# HERTSMERE JEWISH PRIMARY SCHOOL

## Determined Reception and In-Year Admissions Policy for 2025-26

Hertsmere Jewish Primary School is a day school with a commitment to the practice of modern orthodox Judaism and a regard for Israel in Jewish life. The school's foundation body is the United Synagogue and its religious authority is the Chief Rabbi of the United Hebrew Congregations of the Commonwealth. The school is an academy under the Jewish Community Academy Trust.

### 1. Admissions authority

The school's admissions authority is the Jewish Community Academy Trust.

### 2. Published Admission Number

The school will admit up to 60 children to Reception each September.

### 3. When to apply

Applications for a Reception place at the start of the school year must be made by 15 January in the school year (1 September – 31 August) in which the child reaches age four. All applications received on time will be processed together and they will not be prioritised based on the date of application. Late applicants will be considered only if there are spaces available after allocating places to those made on time.

Applications for places in other year groups or after the start of the school year can be submitted at any time in accordance with Section 9 below.

### 4. How to apply for Reception

Applicants for Reception should complete all of the following steps by the 15 January deadline:

(a) apply to the local authority where the child lives using their Common Application Form;

(b) return to the school a completed Supplementary Information Form (SIF); and

(c) for those who wish to be considered as priority applicants under Section 7 below, return to the school a completed Certificate of Religious Practice (CRP) showing at least 4 points.

The SIF and CRP forms are available from the School Office or website (www.hjps.herts.sch.uk/admissions) and may differ from similar forms used by other Jewish schools. Applicants should refer to the CRP form as soon as possible because several requirements need to be completed well before the application deadline.

For children living in Hertfordshire, the Common Application Form and more information on the application process are available at www.hertfordshire.gov.uk/admissions.

## 5. Nursery provision

This policy does not govern applications to the school's nurseries, HJPS Nursery or Little Herts nursery. These have a separate admissions policy, which is available at https://www.hjps.herts.sch.uk/admissions.

Children attending HJPS Nursery or Little Herts nursery are not guaranteed a place in Reception and must apply for a place in the normal way.

## 6. Children with an Education, Health and Care Plan (EHCP)

As required by law, children with an EHCP that names the school will be allocated a place before other children.

## 7. How places will be allocated

If there are enough places at the school then every applicant will be offered a place. If there are more applicants than available places, priority will be given to children in the following order:

**(1) Looked after children and previously looked after children**

A "Looked after" child is a child who at the time of application is in the care of a local authority or provided with accommodation by a local authority in the exercise of its social services functions as defined in Section 22(1) of the Children Act 1989.

"Previously looked after children" includes children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) and those children who appear to the Admissions Committee of the school's Local Governing Committee to have been in state care outside England and ceased to be in state care as a result of being adopted.

Evidence of the appropriate order must be submitted before the closing date for applications.

**(2) Siblings who have submitted a CRP showing at least 4 points**

"Sibling" means a sibling (including any half-sibling, step-sibling, foster-sibling and adopted sibling) of a pupil who is on roll at the school at the deadline for application and who will still be attending the school on the date their sibling is admitted, whether or not the siblings share an address.

**(3) Children who attend HJPS Nursery who have submitted a CRP showing at least 4 points**

This category is open to children who attend the school's state-funded HJPS Nursery provision as at the closing date for applications. However the number of children admitted under this category will be limited so that:

(a) if more than 45 children are admitted under higher priority categories (including children with an EHCP), no children will be admitted under this category; and

(b) in other cases, the number of children admitted under this category will be limited so that no more than 45 children are admitted under this category and all higher priority categories (including children with an EHCP) combined.

**(4) Children of staff who have submitted a CRP showing at least 4 points**

"Staff" means a permanent member of teaching or non-teaching staff who at the date of admission will be employed by the school in a paid capacity, whether full-time or part-time, where that member of staff:

(a) has been employed by the school for two or more years as at the date of application; and/or

(b) is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

"Children" includes step-children, foster-children and adopted-children, whether or not they share the same address with the staff member.

**(5) Children with a residential address in Hertfordshire who have submitted a CRP showing at least 4 points**

Any remaining places will be allocated to children with a residential address in Hertfordshire in the following proportions (with any fractions rounded down to the nearest whole number):

(a) not more than 35% of these places to children living at addresses in Borehamwood with WD6 postcodes;

(b) not more than 10% of these places to children living at addresses in Elstree with WD6 postcodes;

(c) not more than 20% of these places to children living at addresses with WD23 postcodes;

(d) not more than 15% of these places to children living at addresses in Radlett with WD7 postcodes;

(e) not more than 10% of these places to children living at addresses in Shenley with WD7 postcodes; and

(f) not more than 10% of these places to children living at addresses in Hertfordshire which are not listed above.

If there are less applicants than places in any of these six areas, then all applicants from that area will be allocated a place and the unfilled places will be filled in accordance with criteria (6) below. If there are more applicants than places in any of these six areas, then the successful applicants will be determined in accordance with the tie breaker in Section 8 below and the unsuccessful applicants will be considered under criteria (6) below.

**(6) Children who have submitted a CRP showing at least 4 points**

This includes children who qualified under one of the above categories but were not offered a place due to limits on the number of places available to that category.

**(7) All other children**

## 8. Tie-breaker

If there are more applicants than available places in any of the above categories, the places will be offered to the children living the shortest straight-line distance from the school.

Distances to the school will be determined conclusively by Hertfordshire County Council's computerised mapping system "Address Base Premium", which measures between the Address Base Premium address point of the school and that of the child's house.

The home address used will be a child's permanent residential address as at the time of application or, for admission to Reception in September, as at the closing date for applications. Where a child lives at more than one address, this will be the address at which they spend most nights during the school week (being Monday to Friday nights during term time).If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a place needs to be allocated between two or more applicants who live the same distance from the school, the place will be allocated by random allocation supervised by someone independent of the school.

## 9. In-year applications

Applications for Reception made from 16 January until the end of the summer term, for entry in the September of the same year, must be made to the local authority where the child lives in accordance with Section 4 and will be treated as late applications. The Supplementary Information Form and Certificate of Religious Practice should be submitted to the School Office at the same time the application is made to the local authority. If insufficient spaces are available for all late applicants, their names will be added to the waiting list.

Applications for Reception made after the end of the summer term or for places in other years must be made directly to the school by submitting to the School Office a completed In-Year Application Form, together with a Certificate of Religious Practice and any supporting documents. These forms are available from the School Office or website (www.hjps.herts.sch.uk/admissions).

Where more applications are received than places available, the oversubscription criteria in Section 7 will be used to allocate the place(s).

## 10. Applications outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, to Reception rather than Year 1.

Applicants wishing to apply for a place outside their normal age group should write to the school's Admissions Officer setting out the circumstances and why admission outside of the normal age group is felt to be appropriate, including:

(a) information about the child's academic, social and emotional development;
(b) their medical history and the views of a medical professional (where relevant);
(c) whether they have previously been educated out of their normal age group; and
(d) whether they may naturally have fallen into a lower age group if they had not been born prematurely.

This information will then be considered by the Admissions Committee and the applicants may be invited to a meeting at the school and/or asked for further information. The Admissions Committee will make a decision as to what is in the best interests of the child, based on all the circumstances of the case and taking into account the views of the headteacher.

Applications for children wishing to start later than their chronological age group should initially be made in accordance with the deadlines that apply for the child's chronological age. If the Admissions Committee agrees for the child to move back a year, the place cannot be deferred and instead the applicant will be invited to apply again in the following year.

Applications for children wishing to start earlier than their chronological age group should initially be made in accordance with the deadlines that apply to the cohort the child is seeking to join. If the Admissions Committee agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants do not have the right to appeal if they have been offered a place at the school which is not in the year group they would like.

## 11. Offers of places

Places for Reception in September will be allocated on the national offer date, which is 16 April or the next working day. The local authority where applicants live will inform them which school (if any) they have been allocated.

Applicants will be told the result of an in-year application within 15 school days of supplying all of the requested information.

The offer letter will set out the process for accepting or rejecting the offer. A place may be withdrawn if it is not accepted by the deadline set out in the offer letter.

## 12. Twins and multiple births

If a twin or multiple-birth child is offered a place under the admission rules, the remaining twin or multiple-birth children will also be offered a place, even if this means exceeding the Published Admission Number.

## 13. Children below statutory school age

All children are entitled to a full-time Reception place from the September following their fourth birthday. However children do not reach compulsory school age until the 31 December, 31 March or 31 August following their fifth birthday.

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until they reach compulsory school age. However a place cannot be deferred past the start of the summer term.

## 14. Waiting list

The school will maintain a waiting list (also known as a Continuing Interest list) for each year group, which is open to any unsuccessful applicant. To remain on the waiting list after the end of an academic year, applicants must confirm they are still interested in a place by completing the school's In-Year Application Form.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 7 above (not the length of time on the waiting list), so a child's place on the list can change as other children join or leave it.

## 15. Fair Access Protocol

The school is required to participate in Hertfordshire County Council's Fair Access Protocol, which aims to ensure that unplaced and vulnerable children, and those having difficulty in securing a school place in-year, are allocated a school place as quickly as possible. The school will admit children under this Protocol as necessary before children on the waiting list, even if it takes the number of children in the year above the published admission number.

## 16. Fraudulent applications

An applicant may be required to provide additional information if required by the Admissions Committee to validate their application. The Admissions Committee may refuse or withdraw the offer of a place if it believes that an applicant has provided false or deliberately misleading information or to have withheld any relevant information in any part of their application, even if the child has already started at the school. Offers may also be withdrawn if made in error.

## 17. Right of appeal

Parents have the right to appeal if their children are refused a place at the school. To do so, they must write to the Clerk to the Local Governing Committee at the school's address within 20 school days of receiving the result of the application. The Clerk will provide details of the appeal process, including the limited grounds on which an appeal can succeed. Appeals will be heard by an independent panel in accordance with the School Admission Appeals Code. The school will publish the appeals timetable on its website by 28 February each year.

## 18. Further information

For further information, please contact Mrs Goodman, Admissions Officer, at admissions@hjps.herts.sch.uk or 01923 855857.

Please see the privacy notice on the school's website as to how we handle your data at http://www.hjps.herts.sch.uk/privacy-notice/.

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