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## JFS ADMISSIONS POLICY 2019/20 (“the Policy”)

### INTRODUCTION

The process for admissions to JFS is governed by regulations made under the School Standards and Framework Act 1998. All the processes described below are in accordance with that Act and have been agreed in consultation with Brent Local Authority. The arrangements set out in this Policy apply to all students except those with Statements of Special Educational Needs / Education, Health and Care Plans (EHCP). If your child has such a statement or plan you do not apply for a place at the School under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

### 1 ADMISSION TO YEAR 7 IN SEPTEMBER 2019

#### Number to be admitted

- 1.1 The School will admit 300 students in Year 7. This includes students with Statements of Special Educational Needs / EHCP whose Statements / Plans name the School for the student. If 300 or fewer applications (including those children with a statement / plan) are received, all those applying will be offered places. If we receive more than 300 applications, i.e. the School is over-subscribed, the following procedure is followed.

#### Oversubscription criteria

- 1.2 The over-subscription criteria are applied in the following order
- 1.2.1 Looked after children and previously looked after children who (in either case) meet the religious practice test (this involves achieving 3 points on the Certificate of Religious Practice). A looked after child is a child who is in the care of a local authority within the meaning of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989).
  - 1.2.2 Children who meet the religious practice test and who have accommodation provided for them by a Jewish care home or care organisation.
  - 1.2.3 Siblings who meet the religious practice test and whose sibling is on roll at the time of application or formerly attended JFS for a period of at least three consecutive terms within the 5 years preceding the proposed date of entry. For this purpose, the term ‘siblings’ means brothers and sisters, including half siblings, step siblings, adopted siblings and foster siblings but not any wider definition.
  - 1.2.4 **Children (which for the purposes of this paragraph 1.2.4 shall include step children, adopted children and foster children) who meet the religious practice test and are children of members of staff. For these purposes, a member of staff means an individual who, at the time of application, has a permanent contract of employment**

**with JFS and i) has been employed at the school for two or more years or ii) has been recruited to fill a vacant post for which there is a demonstrable skill shortage, and in both cases i) and ii) will be working at JFS in September 2018.**

1.2.5 The next 10 children who meet the religious practice test and who live nearest to the School. Those living closest will have higher priority. Distance will be calculated by a straight line measurement between the Ordnance Survey addresspoint of the home address and the main entrance of the School using Brent Local Authority's computerised measuring system. For those applicants who live an equal distance from the School, places will be determined by a random allocation. A random list will be generated by Brent Local Authority using the Schools Admissions Module software. Where a child lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address for Distance Tie-Break purposes will be the address at which the child lives for the greater part of the school week, i.e. Monday to Friday. If the child lives equally with both parents at different addresses, the child's home address will be taken to be the address given on the Common Application Form (CAF) supplied by the relevant Local Authority.

1.2.6 Other children who meet the religious practice test.

1.2.7 Other looked after children and other previously looked after children.

1.2.8 Any other children.

1.3 If in any category there are more applicants than there are available places remaining, offers will be made from a random allocation. A random list will be generated by Brent Local Authority using the Schools Admissions Module software. If an offer is made under any category to someone who is a twin/triplet or from a multiple birth, an offer will also be made to the other sibling(s).

## **2 PROCEDURE FOR ADMISSION TO YEAR 7**

2.1 You must complete the Common Application Form (CAF) supplied by your Local Authority and name the School as one of your preferences. You must send the CAF to your Local Authority and not to the School. You will also be able to do this on-line.

2.1 If you wish to claim priority based on the oversubscription criteria you should complete a Supplementary Information Form (SIF) as well as a Certificate of Religious Practice for the School (CRP) and send them directly to the School no later than the date by which the CAF has to be returned to your Local Authority. The SIF and CRP must be marked for the attention of the Admissions Officer at the School. It is not compulsory to complete a SIF or submit the CRP but we cannot give your child priority consideration without it.

2.2 The School decides the order in which places are to be offered in accordance with the Admissions Policy but Brent Local Authority makes the offers, via your Local Authority, through the co-ordinated admissions process. Any offer of a place at the School must be accepted or rejected within a reasonable time frame or it may be withdrawn.

2.3 Unsuccessful applicants will be given the opportunity to go on the Waiting List. Places in Year 7 are offered from the Waiting List in accordance with the oversubscription criteria. A random allocation list generated by Brent Local Authority using the Schools Admissions Module software will be used where there are more eligible applicants than there are places.

## **3. ALL OTHER ADMISSIONS OTHER THAN FOR YEAR 7 (AS ABOVE) OR SIXTH FORM IN SEPTEMBER 2019**

3.1 All applications must be made directly to the School. An application is made by completing a SIF and a CRP which must be forwarded to the School. If no SIF or CRP is submitted the School will not be able to process the application. All applications will be considered by the Admissions

Committee of the Governing Body and places will be offered if this will not prejudice efficient education of others at the School or the efficient use of resources **having regard to the Special Educational Needs Code of Practice**.

- 3.2 Where there are more applicants at any one time than there are places available, priority will be determined by applying the oversubscription criteria 1.2.1, 1.2.2, 1.2.4, 1.2.6, 1.2.7 and 1.2.8 set out above. Where there are more applicants in any category than there are available places, an appropriate random allocation process overseen by an independent scrutineer will be used.
- 3.3 A waiting list will be maintained for each year of entry.

#### **4. SIXTH FORM ADMISSIONS**

- 4.1 Most of the School's students progress from Year 11 to Year 12 as a matter of course but the School will admit at least 20 students who are not already students at the School. Priority is given to students for whom a suitable course can be provided. Requirements for Sixth Form courses are stated on the School's website. It is intended that the overall size of the Sixth Form – Years 12 and 13 – will be no more than 550.
- 4.2 External applicants must apply on the School's Sixth Form Application Form by the last Friday in January 2019. Applicants should also submit a CRP. Priority will be given to those applicants who meet the religious practice test with the highest priority within this group to looked after children and previously looked after children who meet the academic entry criteria.
- 4.3 The School will invite those applicants and parents to meet with the School. The purpose of the meeting is only to provide advice on options and entry requirements for particular courses. All applicants, if invited to a meeting, must attend with a parent or guardian. Those students who do not meet the religious practice test will only be considered for a place 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. Such applicants will then be invited to a meeting as above, and they must attend with a parent or guardian.
- 4.4 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.
- 4.5 External students applying after the end of January 2019 or after publication of GCSE results may still be considered but course places at this stage are likely to be limited.

#### **5. APPEALS**

- 5.1 Anyone applying under any of the provisions of this policy who is not offered a place at the School will be advised of the process for appeal to an Independent Appeal Panel.

**Approved by the Admissions Committee of the Governors**

Signed

Date

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CHAIR – MARK HURST

**Approved by the Governing Body**

Signed

Date

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CHAIR – GERALDINE FEINER