



Brodetsky Primary School  
Governing Body Documents



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## **Brodetsky Primary School Policies**

**Policy Name: Admissions Policy**

**Date Agreed: December 2017**

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**Committee Responsible: Full GB,**

**For website publication: Y**



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## **Admissions Policy (for entry in 2018)**

Brodetsky Primary School is a Voluntary Aided Jewish day school with a commitment to the practice of Orthodox Judaism and a high regard for Israel in Jewish life. Jewish Studies and Hebrew are taught by specialist teachers. The school has the following mission statement:

*Brodetsky Primary School is an Orthodox Jewish school committed to excellence in learning, education and achievements. We value the contribution of all members of our community: children, staff, parents, carers, governors and friends. We provide a warm, caring, friendly atmosphere and a safe and ordered environment in which every child matters.*

The Governing Body has responsibility for admissions and plans to admit 30 pupils, to Foundation Stage Reception each September. If the number of preferences received is fewer than the admission number then all preferences will be met. However, where there are more applications than places available, priority for admission to the school will be given to children who achieve 5 points or more on the Supplementary Information Form in accordance with the oversubscription criteria listed below. Admission to the school does not depend on the area in which the child resides.

### **Criteria in the event of over-subscription**

1. Children who have achieved 5 points on the Supplementary Information Form and who are 'looked-after'. That is to say, children who are in the care of the local authority or provided with accommodation by that authority.
2. Children who have achieved 5 points on the Supplementary Information Form and who have an older sibling on the roll when the younger child starts Brodetsky Primary School. Siblings are defined as brothers or sisters, half brothers or half sisters, adopted/foster brothers or sisters, and step brothers or step sisters living at the same address.
3. Other children who have achieved 5 points on the Supplementary Information Form.
4. Any other looked after children.
5. Any other children with a sibling in the school.
6. Any other children.

In the event of a tie-break situation and the school becoming over-subscribed in relation to any of the above criteria the deciding factor will be the distance as measured by a straight line from the home address to the school. The distance is measured in a straight line from the home postcode to the centre of the school building. All distances will be provided by Children's Services, Leeds and will be final.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from Brodetsky Nursery to Brodetsky Primary School.

### **In-Year applications**

From September 2010 it was a requirement of the national School Admissions Code (February 2009) that all enquiries and applications for places in schools are addressed to the local authority. After contacting the school about the availability of places the authority (Children's Services, Leeds) will then write to the applicants with the result of their application.



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Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Department of Children's Services, Leeds on 0113 222 4414.

In all cases where a year group is full, then all remaining applicants for places in that year group will be put on the waiting list maintained by the school. The child's place on the waiting list will be determined at all times in accordance with the '*Criteria in the event of over-subscription*'.

### **Application Procedure and Timetable for September 2018 Admissions**

The closing date for applications for a place in Reception will be 15 January 2018.

Parents must fill in a Common Preference Form (CPF) available from Children's Services, Leeds. The completed CPF can be submitted by any of the following two methods:

- Online from 1<sup>st</sup> November each year.
- Handed in at the school office from where it will be forwarded to the Children's Services, Leeds Admissions Team.
- Returned directly to the Admissions Team at Children's Services, Leeds.

Parents can also apply online from 1<sup>st</sup> August each year.

Parents are asked to complete the Supplementary Information Form (SIF), which is available from school or the Children's Services, Leeds website, when submitting their Common Preference Form. Failure to complete the SIF could mean that the applicant is placed in the last criteria.

The governors will consider all applications and tell Children's Services, Leeds who they will offer places to. Parents will be informed of the outcome of their application on 16<sup>th</sup> April 2018 by Leeds City Council.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list mentioned above. This waiting list will be maintained in order of the oversubscription criteria previously mentioned and not in the order in which applications are received or added to the list. Names are normally removed from the list after 31<sup>st</sup> December 2018.

### **Deferred places**

Parents/carers may request that the date their child is admitted to school be deferred until the child reaches compulsory school age. In this case parents/carers should still apply for a place within the timescales outlined in this policy.



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### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure concerns the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Education Needs Code of Practice*.

### **Appeals**

Unsuccessful applicants have a right to appeal to an independent appeal panel. Information on how to appeal will be given in the letter from Leeds City Council on 16<sup>th</sup> April 2018.

In the event of parents being refused a place for their child, then they are entitled by law (the School Standards and Framework Act 1998 [as amended by the Education Act 2002]) to appeal against such refusal. Notification that the parents intend to appeal and the grounds relied upon must be sent by them in writing to the Chair of Governors, care of the school, within fourteen days of receipt by the parents of a letter informing them that a place is not available.

