

Admissions policy

Pardes House Primary School



Approved by: A Sprung

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Note: In this policy, the term parents should be interpreted as also referring to a single parent or the legal guardian/carer according to circumstances.

Introduction

Pardes House Primary School was established to:

1. serve the Orthodox Jewish (Charedi) Community of North West London.
2. provide education for the sons of parents who all observe Orthodox Jewish (Charedi) practice.

The designation of Orthodox Jewish (Charedi) comprises an ethos, lifestyle and practice that demonstrates a commitment to Torah study and Mitzvos observance, and the fundamental tenets of Yiras Shomayim, Emunas Chachomim, Middos Tovos and Tzenius in dress, speech and behaviour.

Such commitment is principally characterized by

- Daily attendance by the applicant child's father at communal prayer, when possible in a recognised Shul (synagogue)
- Daily Torah study by the applicant child's father
- Observance of Kashrus (Dietary Laws) within and without the home
- Observance of Shabbos
- Adherence to the Laws pertaining to Family purity for married couples.
- The avoidance of coarse speech
- The avoidance of dress which emphasises or unduly exposes the body
- Respect for the Torah, teachers of the Torah and fellow men and women

In all these matters, the Shulchan Aruch is the principle reference work. The following secondary sources provide equivalent guidance

- Horeb by Rabbi Samson Raphael Hirsch (Soncino Press) translated by Dayan Dr I Grunfels
- A Guide to the practical observance of Shabbos by Rav Yehushua Neuwirth (Feldheim)
- Daughter of Israel Laws of Family Purity by Kalman Kahana (Feldheim)
- Jewish Dietary Laws by Dayan Dr I Grunfeld (Soncino press)
- The 'Guidelines' series by Rabbi Barclay and Jaeger (Menucha press)
- Modesty – An Adornment for Life by Rabbi E Falk (Feldheim) Chapters 5 & 6

A suitable filter, preferably a Technology Awareness Group (TAG) approved filter, must be deployed on all internet enabled devices used by the family. The filter must be capable of blocking https websites. Furthermore, any boy for whom an application is made under this policy must not have access to internet enabled devices or to television.

The parents of children who are accepted on the basis of the faith-based criteria will be required to self-certify, using the Supplementary Information Form, that they satisfy these requirements.

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. The form should be submitted to the Local Authority via their co-ordinate admissions scheme.

A Supplementary Information Form available on the School's website (see [link](#)), must be submitted simultaneously to the school.

Parents applying for a place for Reception 2020 must complete and submit forms by 15th January 2020. Applications received after 15 January 2020 will be treated as late and will not be considered until after all the on time applications. Further information regarding late applications may be viewed [here](#).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school and attendance at Pardes House Nursery does not guarantee admission to the school. A separate application must be made for a place in reception.

5. Deferred Entry

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6. Requests for admission outside the normal age group

The School believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in very limited circumstances. However, parents may request out-of-year admission, for example if the child is gifted and talented or has experienced problems such as ill health. Such requests will only be agreed in exceptional cases.

If you would like to request that your child is educated outside their normal age group, you must complete an application for the correct year group in the normal way and in addition complete a 'Request for Deferred Entry' form available from the Local Authority.

The 'Request for Deferred Entry' form should be submitted to the Local Authority **and** to the School. The supporting evidence that demonstrates why it would be in the child's best interests to be educated out-of-year should be sent both to the Local Authority and the School.

Summer Born Children

Some parents of summer-born children may not want their child to start school until the September following their fifth birthday. However, at this point they will have missed a year of school and will join a year group that is moving from Reception to Year 1.

If parents wish to apply for their summer-born child to join the Reception class, instead of Year 1, in September 2020, they must submit a 'Request for Deferred Entry' form as above. This does not apply to children born in the Autumn and Spring as these children must legally be attending school full-time in the term that starts after their fifth birthday.

Offers of places in a child's correct chronological year group cannot be held until the following academic year, so if out-of-year admission is agreed, you will need to apply for a place in the following year.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

7.1 Admission number

The school has a published admission number of 25 pupils for entry in reception. However, the school may take up to 21 additional children in order to cope with the expected demand for places.

The process of placing a child with an Education Health and Care Plan in the school is separate from the main admissions process, but such placements count towards the published admission number (see immediately below).

7.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

1. **In care** Boys who are 'looked after' or were 'previously looked after' and who/whose family observes Orthodox Jewish (Charedi) practice.
2. **Siblings** - Boys who/whose family observes Orthodox Jewish (Charedi) practice, with siblings in the school at the time of admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Other boys who/whose family observes Orthodox Jewish (Charedi) practice
4. **In care** - Other boys who are 'looked after' or 'previously looked after'
5. Other boys.

7.3 Tie break

In the case of 2 or more applications that cannot be separated within the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Hendon Lane using the Local Authority geographical information system. A child's home address will be considered to be where he is resident for the majority of nights in a normal school week.

If, after following this procedure, there are 2 or more applications that cannot be separated by the distance oversubscription criteria outlined above, the school will use random allocation¹ as a tie breaker to decide between affected applicants. This process will be independently verified.

A waiting list is maintained for each year group. Available places will be filled according to the criteria listed in 7.2. Applications will not roll over to the following school year. If you wish your child to remain on the waiting list at the end of each school year you will need to contact the School to confirm.

The School subscribes to the Local Authority Fair Access Protocol.

8. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. A maximum class size of 25 will be applied when children join the school beyond the Reception class.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the School Office marked for the attention of the Admissions Secretary.

¹ Entrants to the random allocation will be listed on an Excel® spreadsheet by surname and a random number between 0 and 1 generated for each entrant using the 'Rand' function. Places will be allocated in descending numerical order.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the School Office marked for the attention of the Admissions Secretary.

You can find details of the school's appeals timetable on the School's webpage:

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the Admissions Authority will publicly consult on these changes in accordance with the Schools Admissions Code.