

APPLYING TO JFS FOR YEAR 7 ENTRY IN SEPTEMBER 2017

GUIDE FOR PARENTS

We strongly recommend you read these notes and seek clarification from the relevant organisation(s) if you are not clear on anything.

MAKING APPLICATIONS

There are **two** essential principles for you, as a parent, to note if you wish to apply to JFS.

- You need to complete **three** forms (see below)
- You **must** submit them so that they are received by the specified deadline.
- Your application will be acknowledged via email so please clearly state this on the SIF and CAF.

THREE FORMS (CAF, SIF and CRP)

The Common Application Form (CAF) – Some Local Authorities may give you the option to apply on-line.

(JFS DfE Number: 304 4033) – you will need this number for the CAF)

This is a London-wide form. The essential points to register in connection with this form are as follows:

- The CAF will be distributed to you by your child's primary school or your Local Authority (LA) in September 2016. Your primary school and/or LA should be providing you with guidance on this no later than early September. Please check with your primary school and/or your LA on their plans for providing you with this form. JFS does **not** supply the CAF. Some Local Authorities may give the option of making this application on-line.
- Your primary school and/or LA will provide you with guidance to whom you should return the CAF. They will also give you their deadline date for return of the CAF. The final date for return of this form is Monday 31 October 2016.
- Do **not** return the CAF to JFS.
- The CAF entitles you to enter up to **six** state secondary schools, which you **must** list in order of preference. Private secondary schools are **not** covered by the CAF. If you intend applying to one or more private schools you must **not** put those schools on the CAF. You must apply **separately** to those schools on the relevant forms that you must request from those schools, directly.

The JFS Supplementary Form (SIF) & Certificate of Religious Practice Form (CRP)

Please ensure that the correct postage is used if placing the paperwork and forms in an A4 (large) envelope.

- All voluntary-aided schools, of whatever denomination, will require parents to complete separate forms. The JFS Form is headed . ' *Supplementary Form - Students In Year 6 Applying For Year 7 Entry To JFS For September 2017 (11+ Transfer)* '.
- In addition, you are also required to complete the Certificate of Religious Practice Form which must be signed by an authorised signatory of the synagogue and returned to JFS no later than Thursday 27 October 2016.
- The SIF **must** be returned to the School to arrive no later than Thursday 27 October 2016. However, the sooner the SIF is returned to us the smoother it will make our administration of your application.

- Sending us the SIF or the CRP before you send your CAF to your primary school/LA does not compromise in any way what you intend to put on your CAF.
- You must return the CAF so that it is received by your LA not later than Monday 31 October 2016. If you do not meet this deadline the application will be treated as a late application. A CAF received by Monday 31 October 2016 deadline will be considered first. Late applications are considered only after all other applications received by the deadline have been processed.
- If any personal details you submit on either the CAF or the SIF change subsequently, you must inform the School and the LA in writing immediately. In particular, the address you provide **must** be the same as that registered with your child's primary school.

WHAT HAPPENS BETWEEN SUBMISSION OF THE FORMS AND OFFERS BEING MADE?

- In January 2017, the Governors' Admissions Committee will consider each application strictly in accordance with the provisions of the published Admissions Policy. This involves deciding the number of offers to be made according to our published admissions priorities.
- We allocate places according to our admissions priorities. A random selection will be carried out to determine the position of each applicant on a ranked list. The random selections will be conducted by the London Borough of Brent.
- We then advise the London Borough of Brent of those applicants to whom we are able to make offers. The London Borough of Brent then advises the LA in which you reside whether an offer is to be made to you. It is your LA - the one in which you reside - that will advise you at which state school your child is offered a place.

OFFERS

- As stated above, the offer or not of a place at a state school will come from the LA in which you reside. It will **not** come from the school(s) to which you have applied on the CAF. You will receive **one** offer in respect of the schools you have put on the CAF. This will be for a place at the school highest on your list of preferences that has a place it can offer to you in accordance with its admissions policy. You will receive this offer on or around 1 March 2017.
- You can receive only **one** offer from **one** state school through the CAF process.
- This procedure makes it impossible for you to hold offers of places at more than one state school.
- You must accept or reject that offer by **notifying the school**, no later than Wednesday 15 March 2017.
- You may get an offer as a result of you successfully appealing against a decision of a school not to offer you a place (see below). Failing that, your LA will, in such circumstances, probably assign you a place at another state school but you may have no choice in the selection of that school.
- You retain the right of appeal, against a decision not to offer you a place at a state school to which you have applied on the CAF.
- If, after the initial offer of places from the LA, places become available the LA will make the offers in the next round. This usually takes place at approximately three week intervals.

KEY ACTIONS AND DATES IF YOU WISH TO APPLY TO JFS

(1)

SIF

(Supplementary Information Form)

To be obtained from JFS or the JFS website:

www.jfs.brent.sch.uk

Complete the SIF and return it directly to JFS by **THURSDAY 27 OCTOBER 2016**.

(2)

CERTIFICATE OF RELIGIOUS PRACTICE FORM

To be obtained from the JFS website: www.jfs.brent.sch.uk Complete the form and give it to your synagogue to sign. The form should then be returned directly to JFS. The form must be received **NO LATER THAN THURSDAY 27 OCTOBER 2016**.

(3)

CAF

(Common Application Form)

To be obtained from the Local Authority in which you live. If your child attends a state primary school in the Local Authority where you live, the school may supply a CAF.

Or CAF On-line

If you would prefer to make an on-line application, check with your Local Authority to see if they offer this facility.

You will be required to supply the School DfE number when listing your school preferences. The DfE number for JFS is: **304 4033**.

**Complete CAF by
MONDAY 31 OCTOBER 2016**

Follow the instructions on the CAF as to whether you are to return the CAF to the primary school or directly to the LA.

(4)

1st OFFERS OF PLACES

Offers will be made by your Local Authority directly to you on **WEDNESDAY 1 MARCH 2017**.

(5)

RESPONSE DATE

Respond to the offer by **WEDNESDAY 15 MARCH 2016**.