



## JFS SCHOOL

THE MALL, KENTON, HARROW, HA3 9TE

### ADMISSION POLICY FOR 2024/25

*Reviewed in the Autumn Term 2021 & Ratified by Admissions Committee on 16/11/2021  
Next Review Autumn Term 2027, subject to intervening legislative changes*

#### 1 Introduction

- 1.1 JFS School (the School) is a Jewish mixed comprehensive voluntary aided secondary school located in Kenton, North London.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (Code). Under the Code, the Governing Body of the School is the 'Admission Authority' for the School, and is required to formally determine the admission arrangements for each year's intake in accordance with the requirements of the Code. The Governing Body delegates this task to a committee of five Governors, called the Admission Committee.
- 1.3 This policy and the admission related documents referred to therein-together form the School's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be adopted.

#### 2 Children with an Education Health and Care Plan (EHC Plan)

- 2.1 Children with an EHC plan are admitted to schools under separate statutory procedures managed by their home Local Authority, not under schools' admission arrangements. Parents of children with an EHC plan should therefore liaise with their home Local Authority's SEN team if they want their child to be placed at the School.
- 2.2 Where the child's EHC plan names the School, they will be admitted. Where this happens in the 'normal admission round' (i.e. entry to Year 7 in September), they will be allocated places before all applications for admission are processed, thereby reducing the number of places available within the published admission number (PAN).

#### 3 Inclusivity and Equality

- 3.1 The School is fully inclusive and welcomes applications for the admission of children with special educational needs, physical or behavioural disabilities and other protected characteristics under the Equality Act 2010. The School's admission arrangements are determined and implemented with the

School's equality duties in mind, including the public sector equality duty (PSED).

#### **4 Definition of a 'Parent'**

- 4.1 In education law and this policy, the definition of a 'parent' includes a natural or adoptive parent of the child (irrespective of whether the child lives with or has contact with them, or whether they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child.

#### **5 Published Admission Number (PAN)**

- 5.1 The PAN for Year 7 is **300** students.
- 5.2 The PAN for Year 12 is **20** external candidates.
- 5.3 The School's Sixth Form (Years 12 and 13) has a total of 550 places. Year 11 students currently on the roll at the School do not apply for admission to Year 12 - they simply transfer from Year 11 to Year 12 if they meet the Minimum Academic Entry Criteria (see below) and wish to attend the JFS Sixth Form. Once the number of Year 11 students transferring to Year 12 is known, it is possible that the School may be able to admit additional external candidates over and above the PAN stated above.

#### **6 Oversubscription Criteria**

- 6.1 Where there are more applications than there are places available, places will be allocated in the following order of priority (please note that **Categories 6.1.3 and 6.1.4** do not apply to applications for admission to Year 12):

6.1.1 **Looked after children and previously looked after children who (in either case) meet the religious practice test**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to us to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF) and a JFS Certificate of Religious Practice for the School (CRP). Applications in this category may also need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, the SIF, CRP and relevant evidence should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

All documents are to be sent directly to the School. It is not compulsory to complete a SIF or submit the JFS CRP but without those there will be significant risk that the child will be

placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

**6.1.2 Children who meet the religious practice test who have accommodation provided for them by a Jewish care home or care organisation**

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF), a JFS Certificate of Religious Practice for the School (CRP) and a signed formal letter from Social Services or Norwood confirming their status. All three documents are to be sent directly to the School by the application deadline no later than the date by which the CAF has to be returned to your Local Authority. It is not compulsory to complete a SIF or submit the JFS CRP but without those there will be significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

**6.1.3 Children who meet the religious practice test who have a sibling at the School at the time of application or who formerly attended the School for a period of at least three consecutive terms within the 5 years preceding the proposed date of entry**

In this category, a 'sibling' means a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a foster sibling, a step sibling (one child's parent married to the other child's parent), and the child of their parent's cohabiting partner, and in all cases the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not meet the definition of a 'sibling' even if they live at the same address as the applicant child.

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF), a JFS Certificate of Religious Practice for the School (CRP) and proof confirming their status. All documents are to be sent directly to the School by the application deadline no later than the date by which the CAF has to be returned to your Local Authority. It is not compulsory to complete a SIF or submit the JFS CRP but without those there will be significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

This category does not apply to admission to the Sixth Form.

**6.1.4 Children who meet the religious practice test and who at the time of the application attend the following schools:**

- **26 places will be allocated to children who attend Sinai Jewish Primary School;**
- **9 places will be allocated to children who attend North West London Jewish Day School.**

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF) clearly stating the name of their child's current primary school on both the SIF and CAF, and a JFS Certificate of Religious Practice for the School (CRP). All documents are to be sent directly to the School by the application deadline no later than the date by which the CAF has to be returned to your Local Authority. It is not compulsory to complete a SIF or submit the JFS CRP but without those there will be significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

This category does not apply to admission to the Sixth Form.

#### **6.1.5 All other children who meet the religious practice test**

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF) and a JFS Certificate of Religious Practice for the School (CRP). All documents are to be sent directly to the School by the application deadline no later than the date by which the CAF has to be returned to your Local Authority. It is not compulsory to complete a SIF or submit the JFS CRP but without those there will be significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

#### **6.1.6 All other looked after or previously looked after children (as defined above at 6.1.1)**

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF). Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above at 6.1.1), evidence of having been in state care outside England and of being adopted will be required. Ideally, the SIF, CRP and relevant evidence should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

All documents are to be sent directly to the School. It is not compulsory to submit the JFS CRP but without this there will be significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

#### **6.1.7 All other children**

### **7 Tie Breaker**

- 7.1 In any of the above oversubscription categories, if there are more applicants than there are places available, the order in which places are allocated will be determined by random allocation, which will be carried out by Brent Local Authority using its Schools Admissions Module software which is independently verified.

### **8 Twins, Triplets and Siblings of a Higher Multiple Birth**

- 8.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the published admission number in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth did not achieve a place, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the published admission number. This does not apply to admission to the Sixth Form.
- 8.2 In Years 8 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, the School will use its best endeavours to ensure their twins,

triplet(s) and sibling(s) of a higher multiple birth are also offered a place to avoid them having to attend different schools.

## **9 Child's Home Address**

- 9.1 The child's home address is the residential (not business) address of their parent (as defined above) at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time, and the address at which they are registered with their GP, hospital, dentist and/or optician, and at which child based benefits (if eligible) is claimed, at the time of application.

## **10 Children of UK Armed Forces Personnel/Crown Servants**

- 10.1 Applications for the admission of children of UK armed forces personnel or Crown servants will be processed and places offered before the relocation date, where they are accompanied by an official letter confirming the relocation date.

If you wish to claim priority based on this oversubscription criteria, you should complete a JFS Application Form and a JFS Certificate of Religious Practice for the School (CRP). The address used to apply the criteria in this policy will be the one at which the child will live, as long as parents provide some evidence of this with their application. Alternatively, the parents may ask for a Unit or quartering address to be used. All documents are to be sent directly to the School. It is not compulsory to complete a SIF or submit the JFS CRP but we cannot give your child priority consideration without it.

## **11 Application Procedure for Admission to Year 7 in September (including Late Applications)**

- 11.1 Applications for admission to Year 7 in September are known as applications made 'in the normal admission round', through the Local Authority's coordinated admissions process.
- 11.2 Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a Common Application Form (CAF), which is available to download or complete online via the child's home Local Authority's website, by the application deadline. This will include late applications, i.e. those applications that are received before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day.
- 11.3 The application deadline for admission to Year 7 in the normal admission round is **31 October 2023**.
- 11.4 National Offer Day for admission to Year 7 in the normal admission round is **1 March 2024**.

## **12 Application Procedure for In-Year Admission to Year 7 and Admission to Years 8 to 11 – please refer to Section 6 for Oversubscription criteria**

- 12.1 An in-year application is one for admission to Year 7 submitted on or after the first day of term in September, or for admission to any other year group at any time. This is also known as admission 'outside the normal admission round'.
- 12.2 Parents must note that the PAN that is set for Year 7 only applies to that year of entry and for the duration of that school year. An application to Year 7 may be refused where no places remain within the PAN set for that intake. This will apply regardless of when the application is made.

- 12.3 When an in-year application is made for admission to any year group other than Year 7, the child must be admitted to the School, unless admitting an additional child would prejudice the efficient provision of education or the efficient use of resources.
- 12.4 Where multiple in-year applications are made for a Year group other than Year 7 and the School has determined that some but not all of these additional children can be admitted without prejudicing the efficient provision of education or the efficient use of resources, the oversubscription criteria for that year's intake will be applied to determine which of the children are offered a place.
- 12.5 The School has chosen not to participate in the London Borough of Brent's coordinated scheme for in-year admissions. In-year admission applications must be made directly to the School, not the Local Authority, by completing an In-Year Admission Application Form and which is available to download on the School's website or in hard copy from the School's main office, and submitting it to the School at the address stated below.
- 12.6 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must also be submitted in support of the application. If not, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 12.7 It is hoped that parents will be notified in writing of the outcome of applications for in-year application within 10 school days of receipt of the application. In any event, parents will be notified of the outcome in writing within 15 school days of receipt of the application. Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school.
- 12.8 Where the application is refused, the refusal letter will set out the reasons why the admission of an additional child would prejudice the efficient education of others or the efficient use of resources, in addition with information about the statutory right of appeal (including the deadline for lodging one).

### **13 Minimum Academic Entry Criteria for entry into Year 12**

- 13.1 The School sets Minimum Academic Entry Criteria for entry to Year 12, which is a minimum threshold for each different pathway for study, along with subject specific entry requirements, which must be met before Year 11 students can transfer to Year 12, or external candidates can be admitted. The Minimum Academic Entry Criteria is published on the School's website alongside this policy. There are 4-different pathways A-D, each with its own entry criteria.
- 13.2 The Minimum Academic Entry Criteria is the same for Year 11 students and external candidates. Once met, Year 11 students will transfer to Year 12, and external candidates will be on an equal footing for places, with the oversubscription criteria set out below being applied where there are more applications than places available.
- 13.3 A meeting may take place between members of the Sixth Form staff and Year 11 students/external candidates. This meeting is to allow Year 11 students/external candidates to discuss course options and entry requirements before completing and submitting their applications. The meeting is not an interview, and its outcome will play no part in the application process.
- 13.4 It should be noted that the School cannot make exceptions to the published Minimum Academic Entry Criteria, except where the School determines that it should do so as a reasonable adjustment for a disability, as defined by the Equality Act 2010. Exceptions cannot be made in other circumstances.

## **14 Application Procedure for Admission to Year 12 in September (External Candidates)**

- 14.1 Applications for the admission of external candidates to Year 12 must be made directly to the School, by completing and submitting a **Sixth Form Admission Application Form**, which is available to download on the School's website or in hard copy from the School's main office, and submitting it to the School at the address stated below.
- 14.2 Oversubscription categories 6.1.3 and 6.1.4 do not apply to admission to the Sixth Form.
- 14.3 If the additional documents are not received with the application, the application will be processed without them and external candidate will be placed in the next oversubscription category which applies, which will reduce their chance of achieving a place at the School.
- 14.4 The application deadline for admission to Year 12 in September is **22 January 2024**.
- 14.5 Conditional offers are usually made by the end of the Spring term. These offers will be made based on the predicted grades stated in the Sixth Form Admission Application Form, and will be conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the pathway and courses chosen.

## **15 Completed Application Forms**

- 15.1 All completed Year 7 Application Forms, In-Year Admission Application Forms and Sixth Form Application Forms where applicable, with the additional documents must be sent to:

Admissions Officer  
JFS School  
The Mall  
Kenton  
Harrow  
HA3 9TE

- 15.2 If the additional documents are not received with the application, the application will be processed without them and applicant child will be placed in the next oversubscription category which applies, which will reduce their chance of achieving a place at the School.

## **16 Certificate of Religious Practice (CRP)**

- 16.1 As a Jewish school, the School is permitted to use oversubscription criteria which gives priority to children of the Jewish faith over other children. Accordingly, oversubscription categories 6.1.1, 6.1.2, 6.1.3, 6.1.4 or 6.1.5 apply to children who meet the religious practice test.
- 16.2 In order to meet the religious practice test, children must achieve **four points** in the ways set out in detail in the Certificate of Religious Practice (CRP), which is available to download on the School's website or in hard copy from the School's main office. Parents should carefully consider the criteria set out in this form well before applying for a place at the School.

- 16.3 Parents should note that meeting the religious practice test does not give a right of admission; it confirms that the child meets the criteria for inclusion in one of the oversubscription categories to which this test applies.

## **17 Waiting List**

- 17.1 The School operates a waiting list for children who are unsuccessful in achieving a place in all year groups and throughout the school year.
- 17.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, not by reference to the date that the child's name was added to the list.
- 17.3 Whenever a place becomes available, all children falling within the highest category to apply will be eligible for random selection, which will be carried out by Brent Local Authority using its Schools Admissions Module software which is independently verified.

## **18 Statutory Right of Appeal**

- 18.1 Parents have a statutory right of appeal against the refusal of a place at the School. This applies to all year groups, including the Sixth Form.
- 18.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal. The School will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round alongside this policy on or before 28 February.

## **19 Requests for Admission Outside Normal Age Group**

- 19.1 Parents have an absolute right to request that their child to be admitted to a year group other than their normal year group at the School. There is likely to be a variety of reasons for making this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.
- 19.2 Parents do not, however, have an absolute right to determine that their child will be admitted outside their normal age group. Such requests must be considered by the Admission Committee, which will consider the request and decide whether or not to agree it in principle, or refuse it.
- 19.3 Requests for admission outside normal age group are not applications for admission, which must be made separately in the usual way. Parents are urged to make their requests in a timely manner, well before any deadlines, so that they can make informed choices when submitting the application for admission.
- 19.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and parents may put forward any matters for the Admission Committee to consider.



- 19.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which is available to download on the School's website or in hard copy from the School's main office, and sending it with any supporting documents to:

Admissions Officer  
JFS School  
The Mall  
Kenton  
Harrow  
HA3 9TE

- 19.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this should accompany any application for admission subsequently made for a place at the School.
- 19.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they are unhappy with the way the request was dealt with.