



JFS SCHOOL

THE MALL, KENTON, HARROW, HA3 9TE

ADMISSION POLICY FOR 2022/23

*Reviewed in the Autumn Term 2021 & Ratified by Admissions Committee on 04.02.2021
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 2014 (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). At any other time, they will be admitted even where this means the PAN will be exceeded.

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 Years 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, at the time of making an application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

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 the child's social worker or former social worker 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 we cannot give your child priority consideration without it.

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 we cannot give your child priority consideration without it.

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 we cannot give your child priority consideration without it.

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 we cannot give your child priority consideration without it.

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 we cannot give your child priority consideration without it.

6.1.6 All other looked after or previously looked after children (as defined above)

If you wish to claim priority based on this oversubscription criteria, you should complete a Supplementary Information Form (SIF) and provide a signed formal letter from the child's social worker or former social worker 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 submit the JFS CRP but we cannot give your child priority consideration without it.

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.

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 Benefit/Child Tax Credit (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 with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves.

If you wish to claim priority based on this oversubscription criteria, you should complete a JFS Application Form, a JFS Certificate of Religious Practice for the School (CRP) and provide an official letter giving a relocation date and a Unit postal address or quartering area address. 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

- 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.
- 11.3 The application deadline for admission to Year 7 in the normal admission round is **31 October 2021**.
- 11.4 National Offer Day for admission to Year 7 in the normal admission round is **1 March 2022**.

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 Applications for in-year admission to Year 7 and to Years 8 to 11 are known as applications made 'outside the normal admission round' or 'in-year admission'.
- 12.2 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.

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 **21 January 2022**.
- 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.