

## Yavneh Primary School Admission Rules September 2019 Admissions

Whilst Yavneh Primary School welcomes children of all faiths, and none, the school has a Jewish ethos and the curriculum will reflect this. We look forward to working in partnership with parents to achieve this.

The Published Admission Number ("PAN") for reception in September 2019 is 60.

Where fewer applications than the PAN are received, Yavneh Primary School will offer places to all those who have applied.

However, in the event of Yavneh Primary School being over-subscribed, the Admissions Committee of the Yavneh College Academy Trust (the "Committee") will apply the following criteria in order of priority as laid out below: -

1. A looked after child or a child who was previously looked after. See definition below in Note 2.
2. Siblings of pupils attending Yavneh Primary School at the deadline for application and who will still be attending Yavneh Primary School in September 2019. For these purposes a sibling means the sister, brother, half-brother or sister, step-brother or sister and adopted brother or sister; in every case living permanently in the same house from Monday to Friday at the time of application.
3. Children of members of staff at Yavneh Primary School. For these purposes, a member of staff means an individual who has a permanent contract of employment with Yavneh Primary School and will be working at Yavneh Primary School at the time of admission of the child. The member of staff will be an individual who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Up to half the remaining places, after over subscription criterion 1-3 above have been taken into account, will be allocated to applicants who meet the criteria for faith places. These will be applicants with four or more points on the Yavneh Primary School Certificate of Religious Practice ("CRP"). If you wish your application to be considered under the religious practice criteria you should complete and return the CRP, which can be found on the School's website or a copy obtained from the School's office. Applicants not offered a place under this criterion will be considered against the criterion for "All other Children" (point 5 below).
5. All other children.

### **Tie Break**

- In the event of over-subscription in any of the above criteria 1- 5, proximity to Yavneh Primary School of the child's permanent home address as at the time of application will be the determining factor. Where the child lives with parents with shared responsibility, each for a part of the week, the child's home address will be defined as the address at which they spend the majority of their time.
- *In the over-subscription criteria 1 – 5 above, applicants will be ranked within each criterion by distance based on the system used by Hertfordshire County Council (HCC). Distances are measured using HCC's computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. In the event where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be closest to the ground and therefore closer.*
- *If there are two identical distances of separate applicants, the tiebreak will be random allocation. Every child entered onto the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.*
- If a twin or multiple-birth child is offered a place under the above admission rules, the remaining twin or multiple-birth children will also be offered a place, even if this means exceeding the PAN.

**Notes:**

- 1) Children with special educational needs whose Statement (under Section 324 of the Education Act 1996) names Yavneh Primary School will be admitted. Yavneh Primary School must also admit children with an EHC (Education, Health and Care) Plan that names the school. In both cases, their admission is taken into account against the school's Published Admission Number.
- 2) Under paragraph 1 above, 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 in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.
- 3) A document describing the Jewish Ethos of Yavneh Primary School is attached. We ask all parents applying under over-subscription criterion 4 above to respect this Jewish Ethos and its importance to the Yavneh Primary School community. This does not affect the rights of parents who are not of the faith of Yavneh Primary School to apply for and be considered for a place at Yavneh Primary School.
- 4) The Committee will administer arrangements for admission to Yavneh Primary School under the Hertfordshire LA Coordinated Admissions Scheme.
- 5) The Home Address should be your child's current permanent address at the time of application. "Permanent Address" is defined as an address the child lives at and (i) the family own the property or (ii) have a tenancy agreement for a minimum of 12 months or (iii) for military families or crown servants, a letter from the relevant person (e.g. Commanding Officer or employer) confirming the address to which the family will be relocating.
- 6) If the child's parent or guardian still owns or leases a property within 10 miles of the School which has been the main home of the child within 18 months before the time of application, a property closer to the School will not be accepted as the child's permanent home address, even if the former property is leased to a third party. If needed, the distance will be the straight line distance measured from the Home Address Point to the School Address Point using HCC's home-school measurement system.
- 7) If the child is offered a place at the School based on the address where the child is living at the time of application, but the child then moves further away from the School before he or she is due to start at the School (and would not have been allocated a place based on the new address), the place may be withdrawn where the Committee believes it was fraudulently obtained. A place will be considered fraudulent in this respect if the address used in the application is only temporary for the specific purpose of securing a place at the School.
- 8) If the child moves further away from the School at any time during the first two terms at the School, the place may be withdrawn where the Committee believes it was fraudulently obtained. A place will be considered to have been fraudulently obtained in this respect if the address used in the application is only temporary for the specific purpose of securing a place at the School.
- 9) If the child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of their 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 main residence. If the child lives at two addresses equally and the family is not in receipt of child benefit/child tax credit the address used will be the address where the child is registered with a GP.
- 10) Please note that if the information given in the CRP is not accurate or up to date, your child could lose priority. If a place has been offered on the basis of a fraudulent or intentionally misleading application, the application will be considered again this time applying the correct information. This may lead to the offer being withdrawn.
- 11) If you are applying under over-subscription criterion 3 'Children of members of staff at Yavneh Primary School', please attach a letter to the Admissions Officer, Mrs F Graham, stating the date of issue of your permanent full time contract.
- 12) As an admission authority we have the right to request further information and to investigate any concerns we may have about your application including information given in the Supplementary Information Form or Certificate of Religious Practice and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided intentionally misleading (e.g. inaccurate or out of date) information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

- 13) If a School place was allocated to a child on the basis of false or misleading information in respect of the Supplementary Information Form, the Certificate of Religious Practice or the child's home address, we will not consider the sibling priority in the event of oversubscription for any children applying in the future and wishing to benefit from the sibling priority criterion.

### Appeals

- 14) Parents whose application is unsuccessful have a right of appeal. Notice of appeal must be sent to the Chair of the Board of the Yavneh College Academy Trust within twenty school days of receiving the result of the application. Details will be provided by the School when notifying parents that the School is unable to offer their child a place.

### Continuing Interest List

- 15) A continuing interest list will be maintained throughout the academic year. Parents/carers with children on the list will be contacted at the beginning of each term to see whether they wish their child's name to remain on the list. The continuing interest list will be ranked according to the above oversubscription criteria, and not by date of receipt of application. Each added child will require the list to be ranked again in line with the oversubscription criteria.

### Admission Process Timetable:

<b>Deadline for receipt of Applications</b>	<b>15 January 2019</b>
<b>Deadline for receipt of Yavneh Primary School Certificate of Religious Practice and Supplementary Information Form</b>	<b>15 January 2019</b>
<b>Allocation Date/Offer letters Posted by Yavneh Primary School</b>	<b>16 April 2019</b>
<b>Acceptance Date- date by which parents/carers must accept or reject place offered.</b>	<b>2 May 2019</b>

- 16) If parents/carers wish to apply for a place under criterion 4 then they should complete our CRP and return it to Yavneh Primary School by the above date. If a CRP is not completed, the Committee will apply our admission arrangements using the information submitted on the Yavneh Primary Application Form, which may result in the application being given a lower priority.

### Deferred entry and admission out of normal age group

- 17) Parents/carers offered a place in reception for their child have a right to a full time place, but can also defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.
- 18) Parents may also seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.
- 19) If parents wish to seek a place for their child outside of the normal age group, they should submit a request in writing to the Committee as early as possible. Governors responsible for admissions will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school will also be taken into account. Parents will be informed of the decision on the year group the child should be admitted to and reasons for the decision will be given before offers of places are made.
- 20) If a request is agreed to and the child is to be admitted to Reception, the school will process the application as part of the main admissions round. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- 21) There were 180 Applications for 60 places in 2018.
- 22) Yavneh Primary School's in-year admission arrangements will work within the remit of Hertfordshire County Council's agreed scheme of in-year coordination. The Committee remains responsible for the allocation of all places in accordance with the school's published admission rules.
- 23) Yavneh Primary School is obliged to abide by the In-Year Fair Access Protocol adopted by the Local Authority. This may mean that children to whom the Protocol applies are given priority over other applicants or that pupils are accepted above the Published Admission Number.

For further information please contact Mrs Graham, Admissions Officer, Yavneh Primary School, Hillside Avenue, Borehamwood, Herts, WD6 1HL, [yavnehprimaryadmissions@yavnehcollege.org](mailto:yavnehprimaryadmissions@yavnehcollege.org) 020 8736 5580 ext. 251.