



Brodetsky Primary School
Governing Body Documents



Brodetsky Primary School Policies

Policy Name: Admissions Policy (for entry in 2022/23)

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**Brodetsky Primary School
Draft Admissions Policy**

September 2022

Admissions Policy (for entry in 2022/23)

Brodetsky Primary School is a Voluntary Aided Jewish Primary 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 in line with the oversubscription criteria below. Admission to the school does not depend on the area in which the child resides.

Priority criteria where the school is oversubscribed

If a child has an Education Health and Care Plan (EHCP) that names Brodetsky Primary School, they will automatically be offered a place.

Priority 1: Looked after children of the Jewish faith or within a family of the Jewish Faith, evidenced by achieving at least 5 points on the SIF and including children of the Jewish Faith who were previously looked after.

A 'looked after child' is defined as a child who, at the time of making the application is:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'previously looked after child' is defined as a child:

- Who was previously looked after but ceased to be so because they were adopted or became subject to a Guardianship order or a Child Arrangement order, or
- Who has been in state care outside of England and ceased to be so as a result of being adopted.

Priority 2: Children who have achieved at least 5 points on the SIF and who have an older sibling attending Brodetsky Primary School. A sibling includes any child who lives in the family home for at least 1 day a week and is directly related through birth, marriage or adoption to other children in the home.

Priority 3: Children who have achieved at least 5 points on the SIF. Priority will be based on levels of observance, participation and contribution within the community, which has been affirmed by a Rabbi, other clergy or an appropriate professional.

This group will be prioritised using information submitted in the Supplementary Information Form (SIF). Please note failure to complete a SIF means that the admitting authority is unable to consider the application under the Faith oversubscription criteria.

Priority 4: Looked after children including those who were previously looked after.

Priority 5: Children who have an older sibling attending Brodetsky Primary School. A sibling includes any child who lives in the family home for at least 1 day a week and is directly related through birth, marriage or adoption to other children in the home.

Priority 6: Any other child.

Tie Break

In the event of a tie break, the number of points achieved on the SIF will be used to prioritise under priority 1, 2 and 3. Where the points achieved on the SIF are equal, the tie break will be distance to school.

For priorities 4, 5 and 6, the tie break is distance only. Distance is measured in a straight line by the Leeds City Council Admissions computer system which measures from a defined point on the school building to a point on each home address.

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the school will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address,

providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

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

All applications outside the normal admission round should be made using an in-year application form (ICPF) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify our school about the application. Our school will contact you directly to confirm whether we can offer a place. If our school is full you will be offered a right of appeal and will be added to the waiting list.

Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

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 Leeds City Council Children's Services on 0113 2224414.

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 2022 Admissions

The closing date for applications for a place in Reception will be 15 January 2022.

Applications should be made online using the Leeds City Council online system from 1st November 2021.

Parents must apply using the Leeds City Council Coordinated admissions process. You

will receive a letter to your home address which includes details on how to apply and a link to the Leeds City Council online admissions portal. Any queries should be directed to Leeds City Council Admissions Department on 0113 2224414.

Parents applying on the basis of faith are asked to complete the Supplementary Information Form, which is available from school or the School website, when submitting their application. Failure to complete the Supplementary Information Form means that the school is unable to consider the application under the Faith oversubscription criteria.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list in accordance with the following:

- the position on the waiting list will be determined solely in accordance with the oversubscription criteria
- each time a child is added child will require the list to be ranked again in line with the published oversubscription criteria.
- looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Unsuccessful applicants are currently not automatically added to the waiting list by Leeds City Council, families are advised that they should contact the school to ask to be added to the waiting list.

Names will be removed from the list after 31st December 2022.

Admission out of chronological age (Deferred places)

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

Pupils with an Education Health and Care Plan (EHCP)

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 the EHCP by the pupil's home Local Education Authority. Details of this separate procedure are set out in the local authorities EHCP 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 16th April 2022.

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) to appeal against such refusal. This Code came into force on 1st February 2012 and applies to all appeals lodged on or after that date. It applies to admission appeals for all maintained schools in England. It should be read alongside the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code and other guidance and law that affect admissions and admission appeals in England.

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 20 days of receipt by the parents of a letter informing them that a place is not available.

Fair Access Protocol

As part of the coordinated admissions arrangement with the Local Authority, the school may accept hard to place pupils onto its roll in accordance with the Fair Access Protocols. These are special cases arranged outside the boundaries of this admissions policy.