



**LJFS Admissions Policy
(for entry in 2020-2021)**

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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 an Education Health and Care Plans (EHCP) 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 or previously looked after children will also be given priority in line with other admission criteria.

Where the school is over-subscribed:

Priority 1: Looked after children and children 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 Special Guardianship order or a Child Arrangements order, or

- *who has been in state care outside of England and ceased to be so as a result of being adopted*

Priority 2: 12 of places will be offered to 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 (SIF)– see annex A for how the priority will be established. *Please note failure to complete a SIF means that the admitting authority is unable to consider the application under the Faith oversubscription criteria.*)

Priority 3: Having a sibling currently attending the Leeds Jewish Free 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 4: Attended one of these named local primary schools (Primary schools adjoining/within the A6120, King Lane, Alwoodley Lane and A61 boundary.) 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

Khalsa Science Academy

St Paul's Catholic Primary School

Priority 6: Any other child.

Distance of travel to the school. Distance to school, 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. No other measurements, including Google Maps will be considered.

Where residency is shared between parents the address used on the Leeds City Council Common 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

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 all preference schools about the application. The school will contact you directly to confirm whether they can offer a place. If the 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 from the waiting list based on the published oversubscription criteria within this policy.

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 Admissions

The closing date for applications for a place in Year 7 will be 31st October of each year.

The closing date for school preference changes after 31st October is the 10th December and only applications with significant changes in circumstances will be considered. Applications for changes must be sent to education.anual.cycle@leeds.gov.uk with the name date of birth address and list of school needed or changes that want to be made.

The closing date for late applications will be 10th 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 2224414.

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

Parents will be informed by Leeds City Council of the outcome of their application on 1st March prior to the start of the school year in September.

Unsuccessful applicants are currently not automatically added to the waiting list – families are advised that they can ask to be added to waiting lists.

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. (Please see below)

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. This Code comes into force on 1 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 twenty days of receipt by the parents of a letter informing them that a place is not available.

The Supplementary Information Form

Please download this form from the LJFS.org website. (Key Information/Polices)

Parents applying on the basis of faith are asked to complete the Supplementary Information Form (SIF), which is available from the 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.

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 Jewish 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 16 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.

Section 3 (Part 1 & Part 2), can each earn between 0 and 10 points. Section 4 can earn between 0 and 10 points.

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.

A minimum score of 1 is required to qualify under priority 2

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

Parents will be informed by Leeds City Council of the outcome of their application on 1st March prior to the start of the school year in September.

The governors only determine which priority of the admissions policy the application meets, in ranked order, they are unable to decide who they will offer places to as preference order must be taken into account by the LA when making 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 from the waiting list.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list mentioned above 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 – families are advised that they should contact the school to ask to be added to waiting list.

Names will be removed from the list after 31st July each year.

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.

Fair Access Protocol.

As part of the coordinated admissions arrangements 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.”

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