



HEADTEACHER
JONATHAN MILLER
 BSc (Hons) MA NPQH

THE MALL, KENTON, HARROW, HA3 9TE

JFS ADMISSIONS POLICY 2010/11 ("the Policy")

The process for admissions to JFS is governed by the School Standards and Framework Act 1998 and the School Admissions Code.

1. KEY PRINCIPLES

- 1.1 The Instrument of Government of JFS ("the School") contains the following ethos statement
- Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of Orthodox Judaism, under the guidance of the Chief Rabbi of the United Hebrew Congregations of the Commonwealth. The School aims to serve its community by providing education of the highest quality within the context of Jewish belief and practice. It encourages the understanding of the meaning of the significance of faith and promotes Jewish values for the experience of all its students.
- 1.2 The School gives priority, up to the planned admissions number, to children who meet the School's religious practice test ("the religious practice test") by virtue of their commitment to one or more aspects of Judaism namely Jewish study and knowledge, the life of religious observance and prayer, and acts of kindness and social responsibility.
- 1.3 Evidence that a child meets the religious practice test will be by way of a certificate of religious practice to that effect given in the form prescribed by the School ("the Religious Practice Certificate").
- 1.4 Applications for children with a Statement of Special Educational Need are made through the Special Educational Needs team by the local authority. The placement of children with such a Statement is made after a process of consultation between parents, the School and the Special Education Needs team at the local authority; parents of children with Statements should not apply under this admissions procedure. In accordance with the law the school will admit children who have a Statement of Special Educational Need that names the school.
- 1.5 The School recruits from the whole range of ability and the Policy has the objective of securing a balanced, comprehensive, co-educational intake.
- 1.6 300 places are available for the Year 7 cohort. All applicants for Year 7 entry will be tested by an externally marked and moderated test and each applicant will be placed in one of four bands according to ability. Offers will be made from each band with the aim that the balance of ability of those eventually admitted should be broadly similar to that of those applying for places.
- 1.7 All admissions decisions are taken by the Admissions Committee of the Governing Body but offers of places are made by Brent Local Authority ("the LA").

2. CRITERIA FOR YEAR 7 ADMISSION:
--

- 2.1 The School is considered to be ‘oversubscribed’ if applications for admission from children who satisfy the provisions of paragraph 1.2 (i.e. meet the religious practice test) or 1.4 above, exceed the number of places available. After providing for admission to the School of those applicants who have a statement of Special Educational Needs naming the School (see 1.4 above) the following criteria will be applied, in the order listed, to decide which of those children to admit from each of the four ability bands.
 - 2.1.1 Looked after children meaning children who are within the definition in S. 22 Children Act 1989, i.e. children who are in the care of a local authority or are provided with accommodation by that local authority.
 - 2.1.2 Children who although not "looked after" children within that definition have accommodation provided for them by a Jewish care home or care organisation
 - 2.1.3 Children who have one or more sibling on the School roll including siblings in Sixth Form, who currently attend the School and will continue to do so on the date of admission. The word sibling(s) shall include not only brothers and sisters but also half siblings, step siblings and adopted siblings.
 - 2.1.4 A total of 30 places for children living nearest to the School with those living closer having higher priority. The distance to be measured in accordance with the local authority’s method of measuring distance as described for community schools.
 - 2.1.5 All other applicants who are eligible for entry having satisfied the provisions of paragraph 1.2 above. These applicants will be placed within one of the four ability bands, based on the results of the externally marked and moderated test as described in 1.6 above. An applicant who has not attended for testing will be allocated by the School to an ability band based on such relevant information about the applicant as is available to the School at the date on which applicants are placed within the ability bands. A random selection will be carried out in each band to determine the position of each applicant within the band. The random selections will be conducted in the presence of an independent scrutineer appointed by the LA. Offers will be made to achieve the objective of paragraph 1.5, above.

In the event of someone being a twin/triplet or of multiple births, the School will ask the LA to offer the places concurrently if an offer of a place is being granted under the terms of the Policy to one of the twins/triplets or applicants of a multiple birth.

- 2.2 Where, in any of the four bands, there are more applicants than there are places available, the following procedure will apply. Places will be offered in each ability band according to the randomly established ranking order until the number of children offered places in each ability band reflects the comprehensive ability intake described in 1.5, above e.g. if 25% of the applications received are from applicants in Band 1, then we aim to ensure that 25% of places will be taken up by Band 1 students and will offer accordingly.
- 2.3 If the number of applicants in any ability band is exhausted then offers will be made evenly to applicants falling into the next nearest bands (i.e. the bands on either side). i.e. one offer from the band above and then the next from the band below etc.
- 2.4 The School is considered to be ‘undersubscribed’ if applications for admission from children who satisfy the provisions of paragraph 1.2 or 1.4 above are less than the total number of places available. In these circumstances, the following criteria will be applied, in the order listed, to the remaining applicants to decide which of those remaining applicants to admit from each of the four ability bands. For the avoidance of doubt, such applicants shall only be considered after all applicants who satisfy the provisions of paragraph 1.2 or 1.4 of the Policy have been offered places.

- 2.4.1 Looked after children meaning children who are within the definition in S. 22 Children Act 1989, i.e. children who are in the care of a local authority or are provided with accommodation by that local authority.
- 2.4.2 All other applicants, using the same procedure to that described in sections 2.1.3, 2.1.4, 2.1.5, 2.2 and 2.3 above.

3. PROCEDURE FOR APPLICATIONS FOR ADMISSION TO YEAR 7 IN SEPTEMBER 2010.

- 3.1 Parents who wish their children to be considered for admission to the School must name the School on the Common Application Form (CAF) that they should receive from their local authority. This is normally done in the primary school year in which the applicant has their 11th birthday, usually corresponding to Year 6 of primary school.
- 3.2 The CAF must be returned to the applicant's local authority, not the School, in October in the calendar year prior to proposed Year 7 admission. The precise date will be specified on the CAF. (Private secondary schools are not part of this admissions system).
- 3.3 Applicants whose application is received on or before the specified date will be considered 'On-time Applicants'. Applicants whose application is received after the specified date will be considered 'Late Applicants' and will only be considered for admission after the initial offer date.
- 3.4 Parents who wish their children to be considered for admission to the School should complete a Supplementary Information Form and send it directly to the School no later than the date by which the CAF has to be returned to their local authority. It is not compulsory but without this Supplementary Information Form the School will not have knowledge of an applicant in time to be able to invite her/him for testing. This testing is used solely in order to ascertain each applicant's ability band, and is required in order to assist the School in meeting the requirement under paragraph 1.5 of the Policy to establish a comprehensive intake. The School will make this Supplementary Information Form available at prospective parents' meetings. It can also be obtained by applying directly to the School's Admissions Officer and can be downloaded from the Admissions section of the School website www.jfs.brent.sch.uk The Supplementary Form must be marked for the attention of The Admissions Officer at the School.
- 3.5 Parents who consider that their child meets the religious practice test should indicate this on the Supplementary Information Form and obtain the necessary certificate (the Religious Practice Certificate). The School will make the form of certificate available at prospective parents' meetings so that parents can see what will be asked. It can also be obtained by applying directly to the School's Admissions Officer and can be downloaded from the Admissions section of the School website www.jfs.brent.sch.uk.
- 3.6 The first round of offers will be made, by the local authority in which the applicant resides, at the beginning of March in the calendar year for Year 7 admission to the School. If offered places are rejected further offers will be made to other applicants, in accordance with the terms of the Policy. The LA will co-ordinate offers until 31 August.
- 3.7 Any offer of a place at the School must be accepted or rejected within a reasonable time frame or it may be withdrawn.
- 3.8 Following completion of the offer process, typically by the beginning of May, each applicant who has not been offered a place at the School and has not withdrawn their application for admission, will be advised by the School of the process for appeal (see Appendix A).
- 3.9 Unsuccessful applicants to join the School in Year 7 cohort for 2010 will, if they so request, be placed on a waiting list ("the Waiting List").

4. PROCEDURE FOR OTHER APPLICATIONS (EXCEPT YEAR 7 AND SIXTH FORM)

- 4.1 From September 2010 if you wish to make an application to this school, after the commencement of Year 7, you will need to contact your local authority to complete their Common Application Form (CAF). You will also need to complete the School's Supplementary Information Form (SIF) which you can request from the Admissions Officer at the School, download from our website www.jfs.brent.sch.uk or obtain from the LA. All applications will be considered in line with the School's published admissions arrangements. Outcomes of the applications will be sent to applicants by the LA on behalf of the Governing Body.
- 4.2 Parents who consider that their child meets the religious practice test should indicate this on the Supplementary Information Form and obtain the Religious Practice Certificate. Please refer to para 3.5 above.
- 4.3 Those applicants who do not meet the religious practice test will only be considered after all applicants who do meet the religious practice test.
- 4.4 Applicants will be allocated by the School to an ability band based on such relevant information about the applicant as is available to the School at the time of the application.
- 4.5 Unsuccessful applicants may join the Waiting List (see Section 5 below).
- 4.6 The School operates in accordance within the 'In-Year Fair Access Protocols' as determined by the LA.

5. WAITING LIST PROCEDURE (EXCEPT SIXTH FORM)

- 5.1 Separate Waiting Lists will be maintained for each year group and will be divided into ability bands. Lists will be maintained throughout the school year. A child's position on the Waiting List does not depend upon the time they have been entered on it but will be determined by how they meet the oversubscription criteria. This means that a child's position on the Waiting List can go down as well as up, depending upon the child's circumstances and those of other applicants.
- 5.2 Applicants on the Waiting List for a particular year group who meet the religious practice test shall have priority over all applicants on the Waiting List for that same year group who do not meet the religious practice test.
- 5.3 Subject to 5.2 above, if a place becomes available to be offered in a particular year group/ ability band that place will be allocated by random selection within the Waiting List for that ability band. If the Waiting List for that ability band has been exhausted then offers will be made evenly to applicants falling into the relevant bands (i.e. the bands on either side) and so on until all applicants on the Waiting Lists have been offered a place.
- 5.4 Parents will be required to submit a request to the LA School Admissions Service, if they wish to stay on the waiting list at the end of the academic year.

6. JFS SIXTH FORM ADMISSIONS POLICY AND PROCEDURE

- 6.1 Most of the School's students progress from Year 11 to Year 12 as a matter of course. Priority is given to students for whom a suitable course can be provided. Requirements for Sixth Form courses are stated in the School's Sixth Form Prospectus.

- 6.2 External applicants should apply on the School's Application Form. The School will send a letter inviting the applicant and parents to meet with the School in order to provide advice on options and entry requirements for particular courses. All applicants, with a parent or guardian, must attend a meeting if invited. Priority is also given to those students who meet the religious practice test and applicants should obtain the Religious Practice Certificate. Please refer to para 3.5 above. Those students who do not meet the religious practice test will only be invited to a meeting once applications from all those who do meet the religious practice test have been considered and the School can see that further places may be available for offer in accordance with paragraph 6.5 below
- 6.3 Offers for September 2010 will be made in order to secure a total of 580 students in Years 12 and 13. Of these, a minimum of 45 places will be offered to applicants for entry into Year 12 who are not already students at the School. The minimum anticipated number to be admitted in subsequent years will be published year by year. Applicants will be required to provide evidence of their predicted grades at GCSE level and the School will request confirmation of the same from the previous school.
- 6.4 Offers may be made after a meeting with applicants and parents. The meeting is to determine potential subject choice and likely availability of suitable courses. Offers are normally made by the end of the Spring Term. A decision regarding an offer may be deferred by the School and considered further once the applicant's GCSE results have been issued. Offers may be made conditional on the applicant securing specified grades in specified GCSE subjects.
- 6.5 If the School is not able to fill its stated cohort admissions number for Years 12 and 13 with applicants who meet the religious practice test, then the School will offer places to applicants who do not meet that criterion but for whom a suitable course can be provided.
- 6.6 External students applying after the publication of GCSE results may still be made offers according to the principles stated above but course places at this stage are likely to be limited.

APPENDIX A - APPEALS

- A1. On completion of the Year 7 offer process, a letter will be sent to all applicants to whom a place has not been offered. The letter will give details on how to appeal should a parent wish to make a formal appeal against the decision not to offer a place to their child. Parents will be asked to write to the Clerk to the Admissions Appeals Committee, c/o the School. At this stage, parents will be advised to simply write stating their intention to appeal and not to submit any details of the grounds of their appeal. Parents will be given a deadline date to lodge their appeal.

Appeals for 'on time' applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6 July or the next working day, if 6 July falls on a weekend. 'Late applications' will be considered in the next round of appeals.

- A2. A similar procedure will be adopted for those whose applications for admission to Years 8-12 are not successful.

Appeal hearings for in-year applications will be heard within 30 school days of the appeals being lodged.

- A3. The School will forward all the letters received from parents lodging an appeal to the Clerk to the Admissions Appeals Committee. The Clerk to the Admissions Appeals Committee will then write to the parents asking them to complete the relevant forms and to submit supporting paperwork stating on which grounds the appellant would like to appeal. A deadline date will be given, indicating by when the parents should submit this paperwork.
- A4. Once the Clerk to the Admissions Appeals Committee receives this paperwork, a copy will be sent to the School stating the grounds on which the appellants wish to appeal.
- A5. The School will then respond to the Clerk to the Admissions Appeals Committee, with a statement on behalf of the School Governing Body. The Clerk to the Admissions Appeals Committee will send this statement to the appellant.
- A6. The Clerk to the Admissions Appeals Committee will advise the appellants of details of the date and time when the appeal hearing will be heard.