



Rosh Pinah Primary School

**Admissions Policy for Reception
Year 2023/24**

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 Authority by the closing date 15th January 2023 a Common Application Form under the Co-ordinated Admissions Scheme (CAF), and complete and return to the School office by the closing date 15th January 2023 the CRP and the School's Supplementary Information Form (SIF). The School may not consider the Applicant for a priority place unless the SIF and CRP 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 2023 or the application will be considered late. Priority is determined by reference to information contained in 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.

Incorrect 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 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 2023.

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 four (4) 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 4 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. Children who have 4 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 child enters the School.
3. Children of staff who have 4 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.
4. Children who have 4 points on the CRP who are siblings of former pupils of the School.
5. Other children who have 4 points on the CRP.
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 do not have 4 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. Any other children who do not have 4 points on the CRP.

Tie-Breaker

In the event of there being more applicants than places available within criteria 1-7 above, priority will be given to children whose Primary Residence is closest to the School. Distance is measured in a straight line between the address point from the child's home supplied by Ordnance Survey, to the School's main gate using the Council's computerised geographical information system. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

Waiting List

For those applicants who do not receive an offer of a place, the child's name will be included on the waiting list. The School's waiting lists for all years will be kept open until the end of the academic year. Parents who have a continued interest for a place at the school must re-apply in the following academic year. Further information about the in-year admissions process and application form can be accessed on Barnet Council's website and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. A child's position on the waiting list will not depend upon when the application was made but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. For applications where a child moves to a new Primary Residence, proof of address will be required, the distance will be recalculated and the child's position on the waiting list may be adjusted. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

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.

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.

Twins and children from Multiple Births: These children will be admitted when one of the siblings is the 60th child and, as a result, the School’s PAN will be increased.

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.

In-Year Admissions: Applications can be made at any time and there is an appeals procedure. Please see our website for further information and details.

Change of Address: Places cannot be withdrawn unless the address cited on the form was not the child's main address leading up to Offer Day or if an address of convenience was used to gain advantage of securing a place or the application was fraudulent

Applicants from Nursery: There is no guarantee or right to a place in the Reception year following attendance at the Rosh Pinah Nursery. Parents must apply via the local authority where the child lives.

Response by Parents: A parent who does not respond to the offer of a place may have the offer withdrawn if the deadline quoted in the email or letter is not met.

Late Applications: All applications for the Reception year received between 15th January 2023 and 31 August 2023 will be considered "late" and will be processed after those that have been received on time. The application procedure is otherwise the same, save that all forms should be returned without delay. Following the application procedure for Reception year places, and once initial offers have been made, the waiting list will be adjusted to include late applications.

FALSE INFORMATION

Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of misleading or fraudulent information.

March 2022