NORTH WEST LONDON JEWISH DAY SCHOOL
ADMISSIONS POLICY

For entry into Reception and Years 1 – 6 for the Academic Year 2028/2029

Preamble

The school will admit, as a priority, children whose parents are able to demonstrate commitment to Orthodox Jewish observances and practices (if the school is oversubscribed). This will be assessed from the information provided in the Supplementary Information Form (SIF) and verification, by way of a reference form to be completed by the Rabbi of the Orthodox Synagogue at which the parents are regular worshippers, indicating synagogue attendance, participation in Jewish learning and communal volunteering.

The admission arrangements for entry into Reception and Years 1 – 6 are entirely separate from those of Nursery.

Published Admission Number (PAN)

We will admit **30 children to the reception class in September 2028**.

In the event that the School has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Admissions Committee will grant a place or places in excess of the Published Admission Number, when one of the siblings is the 30th child.

Deferred entry/summer born children.

Where a child has been offered a place at the school, the child is entitled to a full-time place in the September following their fourth birthday. However, parents can defer entry until (but not beyond the point at which) their child is of compulsory school age. Your child is of compulsory school age on 31 December, 31 March or 31 August following their 5th birthday. Parents cannot defer entry beyond the beginning of the final term of the school year for which the offer was made.

Furthermore, where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health. In addition, parents of a summer born child may choose not to send their child to school until September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1. If they wish to do so they should make an application for their child's normal age group at the usual time and at the same time submit a request to the school for admission out of the normal age group.
The school will consider the request and decide based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- The parents' views.
- Information about the child's academic, social, and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated outside their normal age group.
- If, because of being born prematurely, the child would naturally have fallen into a lower age group.
- The Headteacher's views

The school will ensure the parents receive a response to their request prior to the primary national offer day on or about **18th April 2028** unless the parental request is made too late for this to be possible, and the school will clearly set out the reasons for its decision.

Timing

The normal admissions process for entry into Reception is managed by the London Borough of Brent under a coordination process specified by law. Although the Admissions Committee of the Governing Body considers all applicants and decides on the order in which offers are to be made, the child's local authority advises parents of the outcome of their application and the school is not allowed to do so.

Common Application Form (CAF)

Parents who wish their children to be considered for admission to the school must name North West London Jewish Day School on the Common Application Form (CAF) (which is available online at https://www.eadmissions.org.uk/). Parents should submit the CAF online to the Local Authority in which the child is resident by **15th January 2028**.

Supplementary Information Form (SIF)

Parents who wish their children to be considered for priority admission to the school should also complete a SIF and obtain a Rabbi's reference. The SIF and Rabbi;s reference must be returned directly to the school by **15th January 2028**.

The SIF asks for information to establish what level of priority the applicant is entitled to. It is not compulsory but without it an applicant cannot be given priority.

The information on the SIF must be verified by way of a reference form to be completed by the Rabbi of an Orthodox Synagogue at which the parents are regular worshippers, indicating synagogue attendance, participation in Jewish learning and communal volunteering.

Nursery Transfer

There is no automatic transfer from Nursery to Reception.

All Parents, including Nursery Parents, must complete the CAF and SIF (to be

considered for priority admission) for their children to be considered for admission.

Special Educational Needs and Disabilities

We will admit all children with an Education, Health and Care Plan which names the School.

The school will participate in the local authority's fair access protocol and places may be given in accordance with that protocol, even if this exceeds the PAN.

Oversubscription Criteria

In the event of the number of applications for admission exceeding the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit (highlighted terms are as explained below):

1. **Looked After and previously Looked After Priority children**.

2. **Priority** children with **siblings** at the school. **Sibling** priority will only be considered if the **sibling** will be attending the school at the time of application.

3. **Priority** children of members of staff who have been employed at the school for a minimum of two years at the time of application.
4. **Priority** children who attend NWLJDS Nursery (maximum of 12 places).

5. **Priority** children of **Regular Worshippers** at Orthodox Synagogues.

6. **Priority** children with a sibling who has previously attended the school for a minimum period of five years, providing the child is residing within a three-mile radius of the school.

7. **Other Looked After and Previously Looked After children.**

8. All other children.

In the event of more applicants than places in each of the above categories the following tiebreaker will be applied:

1. Proximity of the child's home to the school's main gate, as measured in a straight line, with the child whose home address is nearer the school being accorded the higher priority.

   Measurements will be taken from the front door of the child's home address (including the front door of the block of flats) to the main entrance of the school, using the Local Authority's computerized measuring system.

   Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the child's home address will be the

address at which the child lives for the greater part of the school week, i.e., Monday to Friday. If the parents share equally the address nearest to the school will be the appropriate measure.

2. Where the Distance Tie Break does not produce a clear outcome (i.e., two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

This tie-break will apply in the case of non - Priority children as well.

Explanation of highlighted terms used in the Oversubscription Criteria:

"**Priority children**" means children of families who achieve a **minimum of 10 points** on our SIF. For an explanation of how points are calculated please see our SIF.

"**Looked After Child**" means 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 Child**" means a child who was adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

"**Siblings**" include a brother or sister who share the same parents, step or half brothers or sisters and an adopted child's relationship with a parent's natural or adopted child, provided in each case that they reside at the same address.

"**Regular Worshippers**" means a parent/carer attending an Orthodox Synagogue or place of worship at least two times per month for a minimum period of the six months preceding the date of application.

"**Orthodox Synagogue**" means a member Synagogue of The United Synagogue, S & P Sephardi Community, Anshei Shalom, The Federation of Synagogues, The Union of Orthodox Hebrew Congregations, and Chabad/Lubavitch or such equivalent place of Orthodox Jewish worship as determined by NWLJDS's Principal, Dayan Binstock. Any query on the definition of an Orthodox Synagogue should be referred to the Principal, Dayan Binstock.

Waiting List

Those applicants who have not been allocated a place will be placed on a waiting list ranked in accordance with the Oversubscription Criteria unless a higher preference school has been offered.

The waiting list will remain in operation from the day the original places are awarded and will be used to allocate places which become available before the start of the school year. The waiting list for Reception will be maintained until 31 December. A

separate waiting list will be maintained for each year's group.

Parents will be notified of where their child has been placed on a waiting list but will not be given an indication of the likelihood of being offered a place as their position on the waiting list may change if families having a higher priority, who apply for places for their children, move into the neighborhood of the School. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

Casual or In-year Admissions

The Admissions Committee will consider all applications received and will apply the above criteria if a vacancy arises. If you wish to apply for a place at this School for any year group, you must complete an on-line application form for LB Brent and should also complete a SIF and Rabbinical Reference form and return this directly to the school. This can be obtained directly from the school. LB Brent will notify parents of the outcome of any in-year application.

Appeal Procedure

Parents wishing to appeal against the refusal to admit a child to the School may do so by writing to the Chairman of the Governors at the School, within 20 days of receipt by the parents of a letter or email from the home borough informing them that a place is not available. An independent appeal panel will be convened to consider the appeal.

Further Information

If you require further information about the admissions process please contact the Admissions Officer, at North West London Jewish Day School, 180 Willesden Lane, London NW6 7PP.