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**Rosh Pinah
Primary School**

Founded 1956

Admissions Criteria for Reception Year 2019/20

Rosh Pinah Primary School is a Scopus Jewish Day School affiliated with the United Synagogue. The religious character of the School is that of Modern Orthodox Judaism, as described in more detail in the statement of the School's ethos which can be found on the School's website. We ask all parents applying for a place here to respect this ethos and its importance to the School community. This does not affect the right of the parents who are not of the faith of the School to apply for and be considered for a place here.

In order to make an application to the School, you will need to complete and return to your Local Education Authority by the closing date 15th January 2019 a Co-ordinated Application Form under the Co-ordinated Admissions Scheme (CAF), and complete and return to the School office by the closing date 15th January 2019 the CRP and the School's Supplementary Information Form (SIF). The School is unable to offer places to children unless a completed CAF and SIF have been properly submitted. The CRP must be completed and signed by the applicant's parent or guardian and submitted to the School by 15th January 2019 or the application will not be considered. Eligibility is determined by reference to information contained in the CRP.

The School's criteria give preference to those applicants with 6 points on the CRP ranked in order of date of confirmed application by the School. In the event of over-subscription, the over-subscription criteria give preference to children who have attained and verified six (6) points on the CRP.

It is important to understand that places will be offered in accordance with the co-ordinated admissions scheme and not by the School. The School will admit 60 children to the Reception Year.

There is NO Guarantee or right to a place in the Reception year following attendance at the Rosh Pinah Nursery.

Incomplete applications will not be considered.



Application Process:

In order to make an application to the School you will need to complete and return to your Local Education Authority a Co-ordinated Application Form under the Co-ordinated Admissions Scheme (CAF), and return to the School office, the School's Certificate of Religious Practice (CRP) and the School's Supplementary Information Form (SIF) by 15th January 2019.

Pupils with a Statement of Special Educational Needs: Children with a statement of special educational needs (or an Education, Health and Care plan) which names the School will be admitted. This process is run by the Local Authority and if a child with a statement of special educational needs (or an Education, Health and Care plan) is placed in the School via the Local Authority before the normal admission offers are made, the number of places may be reduced.

Over-Subscription Criteria: The over-subscription criteria gives preference to children who have attained and verified six (6) points on the School's Certificate of Religious Practice (CRP). In the event of over-subscription, places will be offered in accordance with the following criteria:

1. Looked after or previously looked after children who ceased to be looked after because they were adopted (or became subject to a residence order or special guardianship order) who have 6 points on the CRP. The definition of a "looked after child" is by reference to footnote 16 to paragraph 1.7 of the Admissions Code.
2. Applicants who have 6 points on the CRP with a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School after the applicant enters the School.
3. Children of staff who have 6 points on the CRP where the member of staff has been employed by the School for 2 or more years at the proposed date of entry.

If there are any places remaining then the following criteria will be applied.

4. 50% of remaining places rounded up to the nearest whole place will be allocated by distance to applicants who have 6 points on the CRP and whose Primary Residence is nearest to the School's main gate measured to a maximum distance of ONE (1) mile as set out in the Guidance Notes.
5. The other remaining 50% of places will be allocated by Lottery as set out in the Guidance Notes to those applicants who have 6 points on the CRP.

If there are any places remaining they will be allocated as follows:

6. Looked after or previously looked after children who ceased to be looked after because they were adopted (or became subject to a residence order or special guardianship order) who have 3 points on the CRP. The definition of a "looked after child" is by reference to footnote 16 to paragraph 1.7 of the Admissions Code.

7. Applicants who have 3 points on the CRP with a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School after the applicant enters the School.
8. Children of staff who have 3 points on the CRP where the member of staff has been employed by the School for 2 or more years at the proposed date of entry.
9. 50% of remaining places rounded up to the nearest whole place will be allocated by distance to applicants who have 3 points on the CRP and whose Primary Residence is nearest to the School's main gate measured to a maximum distance of ONE (1) mile as set out in the Guidance Notes.
10. The other remaining 50% of places will be allocated by Lottery as set out in the Guidance Notes to those applicants who have 3 points on the CRP.

If there are any places remaining they will be allocated as follows:

11. Looked after or previously looked after children who ceased to be looked after because they were adopted (or became subject to a residence order or special guardianship order) not of faith. The definition of "looked after child" is by reference to footnote 16 to paragraph 1.7 of the Admissions Code.
12. Applicants not of faith with a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School after the applicant enters the School.
13. 50% of remaining places rounded up to the nearest whole place will be allocated by distance to applicants not of faith whose Primary Residence is nearest to the School's main gate measured to a maximum distance of ONE (1) mile as set out in the Guidance Notes
14. The other remaining 50% of places will be allocated by Lottery as set out in the Guidance Notes to those applicants not of faith.

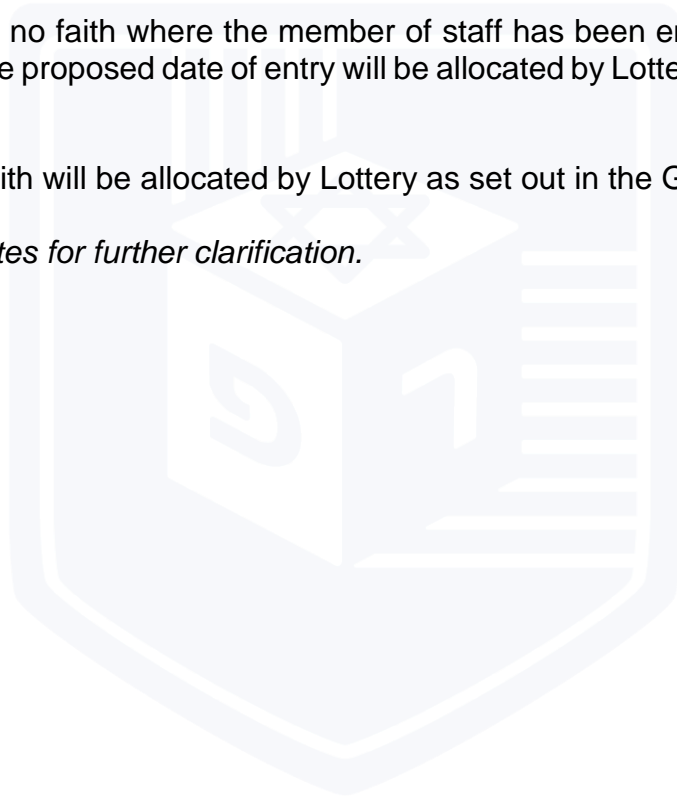
Once all available places have been allocated, a waiting list will be held.

The following criteria will be applied to the waiting list in order:

- a) Applicants who have 6 points on the CRP who have a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School during the School's academic year will be allocated by Lottery as set out in the Guidance Notes.
- b) Children of staff who have 6 points on the CRP where the member of staff has been employed by the School for 2 or more years at the proposed date of entry will be allocated by Lottery as set out in the Guidance Notes.
- c) Applicants with 6 points on the CRP will be allocated by Lottery as set out in the Guidance Notes.

- d) Applicants who have 3 points on the CRP who have a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School during the School's academic year will be allocated by Lottery as set out in the Guidance Notes.
- e) Children of staff who have 3 points on the CRP where the member of staff has been employed by the School for 2 or more years at the proposed date of entry will be allocated by Lottery as set out in the Guidance Notes.
- f) Applicants who have 3 points on the CRP will be allocated by Lottery as set out in the Guidance Notes.
- g) Applicants of no faith who have a Sibling enrolled at the School at the time of application and the Sibling is due to continue to attend the School during the School's academic year will be allocated by Lottery as set out in the Guidance Notes.
- h) Children of staff of no faith where the member of staff has been employed by the School for 2 or more years at the proposed date of entry will be allocated by Lottery as set out in the Guidance Notes.
- i) Applicants of no faith will be allocated by Lottery as set out in the Guidance Notes. .

Please see Guidance Notes for further clarification.



Guidance Notes:

“Primary Residence” means the address which the child lives at during the School week. In cases of split residence, if the child regularly lives at more than one address Monday to Friday, the primary address provided should be the address where the child spends the majority of his/her time. If the child lives at two addresses equally, the address of the parent/carer that claims child benefit/child tax credit will be considered as the child’s primary residence (for the purposes of distance measurement). If the child lives at two addresses equally and the family is not in receipt of child tax credits the address used will be the address where the child is registered with a GP. It does not include more distant relations who live at the same address. Subject to this definition the School applies the rules and criteria of Barnet LBB, as set out in Barnet’s applicable guide to School admissions. Proof of residence is required before the offer of a place is confirmed.

“Siblings” includes half-siblings, step-siblings and adopted siblings, whether or not they live at the same address. It does not include more distant relations who live at the same address. Legal documentation will be required to be submitted at the time of application as evidence of half (birth certificate), step (marriage certificate) and adopted (adoption certificate) siblingship.

“School” means Rosh Pinah Primary School, i.e. for children from Reception to Year 6.

Distance Measurement: All distances to be measured hereunder will be measured by the shortest route using the London Borough of Barnet’s School’s Admissions team measurement tool.

Tie Break: Places will be allocated under certain of the over-subscription criteria according to the distance of the child’s Primary Residence from the School’s main gate. If two or more applicants have equal priority, having met all the criteria, and there is no difference in distance as electronically measured, the offer of a place will be determined by Lottery as set out in these Guidance Notes. Tie breaks in respect of over-subscription criteria which do not involve measuring distances will be determined by Lottery as set out in these Guidance Notes.

Lottery: All lotteries referred to herein will be conducted by random allocation and will be overseen by an independent person on the day of the lottery draw. Furthermore:

- 1) applicants who have 6 points on the CRP whose Primary Residence is nearest to the School’s main gate measured to a maximum distance of ONE (1) mile who were unsuccessful under over-subscription criterion 4 will be eligible to participate in the Lottery conducted pursuant to over-subscription criterion 5.
- 2) applicants who have 3 points on the CRP whose Primary Residence is nearest to the School’s main gate measured to a maximum distance of ONE (1) mile who were unsuccessful under over-subscription criterion 9 will be eligible to participate in the Lottery conducted pursuant to over-subscription criterion 10.
- 3) applicants who have 6 points on the CRP whose Primary Residence is nearest to the School’s main gate measured to a maximum distance of ONE (1) mile who were unsuccessful under over-

subscription criterion 9 will be eligible to participate in the Lottery conducted pursuant to over-subscription criterion 10.

- 4) If there are not enough applicants who have 6 points on the CRP and live within a 1 mile radius to qualify under over-subscription criterion 4, the balance of places will be added to those available under over-subscription criterion 5.
- 5) If there are not enough applicants who have 3 points on the CRP and live within a 1 mile radius to qualify under over-subscription criterion 9, the balance of places will be added to those available under over-subscription criterion 10.
- 6) If there are not enough applicants of no faith who live within a 1 mile radius to qualify under over-subscription criterion 13, the balance of places will be added to those available under over-subscription criterion 14.

Pupils with a Statement of Special Educational Needs: The admission of pupils with a Statement of Special Educational Needs (or an Education, Health and Care plan) is dealt with by a completely separate procedure and outside of the normal admissions round. Details of this separate procedure are set out in the *Special Education Needs Code of Practice*. This procedure is run by the Local Authority and if a child with a Statement is placed in the School via the Local Authority before the normal admission offers are made, the number of places may be reduced.

Multiple Births: When the over-subscription criteria are applied to applications made on behalf of twins or other multiple births, the London Borough of Barnet will select in a random order and places will be offered accordingly. This could result in one (or more) children in a family being offered a place but no other(s). Where relevant, the remaining child/ren would be retained automatically on the waiting list and would have priority should any vacancies arise at the School.

Waiting List: To be on the waiting list, the CAF, SIF and CRP must have been completed and returned to Barnet and the School as indicated. The waiting list will be kept in ranked order as prescribed by the criteria set out above. In other words applicants with 6 points on the CRP will have priority to those with 3 points on the CRP. Those with 3 points on the CRP will have priority over other applicants on the waiting list. Within each category the distance criteria described above will apply. The School will hold the waiting list until the last day of the School's academic year 2019/20. If a place becomes available after being refused by an applicant, it shall be offered to the next applicant on the waiting list.

Appeals: Parents have the right to appeal against the refusal to admit a child to the School. This should be done in writing to the Clerk to the Appeals Committee at the School and received within 20 School Days from the date of notification of an unsuccessful application. Further Details regarding the appeals process can be found on the School website.

In Year Fair Access: The Admissions Forum may require the School to admit a child exceptionally, either outside the normal admissions arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those with challenging behaviour. These pupils will be shared between School in ways that are fair, objective and transparent.

Mid-Year Admissions: The School is generally heavily over-subscribed. However applications can be made at any time (please see separate criteria and CRP application form on the School website) and there is an appeals procedure if it has not been possible to offer a place at that time. This should be done in writing to the Clerk to the Governors within three weeks of the notification of the refusal of a place.

Change of Address: If the offer has been made on a geographical basis; it is conditional upon your still being resident at the application address at the beginning of the Autumn Term 2019 and may be withdrawn if you move further away from the School.

Errors: If an offer has been made as a result of a processing error, or on the basis of incorrect information, it will be withdrawn. As its own admission authority the governing body of Rosh Pinah Jewish Primary School has delegated power to the School's Admissions committee to act on its behalf, and the committee have the right to request further information and to investigate any concerns we may have about your application including information given in the SIF or CRP and to withdraw the offer of a place if it considers there is evidence that you have made a fraudulent claim or provided intentionally misleading (e.g. false, inaccurate or out of date) information, for example a false address was given which denied a place to a child with a stronger claim based on distance.

We reserve the right to use any legal means to check the validity of any primary address information supplied, details included on the CRP and all other information provided so we can apply the admissions criteria accurately and fairly.

If a School place is allocated to a child on the basis of false or misleading information in respect of the SIF, the CRP or the address of the child's Primary Residence, we will not consider the Sibling priority in the event of over-subscription for any children applying in the future and wishing to benefit from the sibling priority criteria.

November 2017