Forum of the London Borough of Barnet may require the School to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission number, in order to protect the interests of vulnerable children and those with challenging behaviour. The Governors of the School have been informed that these pupils will be shared between schools in ways that are fair, objective and transparent.