

ADMISSIONS POLICY and PROCEDURES

For Admission of place to the School from September 2019



Moriah Jewish Day School's Foundation Body is the United Synagogue and its religious authority is the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

Moriah Jewish Day School's vision is to be an excellent Jewish school, loved by pupils and parents and admired by the wider community.

The School's ethos¹ demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halachah, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of the School's activities and are intrinsically linked to its secular curriculum. The School welcomes families from any synagogue denomination or none.

In the case of oversubscription, the School will give priority to applicants who meet a religious practice test based on guidelines from the Chief Rabbi. Those applicants wishing to be considered a priority for available places must complete a Certificate of Religious Practice (CRP²) based on criteria such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Four points are required in accordance with the Certificate of Religious Practice (CRP²).

The School admits children aged four to 11 and all children must attend full-time schooling by the term in which they reach their fifth birthday (compulsory school age³). There are 30 places available in one class in every school year¹¹. This is the School's Published Admission Number (PAN). Additional children may be admitted under limited exceptional circumstances⁴.

There are 26 places in the Nursery for children aged from three to four (see separate Admissions Policy). There is no automatic transfer from the School's Nursery to Reception⁸. All parents must apply via the local authority where the child lives⁹.

The School will admit children at any time to all year groups, provided a place is available.

Parents are invited to visit the School prior to applying. Open days for prospective parents are held in the autumn, and individual visits are also welcome by prior arrangement. Please contact the School for details.

The School is not permitted by law to interview parents, or children, with a view to selection.

All children whose Statement of Special Educational Need and Disability (SEND) or Education, Health and Care (EHC) Plan that names the school (in compliance with the Children & Families Act 2014) will be admitted⁵.

OVERSUBSCRIPTION

If the School is oversubscribed, after the admission of children with a statement of SEND or EHC Plan naming the school, priority for admission will be given to those children who meet the criteria as set out in the order of 1 to 7 listed below.

Oversubscription Criteria

- 1 Children who are looked after⁶ by a local authority, or children who were previously looked after⁷, and who are entitled to be treated as priority applicants having obtained four points in accordance with the Certificate of Religious Practice (CRP²).

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- 2 Siblings of pupils⁹ who will be attending Moriah Jewish Day School at the time such siblings enter the school and who are entitled to be treated as priority applicants having obtained four points in accordance with the Certificate of Religious Practice (CRP²).
- 3 Siblings of former⁹ pupils of the School who are entitled to be treated as priority applicants having obtained four points in accordance with the Certificate of Religious Practice (CRP²).
- 4 Other children who are entitled to be treated as priority applicants having obtained four points in accordance with the Certificate of Religious Practice (CRP²).
- 5 Other children who are looked after⁶ by a local authority, or other children who were previously looked after⁷ by a local authority.
- 6 Children of staff where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 7 Any other children.

Tie-Breaker

In the event of there being more applicants than places available within each of the above criteria 1 to 7, priority will be given to children living nearest the School. Distance will be measured from the address point for the home address¹⁰ to the centre point of the School site using Harrow Council's computerised mapping 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.

APPLICATION PROCEDURES

1 When to Apply

- a) Children will be admitted to Reception in the September following their fourth birthday. Applications should be made by 15 January in the calendar year of entry. Forms are available from September each year. All applications received on time will be processed together. By law, priority **must not** be given to children based on the date their application is received or their name is added to the list.

2 How to Apply

- a) Application for a place in Reception is by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives¹⁰ by 15 January in the calendar year of entry.
- b) **In order to be eligible for a priority place, you will also need to complete the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP²).** Both forms are available from the School Office or website (www.moriahschool.co.uk) and must be returned to the School by 15 January in the calendar year of entry.
- c) Application for a child whose Statement of Educational Need and Disability (SEND) or Education, Health and Care (EHC) Plan which names the school⁵ is made by a separate process.

3 Offer Date

A letter to parents offering, or refusing, a place will be sent by the local authority where the child lives on or about the national offer date of 16 April^{12,14}.

4 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 letter is not met.



5 Waiting List

For those applicants who do not receive an offer of a place, parents must advise the School, in writing, if they wish the child's name to be included on the waiting list. The School's waiting lists for all years will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. The child's place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Reception places, and once initial offers have been made, the waiting list will be adjusted to include late applications. 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. 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.

Parents are asked to inform the School when they no longer wish their child's name to remain on the waiting list.

6 Late Applications

- a) Applications for Reception received between March and the end of August, for entry in the September of the same year, must be made by completion of a Common Application Form (CAF). The form is available from, and should be returned to, the local authority where the child lives¹⁰ without delay.
- b) **In order to be eligible for a priority place, you will also need to complete the School's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP²).** Both forms are available from the School Office or website (www.moriahschool.co.uk) and must be returned to the School without delay.

Late applications will be processed after those that have been received on time.

7 In-Year Applications

Application for Reception received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the School's Application Form (SAF). In order to be eligible for a priority place, the School's Certificate of Religious Practice (CRP²) must also be completed. Both forms are available from the School Office or website (www.moriahschool.co.uk), and must be returned to the School without delay, together with proof of address¹³.

8 Applications Outside the Normal Admissions Round

Places may be available in years other than Reception. Application for a school place outside the normal admissions round should be made directly to the School. The School's Application Form (SAF) and the Certificate of Religious Practice (CRP²) must be completed. Both forms are available from the School Office or website (www.moriahschool.co.uk) and must be returned to the School without delay, together with proof of address¹³.

9 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Clerk to the Governors at the School address, within 20 school days of receiving the letter of refusal. The procedure will be explained in a response by the School and the

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timetable for the process will be published on the School's website (www.moriahschool.co.uk) by 28 February each year.

10 Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this should be available on the website of the Department for Education.

NOTES

- 1 Whilst priority will be given to those children whose families demonstrate an on-going commitment to the School's ethos, all families will be expected to respect the ethos.
- 2 The requirements of the religious practice test might change from year to year.
- 3 If a child is offered a place in Reception and would start school before the child is of compulsory school age, parents can defer until later in the year, or until the term in which the child reaches compulsory school age, or takes up the place part-time until the child reaches compulsory school age.
- 4 Twins and children from multiple births will be admitted when one of the siblings is the 30th child and, as a result, the School's PAN will be increased.
- 5 A Statement of Special Educational Need and Disability (SEND) or Education, Health and Care (EHC) Plan is a statement made by the local authority (see Children & Families Act 2014) specifying the special educational provision required for that child.
- 6 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 (see section 22(1) of the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.
- 7 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- 8 There is no automatic transfer from the School's Nursery to Reception. Parents must apply via the local authority where the child lives¹⁰.
- 9 Siblings of pupils attending the School at the time of admission and siblings of former pupils include half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 10 The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.
- 11 Reception is the entry class to primary schools as defined by section 142 of the School Standards Framework Act 1998.
- 12 Parents are advised to make any necessary arrangements when the National Offer Day falls during Pesach.
- 13 If proof of address is requested by the School, parents should supply a council tax bill, utility bill, tenancy agreement or housing association letter. These must not include evidence of personal details about parents and families, such as maiden names, criminal convictions, marital or financial status (including marriage certificates), the first language of parents or the child; details about parents' or a child's disabilities, special educational needs or medical conditions.
- 14 If proof of date of birth is requested by the School after a place has been offered only the 'short' version must be submitted.

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 false or fraudulent information.

For further information please contact the School Office on: 020 8868 2001