

LJFS Policy

DRAFT Admissions Policy (for entry in 2022/2023)

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 Free Schools, Academies and all other 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 26 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 where the school is oversubscribed:

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

Priority 1: A looked after child being cared for within a Jewish home.

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

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Priority 2: 50% 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. Applications will be ranked and prioritised using scores attained from the information submitted within the Supplementary Information Form.

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

Priority 4: Having a sibling currently attending 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.)

Priority 5: At the time of application attends one of the following 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
- Primley Wood Primary School

Priority 6: Any other child.

Attendance at Brodetsky Jewish Primary School does not guarantee a place in the high school. A separate application form needs to be completed for Leeds Jewish Free School.

Tie Break: 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.

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

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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.

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 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 Year 7 will be 31st October 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 Common Application Form. Failure to complete the Supplementary Information Form

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means that the school is unable to consider the application under the Faith oversubscription criteria.



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The Supplementary Information Form (SIF)

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:

1. How often in the past 6 months have you, your child, or siblings attended a Jewish Educational activity (e.g., adult education course, school, nursery, synagogue) prior to this application?
2. Do you have a Mezuzah affixed to the front door of your home?
3. How often have you and your child attended synagogue services (including those for children) in the past six months?
4. Prior to the date of application have you acted in a volunteer capacity (giving your time) in any communal, educational, charitable or welfare activity?

Sections 1,3 and 4 each 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 score and rank applications and provide this information to Leeds City Council who will issue offers. Parents will be informed of the outcome of their application on 1st March 2022 by Leeds City Council.

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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. Each time a child is added to the waiting list, the list will 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. Names will be removed from the list after 31st July 2022.

Pupils with an Educational Health Care Plan

The admission of pupils with a statement of Special Educational Needs now known as an Educational Health Care Plan 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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the school 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.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

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- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

