

## **LJFS Admissions Policy (for entry in 2016)**

This policy reflects the legal requirements of the Free School legislation and our practices and arrangements will be consistent with the School Admissions Code, the School Admission Appeal Code and admissions law as it applies to maintained schools.

The Leeds Jewish Free School is a Free School with a commitment to the practice of Orthodox Judaism. Jewish Studies and Hebrew are taught by specialist teachers. The school has the following mission statement:

***“We aim to offer high quality education within a strong Orthodox Jewish ethos that is available locally, accessible to all irrespective of faith, specific needs or family financial capacity.”***

The Governing Body has responsibility for admissions and plans to admit 25 pupils, (which is the school’s maximum admission limit for each year group) to Year 7 each September. If the number of preferences received is less 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 based on the criteria listed below. Admission to the school does not depend on the area in which the child resides.

Priority Criteria:

***If a child has a Statement of Special Educational Need that names the Leeds Jewish Free School they will automatically be offered a place.***

Priority will then be given to members of the Jewish Community with highest preference being given to those with evidenced observance and contribution to the community. Other admission criteria will include attendance at Brodetsky Primary School as a feeder school, living in the locality of the school, and where the school meets the specific needs of pupils (e.g. physical access, sensory impairment). Looked After Children will also be given priority in line with other admission criteria. Where the school is over subscribed:

***Priority 1: A Looked After child being cared for within a Jewish home.***

***Priority 2: 50% of places will be reserved for Jewish pupils, irrespective of what primary school they attended. Priority will be based in 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).*

*Priority 3: Any Looked After Child not included in Priority 1.*

*Priority 4: Having a sibling currently attending the High 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. A fostered child is covered in Priorities 1 and 3.)*

*Priority 5: Attended one of these named local primary schools. This is irrespective of whether the pupil is Jewish or not:*

*Allerton Church of England Primary School*

*Alwoodley Community Primary School*

*Brodetsky Jewish Primary School*

*Priority 6: Any other child.*

*Tie Break: Distance of travel to the school. The distance provided by the Local Authority Admissions team (shown on the School Admissions Module – SAM) will be used. No other measurements, including Google Maps will be considered. Where residency is shared between parents the address used on the application form will be used to make this calculation and this may not be changed once the form has been submitted. The parents must decide which address they wish to use for the application. Other family addresses may not be used and the address used must be the main residence of one of the parents.*

*Twins: Where twins have applied and one has been offered a place under any of the criteria the other will also be offered a place under the same criteria even if this takes the number over the allotted number of places available in that criteria or in the admission cohort as a whole.*

Attendance at Brodetsky Jewish Primary School does not guarantee a place in the high school. A separate application form needs to be completed for the Leeds Jewish Free 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 (Education Leeds) will then write to the applicants with the result of their application.

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 2475729.

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 2017 Admissions**

The closing date for applications for a place in Year 7 will be 31<sup>st</sup> October 2016.

The closing date for late applications will be 10<sup>th</sup> December in line with Leeds City Council policy.

Parents must apply using the Leeds City Council Coordinated admissions process. You will receive an application pack via your child's primary school or you can contact them directly on 0113 247 5729.

There will also be a link to the Leeds City Council online admissions portal.

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Parents applying on the basis of faith are asked to complete the Supplementary Information Form (SIF), which is available from school or the School website, when submitting their Common Preference Form. Failure to complete the Supplementary Information Form could mean that the applicant is not considered under Priority 2.

## **The Supplementary Information Form**

This form requires families to record their level of participation in religious and/or community activities. There are three areas included with different gradings for frequency of participation. These areas are:

How often in the past year have you or your child attended a Jewish Educational activity (e.g adult education course, school, nursery, synagogue) prior to this application?

Do you have a Mezuzah affixed to the front door of your home?

How often have you and your child attended synagogue services (including those for children) in the past six months?

Prior to the date of application have you acted in a volunteer capacity (giving your time) in any communal, educational, charitable or welfare activity?

Section 1 (Part 1 & Part 2), can each earn between 0 and 8 points. Section 2 can earn between 0 and 2 points. Section 3(Part 1 and Part2) and Section 4 can earn between 0 and 10 points based on level of activity.

Section 2 requires either a `yes` or `no` response. Two points are awarded for `yes` and no points are for a `no` response.

These points will be accumulated and applications ranked by score. If a tie breaker is needed applications will be further awarded an additional point for every section in which they have gained a maximum score, up to a maximum of four points.

Where a reasonable reason for not being able to demonstrate the requirements for Sections 3 and 4 the applicant will be awarded 5 points. The reason for points being awarded/not being awarded in these circumstances will be recorded.

In the event that a further tie break is needed then the distance tie break detailed under priority criteria will apply.

## **Verification and Admission Offers**

The Governing Body reserve the right to seek external verification of all information provided in either the main admissions form or the SIF. In the event that there is a waiting list the Governing Body will automatically seek verification of all information provided. Where you have been asked to name someone who can verify your information that person will be contacted.

You may also be asked to provide proof of address and your child's age.

The governors will consider all applications and notify Leeds City Council who they will offer places to. Parents will be informed of the outcome of their application on 1<sup>st</sup> March 2017 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 over-subscription criteria previously mentioned and not in the order in which applications are received or added to the list. Names will be removed from the list after 31st July 2017.

## **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 when offers are made.

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.

## **LJFS Policy**

Author: Jeremy Dunford

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