



**Alma  
Primary**

עולם חסד יבנה  
A world built on kindness

# Alma Primary Admissions Policy

Responsibility:

*Marc Shoffren*

GB Committee responsible:

*Learning and Children's*

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## Policy Development

Change	Responsible	Date
Pre Consultation	Children's Committee	Sept. 2017
Post Consultation – Agreed	Children's Committee	Feb. 2018
Minor tidying, consistency of 3 <sup>rd</sup> person, removal of 3.1.5 (founders places - no longer required) and addition of clause 3.3	Marc Shoffren & Sammy Rosehill	June 2018
Clarification regarding twins under 1.9	Marc Shoffren	May 2021
Addition of appeal note under 9, in accordance with Schools Admissions Appeals Code 2022 and clarification of events including reduction of 4.1.2 to 4 months	Marc Shoffren & Adam Zellick	Dec 2022

## Executive summary

### Key points:

- Each year allocation of places will be split between 'Open places' based on proximity to the school and 'Faith-based' places. This approach is designed to ensure that everyone that wants to attend our school has a chance to secure a place.
- We allocate faith-based places using a system of random selection so that families who live further away also have a chance to secure a place. This innovative approach will create a community of families actively engaged with the children's learning and Jewish education.
- We have focused our Jewish practice criteria on active involvement in the community rather than synagogue membership or private practice at home. In addition to regular synagogue attendance the criteria also include involvement in organised Jewish learning and attendance at one of a wide variety of Jewish community activities.

## 1. General

- 1.1. Applications must be made on the Common Application Form (CAF). This form is available from your local authority and should be submitted, either on paper or on-line, by the required date and in accordance with local authority requirements.
- 1.2. In addition, the school's Supplementary Information Form (SIF) should be completed by all applicants. This form must be returned **to the school** by the date specified on the school website.
- 1.3. There will be a Pupil Admission Number (PAN) of 30 places in each school year.
- 1.4. Children with an Education, Health and Care Plan (EHCP) in which the school is named will be allocated places outside the oversubscription criteria by virtue of their EHCP.
- 1.5. In line with our policy of inclusivity, the Admissions Policy is designed to give children who live further away from the school an opportunity to attend, as well as children who live close to the school.
- 1.6. Distance will be measured from the main entrance of the school site to the child's front door<sup>1</sup>.
- 1.7. In the event of a tie, where applicants are from the same block of flats or live exactly the same distance from the school, priority will be selected in random order via a lottery and places will be offered accordingly.
- 1.8. Where a child's parents are separated and the child lives with both parents, but at different times of the week, the child's address will be taken as the address at which they live for the larger part of the week.
- 1.9. If an offer is made under any category to someone who is a twin, triplet or one of multiple births, an offer will also be made to the other sibling(s). In instances where, under the normal operation of the admission arrangements, the last available place in the class has been allocated to one twin, or to a child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place in the school. In these circumstances the PAN would be increased on a temporary basis until such time as a child leaves the class at which time the class size will revert to the PAN.

## 2. Admissions Criteria

- 2.1. After places have been allocated to children with an EHCP which names the school, the allocation of places will be split between **"Open places"** and **"Faith places"**:

- **Open places:** Open places are allocated to children whose parents choose the school regardless of their faith. Parents applying for an open place do so knowing that the school aims to provide a Jewish education and the governing body expects that all children will take part in all aspects of the school's curriculum;
- **Faith places:** Faith places will be allocated to children of families who can demonstrate practice of an aspect of the Jewish faith.

### 3. Over subscription criteria

3.1. If the number of applications for admission is greater than the PAN, places will be allocated in the following order of priority:

- 3.1.1. Looked After Children (LAC) and Previously Looked After Children (PLAC), including Internationally Adopted Previously Looked After Children (IAPLAC);
- 3.1.2. Children whose social or medical needs are needs that the school can reasonably meet and which are such that they cannot be met sufficiently at any other school<sup>ii</sup>;
- 3.1.3. Children whose siblings<sup>iii</sup>:
  - a) Have accepted a place; or
  - b) Currently attend the school;
- 3.1.4. Children of members of staff<sup>iv</sup>.

3.2. Once places have been allocated under the criteria above, the remaining places will be divided equally between '**Open places**' and '**Faith places**' respectively as follows:

- 3.2.1. 50% of the remaining places will be offered to the children living nearest to the address of the school, measured as described in 1.6. of which one will be allocated to a child in receipt of Early Years Pupil Premium.
- 3.2.2. The remaining 50% of places will be allocated through random allocation, open to children whose families fulfil the criteria in paragraph 4 for a Faith place. One place will be allocated to a child in receipt of Early Years Pupil Premium whose family fulfils the criteria for a Faith place. The random allocation will be carried out by an independent authority, agreed by the Learning and Children's Committee of the Governing Body.
- 3.2.3. In the event that there is an odd number of remaining places, one place will be allocated as an '**Open place**' and the remainder will be divided equally.

3.3. In the event that the total number of places required under 2.1 (children with an EHCP which names the school) and 3.1 (Looked after children, former looked after children, children with social and medical needs, siblings and children of staff) exceeds the PAN of 30 places, then the names of all children qualifying under the specific sub category which exceeds the PAN (e.g. 3.1.4 or 3.1.3) will be drawn by random allocation and places allocated accordingly.

### 4. Evidence required to demonstrate "practice of an aspect of the Jewish faith"

4.1. Families applying for a "**Faith place**" must provide documentary evidence of only **one** of the criteria below at the time of applying. All the criteria below have equal weight. The criteria are:

- 4.1.1. Attendance by a parent / legal guardian and their child at a minimum of 7 synagogue services in the 12 months before the closing date for admissions; or

4.1.2. A child's enrolment in formal Jewish education (either at nursery or pre-school having a Jewish character) for at least 4 months in the 12 months before the closing date for admissions; or

4.1.3. A parent / legal guardian's regular (at least monthly) involvement as a volunteer in any Jewish communal, charitable or welfare activity of at least a year's duration in the 2 years before the closing date for admissions; or

4.1.4. A parent / legal guardian's regular involvement on at least 7 individual occurrences either in organised Jewish learning or organised Jewish community activities in the year before the closing date for admissions. Activities within this criterion do not include synagogue or ritual services, festival celebrations, or activities otherwise within 4.1.1 to 4.1.3 above but could include (but are not limited to):

- Synagogues: any courses or one-off learning or cultural events;
- Jewish Book Week: attending a session(s);
- SpiroArk: attending any of their courses or 1-off events;
- London School of Jewish Studies: attending any of their courses or 1-off events;
- Limmud: attending the Limmud Conference, LimmudFest, or any of the regional Day Limmud events;
- JW3 for London: attending any of their 1-off events;
- Social action organisations – attending events run by or volunteering for any such organisation including (but not limited to) Jewish Council for Racial Equality, Tzedek, Gefiltefest, Mitzvah Day, New Israel Fund, Rene Cassin, Yachad.

4.2. In order to validate attendance the following evidence is required:

- I. For (4.1.1) to (4.1.3) verification will be required from the organisation involved.
- II. For (4.1.4) participation in each activity or event must be verified, in accordance with the requirements set out in the SIF, by a letter from the relevant organisation(s) on their letterhead and signed by a senior member of the organisation's professional staff team, confirming the details of the activity or event, the named parent / legal guardian's involvement and the date(s) of participation.

## 5. Operation of waiting lists

5.1. The school will operate a waiting list for each year group. Where, in any year, the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application (or in order to make an in-year application under paragraph 6 below).

5.2. Should any place(s) in any year group become available, any such place(s) will not be allocated by reference to the date on which any child's name was placed on the waiting list. Rather, any place(s) will be allocated to a child(ren) on the waiting list for that year group, as at the time of allocating the available place(s), in accordance with the oversubscription criteria and applying the order of priority set out in 3.1 above. If any place(s) remains available after application of the criteria in 3.1, the remaining place(s) will be allocated to a child(ren) on the waiting list for that year group in accordance with 3.2 above but on the basis of maintaining the balance in the relevant year group between Open places and Faith places, such that (a) any available place(s) that had previously been allocated to a child as an Open place will be allocated as an Open place(s); (b) any available place(s) that had previously been allocated to a child as a Faith place will be allocated as a Faith place(s); and (c) any available place(s) that had previously been allocated under criteria in 3.1 will be allocated in accordance with 3.2.3 above.

### 6. In Year Applications

Families should contact the school if they wish to apply for a place during the school year, after the start of Reception. Applicants will be added to the appropriate school year's waiting list and any offers processed through Barnet's admissions systems and in accordance with the school's over subscription criteria and in particular in accordance with the operation of the waiting list as set out in paragraph 5 above.

### 7. Request to delay entry to school (known as deferred entry)

Children must take up a full-time place at school by the end of the term after their fifth birthday (compulsory school age). Parents of children below compulsory school age may defer their child's entry until later in the school year, or request that their child attend part time until they reach compulsory school age. However, a Reception class place should be taken up by the start of the summer term.

Parents who are considering deferring their child's entry are encouraged to inform the school of this before submitting an application. This will not affect an application. Where there is any request to defer entry to or for part-time attendance at the Reception class, the Headteacher will arrange to meet parents for a discussion and explain to them the process, should they wish to proceed. If entry is deferred beyond the start of the summer term, parents will need to reapply for a Year 1 place. This will not prejudice the application.

### 8. Requests for admission outside a child's age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Headteacher will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will be considered on a case by case basis and will only be agreed in exceptional circumstances. There is a right to appeal if a place cannot be offered in another age group at the school.

Parents seeking admission to an age group outside the child's actual age must inform the school of this before submitting an application. The Headteacher will arrange to meet parents for a discussion and explain to them the process, should they wish to proceed. Parents must provide the school with information in support of their request by the close of applications for a Reception class place, in January.

### 9. Right of Appeal

Where a child has applied for but been refused a place at the school, the parent(s) or legal guardian(s) have a right of appeal against the refusal of a place at the school. When the school decides to refuse an application to the school, it (or Barnet Local Education Authority, which manages admissions for Alma Primary) will include: the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal. If parents or legal guardians then wish to appeal, they must set out their grounds for appeal in writing. There will be no limit to the grounds on which an appeal can be made. Where an appeal is made, the school will operate a transparent and fair appeals procedure in accordance with the School Standards and Framework Act 1998 and which fully complies with the School Admissions (Appeal Arrangements) (England) Regulations 2012 and the School Admissions Appeals Code 2022. The school will also publish by 28 February each year its Admission Appeals Procedure which will be on the school website and available from the school office and which parents or legal guardians should consult in relation to the procedure and timetable for an appeal.

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<sup>1</sup> Distance is measured in a straight line between the front door of the child's home and the main school gate. The distance between these points is calculated using the London Borough of Barnet's computerised measuring system (S.A.M.S).

- <sup>ii</sup> Once the deadline for applications has closed, a panel chaired by the Admissions Governor (and including the Admissions Governor and the Chair(s) of the Children and Learning Committee) will be convened to consider any applications made on the basis of social or medical needs and whether any such application requires a place to be allocated under 3.1.2.
- <sup>iii</sup> Siblings are defined as including half, step, adoptive, foster siblings and twin or multiple birth siblings provided they also live at the same address as the applicant, but not other children who also live at the same address who do not fall into one of these categories.
- <sup>iv</sup> Members of staff are entitled to a priority place for their children if they have been in service for two or more years at the time at which the application of admission is made or the member of staff has been recruited to fill a demonstrable skills shortage