

Admissions 2017/8 - Frequently Asked Questions

We fully understand that awaiting the outcome of your application for a primary school place can be stressful, especially as allocation day approaches. To try and alleviate some of this anxiety, we have put together some FAQs that we hope will help you better understand the allocation process for places at Yavneh Primary School.

When are offers made?

The first round of offers takes place each year on 18 April. You will be told by your Local Authority which school your child has been allocated on that day. If you have applied online you will be notified as to when the system is available for you to view your offer. If you did not apply online, a letter will be sent out to you on 18 April.

Please **do not** contact the school on 18 April, as we will not be able to advise you if you have been offered a place at Yavneh Primary School or any other school.

Who makes the decisions – the school or the local authority?

The formal offer of a place at Yavneh Primary School comes from Herts, via your own Local Authority. Herts act on our behalf and administer the system. Yavneh Primary School sets its own admission arrangements and instructs Herts in which order to offer places, in line with our admissions criteria.

I got offered a place at Yavneh Primary School, which I want to accept - what should I do next?

Please sign and return the acceptance slip which is contained in the pack you will receive from us as soon as possible and, in any event, prior to 2 May 2017.

After you have accepted your place, an appointment will be made for two members of staff to make a home visit to you.

I got offered a place at Yavneh Primary School, which I do not want to accept - what do I do next?

Please contact Mrs Graham, Admissions Officer, via email at yavnehprimaryadmissions@yavnehcollege.org stating the school you have accepted, as soon as possible so that the Yavneh Primary School place can be released and offered to someone else. Then you must also notify your Local Authority of your decision.

Please do not hold onto the place if you are not going to accept it.

I wanted a place at Yavneh Primary School, but was offered a lower preference school or a school I didn't even apply to - what should I do next?

We can only offer 60 places and there are far more people than that who have applied to the school.

We do not know the order in which you have put your school choices – only Herts know that. If all the schools on your list are heavily over-subscribed, there is a chance that you will not get any of them.

You should contact the school where you have been offered a place and your Local Authority to explain your circumstances and seek advice.

You will automatically go onto our Continued Interest (CI) list, unless you tell us otherwise. If you still want a place at Yavneh Primary School, you can submit an appeal (see below).

How does the CI list work?

Yavneh Primary School maintains a CI list for places that become available after 18 April. The first round of offers must be accepted or rejected by 2 May 2017.

The CI list will be ranked according to the oversubscription criteria, as set out in our admission arrangements. Should a place become available it will be offered to the highest placed applicant on the CI list. Your child's name will remain on the CI list unless you tell us otherwise.

When are the “rounds”?

After offers are made on 18 April, there may be some movement as families do not always accept the place that they have been offered. For example, whilst they might have been offered a place at Yavneh Primary School, they might choose to send their child to a private school.

As a result, there may be some places that arise after 18 April and these places can be offered – these are the additional ‘rounds’ of offers and this can continue for several months after allocation day.

The rounds are co-ordinated by Herts and they make a new round of offers every two weeks or so, **if** there are places to offer. Last year, a few places became available in this way, but this cannot be guaranteed.

If you are offered a place for a school you ranked lower than Yavneh Primary School and are happy to accept it, but still wish remain on the CI list in case a place becomes available, you should let your Local Authority know. Your child can stay on the CI list for as long as you wish.

Why do some people who put Yavneh Primary School second, get places ahead of people who put it first?

The system gives your child a place at the highest school on your list that has a place. We do not know the order in which you have put your school choices – only Herts know that.

Herts will offer places in accordance with the list supplied to them by Yavneh Primary School, using the admissions criteria for oversubscription and distance measured from home to school by Herts. If there is someone that lives closer than you, but has not placed Yavneh Primary School first, they may be offered a place before you, even if it was not their first choice.

What happens if there are children who get Yavneh Primary School who really wanted another Jewish primary school and vice versa - is it possible for the schools to administer a swap system?

This is not possible because all schools have different admission arrangements and it is not allowed in any event as each school can only offer places in accordance with their own admission arrangements.

I want to appeal for a place at Yavneh Primary School - what should I do next?

Everyone has the right to appeal for a place at the school they want if they did not get their first choice school.

If you are a Hertfordshire applicant who applied online, you should log on to your online application and click "register an appeal". If you are a Hertfordshire applicant who did not apply online **OR** are not a Hertfordshire applicant, you must put in a request for an appeal pack in writing to Mrs Graham, Admissions Officer. This can be by email to yavnehprimaryadmissions@yavnehcollege.org.

Online or paper appeal forms must be lodged by 4pm on 20 May 2017. Appeals will be to be heard between 19 June and 21 July 2017.

Your position on the CI list has no relevance to any appeal and the appeal panel will not be told where you are ranked on the CI list. If your appeal is unsuccessful you will remain on the CI list unless you tell us otherwise.

Each case is heard by an independent appeal panel and considered on its merits. However, due to the legislation surrounding infant class size, there are very limited grounds on which an appeal for a place in a reception class can succeed.