

## **Admissions Policy Reception- Year 6**

Wolfson Hillel Primary School is an outstanding Jewish school where all pupils are supported to exceed their targets or national expectations within a warm and welcoming Jewish environment. The well-being of our children is at the forefront of everything we do and we aim to develop young people who are socially aware and able to make positive contributions to both the Jewish community and the wider world.

Our modern orthodox Jewish belief and practice permeate throughout Wolfson Hillel's activities, creating a sense of belonging and preparing children for lifelong Jewish learning.

Wolfson Hillel Primary School's Foundation Body is the United Synagogue and its religious authority is the Office of the Chief Rabbi of the Hebrew Congregations of the Commonwealth. Wolfson Hillel Primary School is an academy under the Jewish Community Academy Trust ("JCAT"). The Admissions Authority is JCAT.

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

The school admits children aged 3 to 11 and all children must attend full-time schooling by the term they reach their 5<sup>th</sup> birthday (compulsory school age<sup>ii</sup>). The School's Published Admission Number (PAN) is 30 places in each of the two classes in every school year. Additional children may be admitted under limited exceptional circumstances<sup>iii</sup>. The school will admit children at any time to all year groups, provided a place is available.

Parents are invited to visit the school prior to applying. Open mornings for prospective parents are held throughout the year 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.

## **OVERSUBSCRIPTION CRITERIA**

If the School is oversubscribed, after the admission of children whose EHC Plan names the school, priority for admission will be given to those children who meet the criteria as set out in the order listed below:

1. Children who are looked after by a local authority<sup>iv</sup>, or a child who was previously looked after<sup>v</sup>, with a completed and valid CRP
2. Siblings<sup>vi</sup> of pupils attending the school on the date of admission, with a completed and valid CRP
3. Siblings of former pupils of the School, with a completed and valid CRP
4. Children who attend Wolfson Hillel Nursery at the time of application with a completed CRP, to a maximum of 45 pupils
5. Children of staff<sup>vii</sup> employed at the school with a completed and valid CRP
6. Children for whom the school is appropriate on genuine medical or social grounds<sup>viii</sup>, with a completed and valid CRP
7. Other children who have a complete and valid CRP
8. Other children who have an incomplete CRP
9. Other children who are looked after by a local authority, or other children who were previously looked after by a local authority
10. Any other children

### **Tie-Breaker**

In the event of there being more applicants than places available within each of the above criteria 1 to 10, priority will be given to children living nearest the school. Distance will be measured from the main gate of the home address<sup>x</sup> to the main gate of the school site. 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 AND OTHER IMPORTANT INFORMATION**

### **1 How to Apply**

Children will be admitted to Reception<sup>x</sup> in the September following their fourth birthday. For applications in the normal admissions round<sup>xi</sup>, parents should:

a) use the Common Application Form (CAF) provided by their home local authority, regardless of in which local authority the school is located. The CAF should be returned to the local authority where the child lives by 15 January in the calendar year of entry.

b) also complete and return by 15 January of the calendar year of entry the School's Supplementary Information Form (SIF) and the Certificate of Religious Practice (CRP). Both the SIF and CRP are available from the School Office or website ([www.wolfsonhillel.co.uk](http://www.wolfsonhillel.co.uk)) and must be returned to the school directly, via post or email. Please refer to the CRP Form as soon as possible as various requirements need to be completed well in advance of the deadline.



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.

Late applicants will be processed after those that have been received on time.

Please note, pupils attending the Wolfson Hillel Nursery will not transfer automatically into Reception. A separate application must be made for a Reception place but if the school already has a completed CRP form for nursery entrance, a new one for Reception is not required.

Application for a child whose EHC Plan names the School is made by a separate process.

### **3 Offer Date**

A letter offering, or refusing, a place will be sent by the local authority where the child lives on the national offer date which will be 16 April (or next working day<sup>xii</sup>).

### **4 Response by Parents**

Parents are requested to indicate in writing their intention, or otherwise, to take up a place by the date mentioned in the offer letter.

### **5 Waiting List**

For those applicants who do not receive an offer of a place, parents must advise the school in writing, if they wish their child's name to 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. The child's place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications. 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. 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 when they no longer wish their child's name to remain on the waiting list.

### **6 Late Applications**

**a)** Applications for Reception received between 16 January and 31 August, for entry in the September of the same year, must be made by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives without delay.

**b)** In addition, the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP) must be completed. Both forms are available from the School Office or website ([www.wolfsonhillel.co.uk](http://www.wolfsonhillel.co.uk)) and must be returned to the school via post or email.

Late applications will be processed after those that have been received on time.

### **7 In-Year Applications (Reception- Year 6- outside of the normal admissions round)**

Places may be available in years other than Reception. Where the school has places available in--year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Application for a school place outside the normal admissions round should be made directly to the school. The school's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP) must be completed. Both forms are available from the school office or website ([www.wolfsonhillel.co.uk](http://www.wolfsonhillel.co.uk)), and must be returned to the school without delay, together with proof of address<sup>xiii</sup>. Parents will be notified of the outcome of their in-year application within 15 school days.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## **8 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

## **9. Applications Outside the Normal Age Group**

Parents may seek a place for their child outside of their normal age group. Parents wishing to apply for a place outside their normal age group should write to the Headteacher via the School Office setting out: their views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and

whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

This will then be considered by the Admissions Committee who will make a decision based on the information provided and the views of the Headteacher of the school. Each decision will be based on the circumstances of each case and in the best interests of the child concerned. The Admissions Committee will write to the parents informing them of their decision on the year group to which the child should be admitted and the reasons for the decision.

### **10. Summer Born Children**

The parents of a summer born child (those born between 1 April and 31 August) can request to defer their child's entry to school by a whole year until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. Before deciding to ask to defer your child's admission, you should contact the school who will be able to explain the provision on offer to children in Reception, and how they meet the needs of summer born children throughout their time at school. They may also be able to allay any concerns that you may have about your child's readiness for school. If you still wish to defer your child's admission to school, you must write to the Headteachers and receive written approval.

As well as asking for approval for your request to defer, you should make an application as part of the main admission round for the year group that your child would normally be admitted to school. This must be submitted by the closing date of 15th January. Wherever possible, you should also make your application for deferment by 15th January.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child, having sought the views of the headteacher. If you have made your application by the required date, we aim to let you have a response by 15th March of the offer year, setting out clearly the reasons for the decision. If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year. If your request to defer is refused, your application will be considered for the normal year group. You will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of 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 using the school's complaints procedure.

### **11 Children from Overseas**

Applications for children coming from overseas must be treated in accordance with current legislation. Non-statutory guidance on this should be available on the website of the Department for Education.

## 12 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. This includes parents who have made an in-year application for admission. Parents wishing to appeal must write to the Chair of the Governors at the school address, setting out the grounds for the appeal, within 20 days of receiving the letter of refusal. The Appeals procedure will be carried out in accordance with the Schools Admissions Appeal Code October 2022 ([School Admission Appeals Code 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) or as amended. The timetable for the process will be published on the School's website by 28<sup>th</sup> February each year.

## FALSE INFORMATION

Places can be withdrawn after an offer has been made if the Admissions Committee of the Governing Body determines that the offer was made on the basis of false or fraudulent information.

**For further information please contact the School Office on 020 8882 6487.**

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<sup>i</sup> The requirements of the CRP might change from year to year. Parents are advised to check with the School whether the CRP obtained for Nursery, or another school, will be valid for primary classes.

<sup>ii</sup> If a child is offered a place in Reception and would start school before the child is of compulsory school age, parent can defer until later in the year, or until the term in which the child reaches compulsory school age, or take up the place part-time until the child reaches compulsory school age.

<sup>iii</sup> Twins and children from multiple births will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.

<sup>iv</sup> 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.

<sup>v</sup> 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

<sup>vi</sup> Siblings of pupils attending the School at the time of application and siblings of former pupils include half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.

<sup>vii</sup> Staff of Wolfson Hillel School in either or all of the following circumstances:

- (i) Staff 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.
- (iii) Been transferred to the School having previously been employed by the Jewish Community Academy Trust for a continuous period of at least two years and

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who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.

<sup>viii</sup> Applications for priority on medical or social grounds must be supported by a letter from the child's GP, medical consultant and/or social worker. Submissions must specify the particular reasons why Wolfson Hillel Primary School is the most suitable and the difficulties that would be caused if the child had to attend a different school.

<sup>ix</sup> 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.

<sup>x</sup> Reception is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.

<sup>xi</sup> 'Normal admissions round' is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority

<sup>xii</sup> '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.

<sup>xiii</sup> If proof of address is requested by the School, this 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.

<b>Last reviewed on:</b>	28.2.26
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<b>Next review due by:</b>	28.2.27
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