



Clore Shalom School

Hugo Gryn Way, Shenley Hertfordshire WD7 9BL

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Clore Shalom School

School Policy for: Reception Admissions 2021 - 2022

Version date: February 2020

Review date: September 2020

Responsibility: Governing Body

Monitoring: Governors

**Headteacher's
signature:**

Date: December 2019

**Chair of Governor's
signature**

Date: December 2019



Clore Shalom School

Process

- The Governing Body meets annually to agree the policy and criteria for the following year. These are then made available for a consultation period on our website and through the Local Authority.
- The application of the admissions criteria, should there be more applicants than places, is the responsibility of the governors for applying them without favour.

Applying for a Place

- We invite all parents who are interested in considering applying for places to visit to hear about the school, ask questions and see round the school.
- We use Local Authority systems for all applications. Parents apply for places at the school on their home Local Authority's application form.
- Parents are requested to complete the school's Supplementary Information Form and Certificate of Religious Practice. These must reach the school office by 15 January 2021. If a SIF and / or CRP are not completed, the Governing Body will apply the admissions arrangements using the information submitted on the online application form only which may result in the application being given a lower priority. Only the SIF and CRP are accepted. They are both available to download from our website as well as on the Hertfordshire County Council website - www.hertsdirect.org/admissions.

Allocation of Places

- Our published admissions number is 30.
- We give priority to applicants who can demonstrate Jewish religious practice and allocate higher priority to those who support a Pluralist expression of Judaism.
- An Admissions Committee of the Governors, comprising at least 3 Governors, may meet to process admission applications or delegate this responsibility to the Headteacher and Admissions Officer, as appropriate.
- Should a further place become available after initial allocations, the criteria are re-applied to all those on the register of continued interest at that time. The register of continued interest comprises all children for whom applications have been received but for whom places have not yet been allocated.
- The school maintains continued interest lists throughout the allocation process and on an ongoing basis to facilitate both the initial allocation process and any in-year admissions.
- Initial allocation is to children with a statement or EHC plan which names Clore Shalom School. In the event of over-subscription, places will then be offered in the following order:
 - 1 Priority 1 or 2 children looked after and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
 - 2 Priority 1 or 2 children who already have a sibling at the school or have accepted a sibling place in any class other than Nursery, at the application deadline.
 - 3 Priority 1 or 2 children of staff where the member of staff is employed at the school at the application deadline.
 - 4 Other Priority 1 children.
 - 5 Other Priority 2 children.
 - 6 Other children looked after and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
 - 7 Any other children who already have a sibling at the school or have accepted a sibling place in any class other than Nursery, at the application deadline.
 - 8 Any other children of staff where the member of staff is employed at the school at the application deadline.



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- 9 Children with the nearest overall address to the school.
- 10 Proximity to the school shall be determined by a straight line distance measurement system provided by Hertfordshire County Council: Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the "Address Base Premium" address of the residence to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and individual residences. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council, and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit www.hertfordshire.gov.uk/admissions or call Hertfordshire's Customer Service Centre on 0300 123 4043.

Definitions and Guidance Notes

Statement of Special Educational Needs or EHC Plan

- Children with a statement of special educational needs (a "statement") or education, health & care plan ("EHC plan") that names the school are offered a place, prior to application of the criteria below to remaining places.

The Date of Application

- The date of application means the closing date for applications.

Priority Explanation

- Attendance at synagogue will not be measured on Jewish festivals, other than Shabbat.
- When a Jewish festival falls on a Shabbat then attendance will not be measured.
- For the purpose of clarity, the following festivals will be excluded when considering attendance at synagogue (even when these festivals fall on a Shabbat): Rosh Hashanah; Yom Kippur; Sukkot; Simchat Torah; Hanukkah; Tu Bishvat; Purim; Pesach; Shavuot.
- Priority 1 means an applicant who demonstrates Jewish religious practice supporting Pluralist expressions of Judaism by producing a certificate signed by a Rabbi or Officer of a sponsoring synagogue (currently Liberal, Masorti and Reform) to confirm attendance 12 times in the 12 months prior to the date of application (or 4 times in the 12 months for a sibling) at a sponsoring synagogue, except on any Jewish festival other than Shabbat.
- Priority 2 means an applicant who demonstrates Jewish religious practice by producing a certificate signed by a Rabbi or Officer of any synagogue, to confirm attendance 4 times in the 12 months prior to the date of application at any non-sponsoring synagogue, except on any Jewish festival other than Shabbat.
- If either a Supplementary Information Form or a Certificate of Religious Practice are not submitted by the deadline, the application will only be considered after all Priority 1 and 2 places have been exhausted.

Looked After Children

- Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.
- A "looked after child" is a child who is:
 - a) in the care of a local authority; or



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- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).
- All children adopted from care who are of compulsory school age are eligible for priority under this rule.
- Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under this rule.
- Children who were not “looked after” immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.

Siblings

- The ethos of the school means that we want to encourage/enable continuity for families.
- A Year 6 pupil will count as a sibling so that just as s/he leaves, the younger pupil joins the school. In that way there is no break in the family’s association with the school as they always have a pupil at school. As current Clore parents, they can serve on the PTA, become a parent governor etc. This is felt to be different to having previously had a child at the school, so an older sibling in Year 7 (ie no longer at Clore Shalom) does not count as sibling priority.
- A sibling is defined as the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the date of application.
- A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.
- If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Children of Staff

- Under the provisions of the Admissions Code, children of staff may only be prioritised if the member of staff has been employed at the School for two or more years and / or if the member of staff was recruited to fill a demonstrable skills shortage.
- For the purposes of priority within this policy, staff is defined as an individual who
 - a) is employed by the school under a permanent contract of employment where no set end-date has been set;
 - b) is employed for a minimum of 3 days per week (0.6 FTE);
 - c) is paid on either the unqualified teacher pay scale, the main pay scale, the upper pay scale, the leadership pay scale or a member of support staff.
- In all cases, the member of staff must be an employee of the school at the date of application for priority to be given.
- Children of staff is defined as a child of the member of staff or partner, or a child looked after or previously looked after living permanently in a placement within the home as part of the family household from Monday to Friday at the date of application.
- Priority will not be allowed for children living temporarily with the member of staff, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.
- The Finance and Resources Committee of the School’s Governing Body must approve the application of “demonstrable skills shortage” for any application to be prioritised in this manner. This may be done at any time before or after the appointment, but there is no right of appeal once a decision has been made in this regard.
- A demonstrable skills shortage would usually only be recognised for a post with an age group specialism such as early years or year 6, or a subject specialism such as Maths,



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where there is a recognised shortage nationally or regionally, or where the post has previously been advertised unsuccessfully.

Multiple Births

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.

Home Address

- The address provided must be the child's current permanent address at the date of application. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.
- Residency in rented accommodation must be verified by a 12 month rental agreement showing the start of your tenancy, proof of address, either a recent utility bill (not more than 3 months old), the most recent Council Tax bill with your name and address or a credit card statement.
- The application can only be processed using one address. If a child lives at more than one address (for example due to a separation), the address used will be the one which the child lives at for the majority of the time. If a 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 a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.
- If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Home to School Distance

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are measured using a 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.



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**Headteacher's
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**Chair of Governor's
signature**

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Process

- The Governing Body meets annually to agree both the policy and criteria for the following year. This is then made available for a consultation period on our website and through the Local Authority.
- The application of the admissions criteria, should there be more applicants than places, is the responsibility of the governors for applying them without favour.
- The policy, oversubscription criteria and supplementary information form are available from the school office, website or the Local Authority.
- The Governing Body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to the school, must be made to the child's Local Authority. There is a statutory requirement for all local authorities to coordinate all in-year admissions. For the precise details of Hertfordshire's scheme, please visit www.hertsdirect.org/scholearn/admissions/ or call Hertfordshire's Customer Service Centre on 0300 123 4043.

Applying for a Place

- We invite all parents who are interested in considering applying for a place to contact the school in the first instance.
- Parents are invited to visit the school when there is a space available.
- Parents should make an in-year application on the Hertfordshire County Council website and not that of their home LA if outside of Hertfordshire.
- Parents must complete our Supplementary Information Form and return it to the School Office. If a SIF is not completed, the Governing Body will apply the admissions arrangements using the information submitted on the Online Application Form only, which may result in the application being given a lower priority. The SIF is available on our website, together with our policy, as well as on the HCC website www.hertsdirect.org/admissions.

Allocation of Places

- Our published admissions number for each year group from Reception – Year 6 is 30.
- Should a place become available during the school year, the criteria are applied to all those on the register of continued interest at that time. The register of continued interest comprises all children for whom applications have been received but for whom places have not yet been allocated.
- The school maintains continued interest lists throughout the allocation process and on an ongoing basis to facilitate any in-year admissions.
- It is not necessary to meet all, or indeed any of the criteria below for your child to get a place at the school. However, in the event that a place becomes available at the school at any time in any year from Reception to Year 6, the Governors will apply the following criteria in order of priority as laid out below:
 - a) Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
 - b) Children who already have a sibling at the school from Reception – Year 6.
 - c) Children of staff where the member of staff is employed at the school.
 - d) Children with the nearest overall address to the school. Proximity to the school shall be determined by a straight line distance measurement system provided by Hertfordshire County Council: Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the "AddressBase Premium" address of the residence to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit www.hertfordshire.gov.uk/admissions or call Hertfordshire's Customer Service Centre on 0300 123 4043.



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- A “looked after child” is a child who is:
 - a) a) in the care of a local authority; or
 - b) b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).
- All children adopted from care who are of compulsory school age are eligible for priority under this rule.
- Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under this rule.
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- For the purposes of priority within this policy, staff is defined as an individual who
 - a) is employed by the school under a permanent contract of employment where no set end-date has been set;
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Continued Interest List

For the avoidance of doubt, the continued interest list will be frozen at such time as the school receives written notice of a place becoming available. A child's details will remain on the continued interest list until:

- a) a place at the school is offered to that child and is revoked;
- b) the child's parents or guardians make a request in writing to the school to have the child removed from the List; or
- c) the end of the school year in which the child will attain eleven years of age.