

NORTH WEST LONDON JEWISH DAY SCHOOL ADMISSIONS POLICY

For entry into Reception and Years 1 – 6 for the Academic Year 2025/2026

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 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 commitment to Orthodox Jewish observances and practices.

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

Statutory Schooling

Published Admission Number (PAN)

Children will be admitted at the beginning of the Academic Year following their fourth birthday. We will admit **30 children to the Reception class in September 2025**.

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 Planned Admission Number, when one of the siblings is the 30th child.

Deferred entry/summer born children

Parents can defer entry for their child until their child is of compulsory school age. Your child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday.

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 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. 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 make a decision on the basis of 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, as a result of being born prematurely, the child would naturally have fallen

into a lower age group

The School will ensure the parents receive a response to their request prior to the primary national offer day on or about **18th April 2025** 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 from their Local Authority)). Parents should return the CAF to the Local Authority in which the child is resident by **15th January 2025**.

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 must be returned directly to the School by **15th January 2025**.

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 and will be disadvantaged.

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 commitment to Orthodox Jewish observances and practices.

Nursery Transfer

There is no automatic transfer from Nursery to Reception.

All Parents, including Nursery Parents, must complete the CAF and SIF for their children to be considered for admission.

Special Educational Needs and Disabilities

We will admit all children with a Statement of Special Educational Needs and Disabilities or an Education, Health and Care Plan which names the School, before other applicants.

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 (capitalised terms are as explained below):

1. Looked After and previously Looked After Priority children.
2. Priority children with siblings at the School. Sibling connection 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 or who have been recruited to fill a post for which there is a demonstrable skills shortage.
4. Priority children of Regular Worshippers at Orthodox Synagogues within a three-mile radius of the School's main gate who have scored a minimum of 34 points on the SIF.
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 Priority children.
8. Other Looked After and Previously Looked After children.
9. All other children.

Priority applicants within each of the above numbered bands will be ranked according to the points achieved on the SIF.

In the event of applicants receiving identical scores on the SIF an additional tie-breaker will be applied as follows:

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 flats) to the main entrance of the School, using the Local Authority's computerised 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.

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 terms used in the Oversubscription Criteria:

“Priority children” means children of families who achieve a **minimum of 28 points** on our SIF. For an explanation of how points are calculated please see our SIF. Note: for certain of the Oversubscription Criteria more points are required and/or applicants with a higher points score are given higher priority.

“Looked After Child” means a child who is in the care of the Local Authority in the exercise of its social services functions.

“Previously Looked After Child” means a child who was a Looked After Child but no longer fulfils that definition because he/she has been adopted or is now subject to a special guardianship order or a child arrangement order.

“Siblings” include 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 those worshippers attending an Orthodox Synagogue or place of worship at least four times per month for a minimum period of the 12 months preceding the date of application.

“Orthodox Synagogue” means a member Synagogue of The United Synagogue, S & P Sephardi Community, 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.

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.

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. A separate waiting list will be maintained for each year 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 neighbourhood of the School.

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 will need to apply to complete an application form. This can be obtained directly from the school.

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 school 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.