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# Admissions policy and procedures 2011-2012

## Ethos

JCoSS (the "School") is a unique Jewish school in Great Britain as it is inclusive, open to all Jewish children, irrespective of birth status or synagogue affiliation and with due respect for differing traditions, beliefs and practices. The teaching of Judaism is a fundamental element of the School and will respect all strands and traditions of faith. The School is an inclusive, nurturing Jewish learning community, which provides young people with an excellent education and prepares them to be responsible, active and knowledgeable Jewish citizens who embrace *diversity* within our community and in the wider world. The School's aim is to offer educational excellence at all levels within a unique Jewish ethos, augmented by the teaching of wider multiculturalism.

## Admission Arrangements

In September 2011 we will admit up to 180 children into Year 7.

If there are more applications than places available in any school year, the Governing Body of the School, acting by its Admissions Committee, will allocate places using the following order of priority:

**First priority** will be given to 'Jewish Children'. For the purpose of admissions to the School, 'Jewish Children' are children who demonstrate, or whom at least one parent demonstrates, commitment to the Jewish faith or involvement in recognised Jewish faith activities. The criteria by which the above will be assessed are:

- documentary evidence of membership of a synagogue
  - or
  - attendance by a parent/carer or child at a minimum of 4 synagogue services between 08/05/2010 and 26/11/2010.
- Or documentary evidence of **both** of the following:
- a child's engagement in formal Jewish education (either provided, where relevant, at a school having a Jewish religious character, a Cheder/Hebrew school, or equivalent, or by a tutor)
  - a parent/carer or child's involvement in a volunteer capacity in any Jewish communal, charitable or welfare activity in the last two years.

**Second Priority** will be given to Other Faith Children. 'Other Faith Children' are children of whom at least one parent can demonstrate commitment to a faith or involvement in recognised religious activities. Confirmation of commitment or involvement will be required from a priest or other religious leader.

Any places remaining available will be allocated to any other children.

## Over-subscription criteria

In the event of over-subscription within the above, the Governing Body of the School will apply the following criteria in the order shown to decide which pupils to admit:

- a) Jewish Children who are within the definition s.22 Children Act 1989, i.e. children who are in the care of a Local Authority or are provided with accommodation by that Authority.
- b) Jewish Children who, although within the definition in s.22 Children Act 1989, have accommodation provided for them by a Jewish care home or care organisation.
- c) Jewish Children whose social or medical needs are needs that the School can reasonably meet and which are such that they cannot be met sufficiently at another school. It will be the responsibility of the applicant to produce supporting evidence from a doctor, social worker or educational welfare officer and this is required no later than the closing date for applications.

- d) Jewish Children who have a sibling at the School who will be attending the School at the date of admission
- e) Jewish Children attending any of the following schools, namely Akiva, Clore Shalom and Clore Tikva
- f) all other Jewish Children
- g) other Faith Children who are within the definition in s.22 Children Act 1989, i.e. children who are in the care of a Local Authority or are provided with accommodation by that Authority
- h) all other Other Faith Children
- i) all other children.

## Tie-break

When in any category there are more applicants than places available, priority will be given to those living nearest to the School by straight line measuring in accordance with the Local Authority's measuring system described in its guidance booklet for parents applying for school places. Where two or more children live the same distance from the School, the relevant place or places will be determined by random allocation by an independent person nominated by the School.

**Note 1.** The child's home will be taken to be that shown as the permanent home in the application.

**Note 2.** For the purposes of the admissions policy, a 'parent' includes a person with parental responsibility for a child and/or care of a child in accordance with the Children Act 1989. Where the parents of a child are separated, the home of the parent who has care and control of the child will be regarded as the child's home for the purpose of determining the distance from the School.

**Note 3.** For the purposes of this admissions policy, 'siblings' are defined as a brother or sister living at the same address. It also includes half brothers and sisters and foster children, provided all categories live at the same address.

**Note 4.** The 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 to other applicants.

### Procedures for applications for admission to Year 7 in September 2011

- Parents who wish their children to be considered for admission to the School must name the School on the Common Application Form (CAF) that they receive from their Local Authority. This is normally done in the primary school year in which the applicant has his/her 11<sup>th</sup> birthday, usually corresponding to Year 6 of primary school.
- The CAF must be returned to the applicant's Local Authority, not to the School, in October in the calendar year prior to proposed Year 7 admission. The precise date will be specified on the CAF. Applicants are invited to name on the CAF up to six preferences of state secondary schools, in order of preference.
- Applicants whose application is received after the specified date will be considered late and will only be considered for admission after the initial offer date.

- Parents who wish their children to be considered for admission to the School should complete a Supplementary Information Form (SIF) and send it directly to the School. The SIF provides eligibility information on which the Admissions Committee of the Governing Body will order the applications in the event of oversubscription. The School will make the SIF available at prospective parents' meetings. It can also be obtained by applying directly to the School's Admissions Officer and can be downloaded from the Admissions section of the School's website ([www.jcoss.org](http://www.jcoss.org)).

All offers of places will be made in line with the Local Authority's agreed procedures.

### Continued interest list procedure

- Unsuccessful applicants to join the School in the Year 7 cohort for 2011 will, if they so request, be placed on a waiting list. This waiting list will be maintained for 12 months following application.
- After the commencement of Year 7 in September 2011, vacancies will be handled in accordance with the over-subscription criteria.

### Appendix A

#### The appeals process for those seeking admission to Year 7.

- The Schools Governing Body will establish an independent Admissions Appeals Committee.
- On completion of the Year 7 offer process, a letter will be sent to all applicants to whom a place has not been offered. The letter will give details on how to appeal should a parent wish to make a formal appeal against the decision not to offer a place to their child. Parents will be asked to write to the Clerk of the Admissions Appeals Committee, c/o the School. At this stage, parents will

be advised to write stating their intention to appeal and not to submit any details of the grounds of their appeal. Parents will be given a deadline date to lodge their appeal.

- Appeals for 'on time' applications (i.e. those relating to decision sent on national offer date) will be heard by July 6<sup>th</sup> or the next working day, if July 6<sup>th</sup> falls on a weekend. Any 'late applications' will be considered in the next round of appeals.
- The School will forward all the letters received from parents lodging an appeal to the Clerk to the Admissions Appeals Committee. The Clerk to the Admissions Appeals Committee will then write to the parents asking them to complete the relevant forms and to submit supporting paperwork stating the grounds on which the parent would like to appeal. A deadline date will be given, indicating by when the parents should submit this paperwork.
- Once the Clerk to the Admissions Appeals Committee receives this paperwork, a copy will be sent to the School stating the grounds on which the appellants wish to appeal.
- The School will then respond to the Clerk to the Admissions Appeals Committee, with a statement on behalf of the School's Governing Body. The Clerk to the Admissions Appeals Committee will send this statement together with any supporting documentation to the appellant.
- The Clerk to the Admissions Appeals Committee will advise the appellants of details of the date and time when the appeal hearing will take place.

**NOTE:** Once an appeal has been lodged, appellants should correspond and liaise directly with the Clerk to the Admissions Appeals Committee in regard to the appeal and should not contact the School or members of its staff directly.