

## Nursery Admissions Policy

Wolfson Hillel Primary School is an outstanding Jewish school where all pupils are supported to exceed their targets or national expectations within a warm and welcoming Jewish environment. The well-being of our children is at the forefront of everything we do and we aim to develop young people who are socially aware and able to make positive contributions to both the Jewish community and the wider world.

Our modern orthodox Jewish belief and practice permeate throughout Wolfson Hillel's activities, creating a sense of belonging and preparing children for lifelong Jewish learning.

Wolfson Hillel Primary School's Foundation Body is the United Synagogue and its religious authority is the Office of the Chief Rabbi of the Hebrew Congregations of the Commonwealth. Wolfson Hillel Primary School is an academy under the Jewish Community Academy Trust ("JCAT"). The Admissions Authority is JCAT.

**Wolfson Hillel Primary School will give priority to applicants who meet a religious practice test based on guidelines from the Office of the Chief Rabbi. Those applicants wishing to be considered a priority for available places must complete a Certificate of Religious Practice (CRP<sup>1</sup>) based on criteria such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Whilst priority will be given to those children whose families demonstrate an ongoing commitment to the School's ethos, all families will be expected to respect the ethos.**

The School's Published Admission Number (PAN) is 30 places in each of the two classes in every school year. Additional children may be admitted under limited exceptional circumstances<sup>2</sup>. 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 mornings for prospective parents are held throughout the year 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.

Details of priority which can be given for children who attend the Nursery into the School at Reception year entry can be found in the oversubscription criteria of the Reception Admissions Policy.

All children whose Education Health & Care Plan ("EHC Plan")<sup>3</sup> names the School will be admitted.

### **OVERSUBSCRIPTION CRITERIA**

If the School is oversubscribed, after the admission of children whose EHC Plan names the School, priority for admission will be given to those children who meet the criteria as set out in the order below:

1. Children who are looked after<sup>4</sup> by a local authority, children previously looked after<sup>5</sup>, with a completed and valid CRP
2. Siblings<sup>6</sup> of pupils attending the School on the date of admission, with a completed and valid CRP
3. Siblings of former pupils of the School, with a completed and valid CRP
4. Children of staff<sup>7</sup> employed at the School with a completed and valid CRP
5. Children for whom the School is appropriate on genuine medical or social grounds<sup>8</sup>, with a completed and valid CRP
6. Other children who have a complete and valid CRP
7. Other children who have an incomplete CRP
8. Other children who are looked after by a local authority, or other children who were previously looked after by a local authority
9. Any other children

### **Tie-Breaker**

In the event of there being more applicants than places available within each of the above criteria 1 to 9, priority will be given to children living nearest the School. Distance will be measured from the main gate of the home address<sup>9</sup> to the main gate of the School site using Enfield 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**

#### **How to Apply**

Children will be admitted to Nursery in the September following their third birthday.

1. Application for a place in Nursery is by completion of the School's Supplementary Information Form ("SIF"). The form is available on the School website and from the School Office and should be returned to the School by 15 January in the calendar year of entry.
2. In addition to the (SIF), a Certificate of Religious Practice (CRP) must be completed for a priority place. This form is also available from the School Office or website ([www.wolfsonhillel.enfield.sch.uk](http://www.wolfsonhillel.enfield.sch.uk)) and must be returned to the School together with the SIF by 15 January in the calendar year of entry. Please refer to the CRP Form as soon as possible as various requirements need to be completed well in advance of the deadline.
3. Application for a child whose EHC Plan names the School is made by a separate process.

All applications received on time will be processed together.

Please note, pupils attending the Wolfson Hillel Nursery will not transfer automatically into Reception. A separate application must be made for a Reception place.

### **3 Offer Date**

A letter offering or refusing a place will be sent by the School in the spring term.

### **4 Response by Parents**

Parents are requested to indicate in writing their intention, or otherwise, to take up a place by the date mentioned in the offer letter.

### **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 their 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 Nursery 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 Nursery received between 16 January and 31 August for entry in the September of the same year must be made by completion of the School's Supplementary Information Form ("SIF"). The form is available from the School Office or website ([www.wolfsonhillel.enfield.sch.uk](http://www.wolfsonhillel.enfield.sch.uk)) and should be returned to the School.

**b)** In addition to the SIF, for a priority place a Certificate of Religious Practice (CRP) must be completed. Both forms are available from the School Office or website ([www.wolfsonhillel.enfield.sch.uk](http://www.wolfsonhillel.enfield.sch.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 Nursery 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 Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP). All forms are available from the School Office or website ([www.wolfsonhillel.enfield.sch.uk](http://www.wolfsonhillel.enfield.sch.uk)), and must be returned to the School without delay, together with proof of address<sup>10</sup>.

### **9 Applications Outside the Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented. Parents wishing to apply for a Nursery place outside their normal age group should write to the Admissions Officer via the School Office setting out their views and information about the child's academic, social and emotional development. This will then be considered by the Admissions Committee who will make a decision based on the information provided and the views of the headteacher of the School. Each decision will be based on the circumstances of each case and in the best interests of the child concerned. The Admissions Committee will write to the parents informing them of their decision on the year group to which the child should be admitted and the reasons for the decision.

### **10 Children from Overseas**

Applications for children coming from overseas must be treated in accordance with current legislation. Non-statutory guidance on this should be available on the website of the Department for Education.

### **11 Right of Appeal**

Parents who receive a letter to say that their application has not been successful have the right to appeal. This includes parents who have made an in-year application for admission. Parents wishing to appeal must write to the Chair of the Governors at the School address, setting out the grounds for the appeal, within 20 days of receiving the letter of refusal. The Appeals procedure will be carried out in accordance with the Schools Admissions Appeal Code October 2022 (School Admission Appeals Code 2022 ([publishing.service.gov.uk](https://publishing.service.gov.uk)) or as amended. The timetable for the process will be published on the School's website by 28th February each year.

### **FALSE INFORMATION**

Places can be withdrawn after an offer has been made if the Admissions Committee of the Governing Body determines that the offer was made on the basis of false or fraudulent information.

**For further information please contact the School Office on 020 8882 6487.**

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<sup>1</sup> The requirements of the CRP might change from year to year. Parents are advised to check with the School whether the CRP obtained for Nursery, or another school, will be valid for primary classes.

<sup>2</sup> 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.

<sup>3</sup> An Education Health and Care Plan is made by the local authority (see Section 37 of the Children and Families Act 2014) specifying the special education provision for that child

<sup>4</sup> 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.

<sup>5</sup> 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

<sup>6</sup> Siblings of pupils attending the School at the time of application and siblings of former pupils include half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.

<sup>7</sup> Staff in either or all of the following circumstances:

- (i) Staff are, or were within one year before the date of application, recruited to fill a vacant post for which there is a demonstrable skill shortage; or
- (ii) Have been employed by the School for a continuous period of at least two years and who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.
- (iii) Been transferred to the School having previously been employed by the Jewish Community Academy Trust for a continuous period of at least two years and who, in the two years immediately before the date of application, have worked full-time or not less than 0.6 full-time equivalent.

<sup>8</sup> Applications for priority on medical or social grounds must be supported by a letter from the child's GP, medical consultant and/or social worker. Submissions must specify the particular reasons why Wolfson Hillel Primary School is the most suitable and the difficulties that would be caused if the child had to attend a different school.

<sup>9</sup> 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.

<sup>10</sup> If proof of address is requested by the School, this 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.