



## **Brodetsky Primary School Policies**

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

Approved (determined) on:	28 February 2021
Determined by:	Governing Body
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**Committee Responsible: Full GB**

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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.*

This admissions policy applies to Brodestky Primary School and is for the academic year 2022-23. We are a Voluntary Aided School and our school's admission authority is the Governing Body.

### How many children are admitted to a school (Published Admission Number)

Brodestky Primary School has 30 places available for Reception in September 2022.

Children with our school named on their Education, Health and Care (EHC) plan will be given a place in our school.

### **Priority criteria where the school is oversubscribed**

Where there are more applications than places available, priority for admission to the school will be given based on the criteria listed below.

**Priority 1i** – Looked after and previously looked after children who are of the Jewish faith or being cared for within a Jewish home

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship Order
- became subject to a Child Arrangements Order

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

Being cared for in a Jewish home is defined as meeting the practice threshold set out in the SIF and you will need to provide this to the school with your application.

**Priority 1ii** – Children who were in state care outside of England and were then adopted and are of the Jewish faith or who are being cared for within a Jewish home

You must submit evidence with your application so this priority can be verified. The evidence must show:

- your child's adoption (an adoption order or adoption birth certificate)
- that they were in state care outside England (a letter from the state)

Being cared for in a Jewish home is defined as meeting the practice threshold set out in the SIF and you will need to provide this to the school with your application.

**Priority 2:** Children who have achieved at least 4 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 4i: Any Looked after and previously looked after children not included in priority 1**

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship Order
- became subject to a Child Arrangements Order

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

**Priority 4ii – Children who were in state care outside of England and were then adopted**

You must submit evidence with your application so this priority can be verified. The evidence must show:

- your child's adoption (an adoption order or adoption birth certificate)
- that they were in state care outside England (a letter from the state)

**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.

### **If children meet the same priority (tie break)**

If children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children have siblings attending our school, the 4 children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our school.

### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home

### **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**

Brodetsky Primary School have the responsibility for considering requests to join our school in-year, or for reception places after the start of the school year.

To apply for a place, an in-year application form should be completed and returned to Leeds City Council. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. [Find out more including any current vacancies in Leeds schools](#) or contact the Admissions Department of Leeds City Council on 0113 2224414 for further support.

## **Application process (normal round)**

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home local authority (the council who empty your bins) by the closing date of 15 January 2022. All offers will be made by your home local authority on offer day of 19 April 2022 (first working day after 16 April).

Families applying on the basis of faith criteria will need to complete the attached Supplementary Information Form and return this directly to our school by the closing date. Failure to return a Supplementary Information Form by the closing date means that the school is unable to consider the application under the Faith oversubscription criteria.

## **Applying after the national closing date**

If you apply after the deadline, we cannot guarantee to consider your preferences at the same time as those received on time. Any applications after the national closing date will be dealt with following the Leeds City Council coordinated scheme, unless there are significant and exceptional reasons, and we will adopt any late date Leeds City Council use.

## **Accepting offers**

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.

If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates can ask to be added to our 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

Waiting lists are held for the full school year – until July 2023.

## **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 1<sup>st</sup> April and 31<sup>st</sup> 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.

## **Appeals**

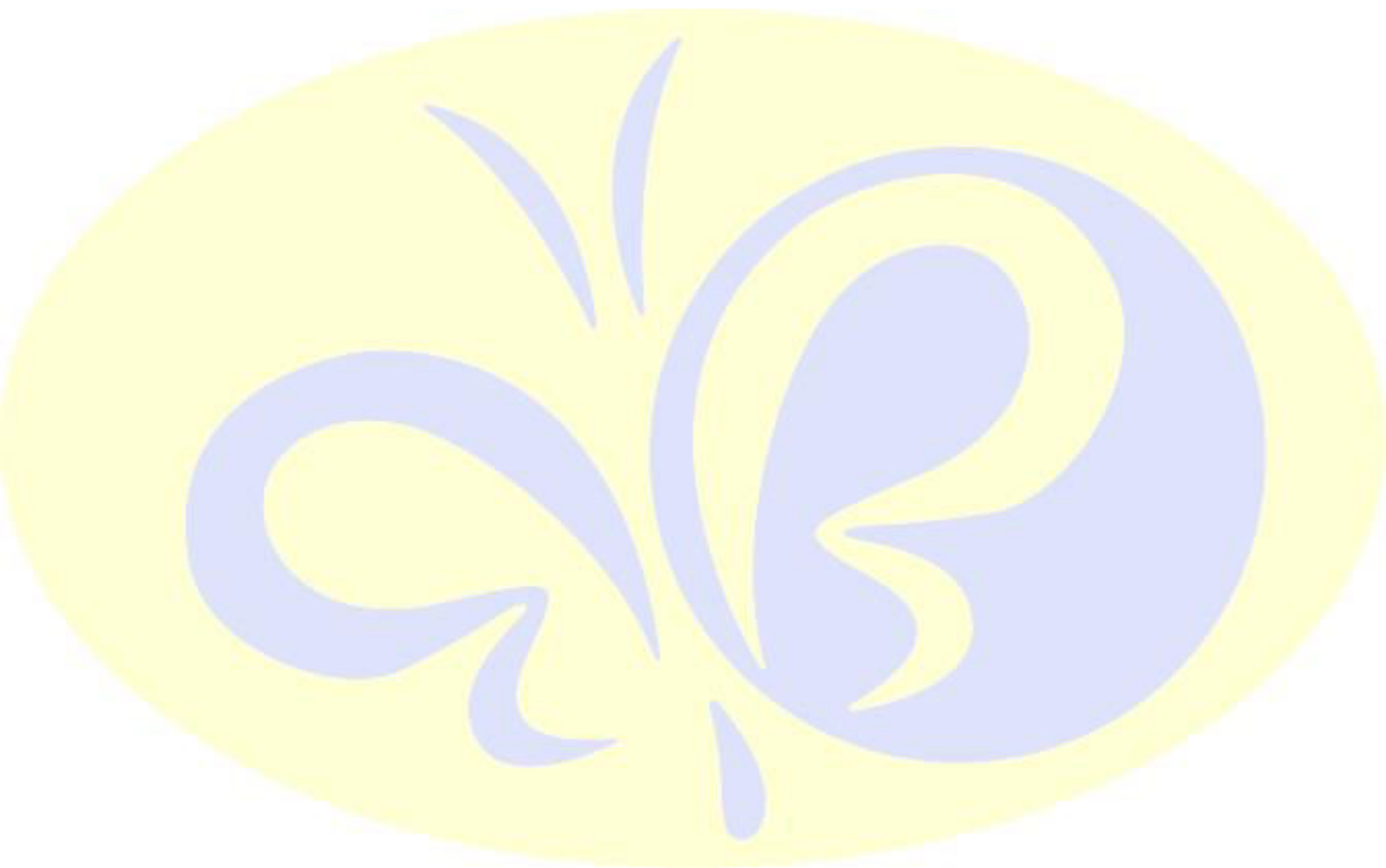
If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council.

Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

### **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.





## Supplementary information for Jewish applicants only For those applying for entry in September 2022

A parent/carer must complete this form and take or send it to the person referred to in each section. The form should be sent to the school no later than 31.01.2022. If it is not received in time it may not be possible to treat the child as a priority applicant. The School cannot consider an application which does not have the relevant declarations and it is the responsibility of the applicant to approach the relevant person. The relevant person may decline to sign this form where you or the child is not personally known to them and/or cannot vouch for you or the child. To be considered a priority applicant a child will be required to achieve 5 points. If this has been achieved after completing any section, the other sections need not be completed. Please note that the criteria for next year may change again. Please note that information on this form is an addition to that requested by Children's Services, Leeds.

Jewish pupils will be ranked based on the scores achieved on this form and places will be allocated accordingly. Only those pupils who achieve a score of 4 or more will be considered as a Jewish pupil.

**It is important that every section is completed and that you confirm the named referees are able to support the information you have provided.**

### **Mission statement for Brodetsky Primary School:**

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.

Surname of Child		First Name(s)	
Date of Birth		Hebrew Name of Child	
Full Postal Address (must be same as that used in main admissions application form)		Home Telephone Number	

Please detail below any siblings that are already at Brodetsky Primary School and which year group they are in:

Sibling Name		Year Group:		Sibling Name		Year Group:	
Sibling Name		Year Group:		Sibling Name		Year Group:	

### Section 1

How often in the past 6 months have you, your child, or siblings of your child attended a Jewish educational activity (e.g. adult education course, school, nursery, synagogue activities) prior to this application? (please tick relevant box)

At least six occasions in the past 6 months (3 points)		At least 3 occasions in the past 6 months (2 points)	
Once in the past 6 months (1 point)		Never (0 points)	

Details of person who can verify information in section 1

Signed		Name of person	
Date		Position in Organisation	
Address		Stamp of Organisation	

Section 2			
Do you have a Mezuzah affixed to the front door of your home? (we may have to visit your home to verify this)			
Yes (2 points)		No (0 points)	

Section 3			
How often have you or the child attended synagogue services (including those for children) in the past 6 months? (Please tick relevant box)			
At least twice per month plus High Holydays** (3 points)		At least once a month plus High Holydays** (2 points)	
High Holydays** only (1 point)		Never (0 points)	
If there are exceptional circumstances that prevent attendance, please note these here or attach an additional sheet of paper.			

\*\* Attendance on High Holydays must be on two occasions over Rosh Hashanah and Yom Kippur.

**Declaration by Rabbonim/Clergy:** I confirm to the best of my knowledge and belief the information in Section 3 is correct.

Signed		Name of Rabbi	
Date		Synagogue	
Address		Stamp of Organisation	

<b>Section 4</b>			
Prior to the date of application, have you acted in a volunteer capacity (giving your time) in any communal, educational, charitable, or welfare activity?			
At least six occasions in the past three months (3 points)		At least three occasions in the past three months (2 points)	
Once in the past three months (1 point)		Never (0 points)	
If there are exceptional circumstances that prevent volunteering (e.g. work patterns, financial, family commitments) please note these here or attach a separate piece of paper.			
<b>Declaration by organisation:</b> I confirm that to the best of my knowledge and belief the information in Section 4 is correct.			
Signed		Name	
Date		Position in Organisation	
Address		Stamp of Organisation	

<b>Parent/carer declaration:</b> I can confirm that all the information in sections 1 to 4 is correct	
<b>Signed:</b>	<b>Date:</b>

*In the event that it is discovered that a parent has submitted information above which is later found to be incorrect, this may result in the refusal of the School to offer a place to the child. If a place has already been offered on the basis of incorrect information, the School may withdraw the offer. Note that for the avoidance of doubt this form does not confirm that the child for whom this application is made is Jewish in accordance with Orthodox Jewish law.*

For Office Use Only			
Date received:		Child meets practice threshold (yes / no)	
Points Awarded:			
Section 1:		Section 2:	
Section 3:		Section 4:	

