



Admissions Policy 2024/25

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Signed by Chair of Governors	D. Bondt
Committee Delegated	Full Governors
Renewal Period	2 years

BROUGHTON JEWISH CASSEL FOX PRIMARY SCHOOL

ADMISSIONS POLICY

Introduction

Broughton Jewish Cassel Fox Primary School serves the Orthodox Jewish Community of Greater Manchester. It seeks to provide a broad and balanced education based on traditional Torah values combined with the National Curriculum.

Applications to join the school are dealt with confidentially and are processed as quickly as possible. Prospective applicants are encouraged to look around the school and experience the happy atmosphere in which each child achieves his/her fullest potential.

We are delighted to welcome children whose families are understanding and supportive of the Torah ethos of our school. We emphasise the importance of "Shemiras Shabbos", "Kashrus", "Middos Tovos" and "Tznius" (modesty in style of clothes and everyday life).

The school caters for children of families who conduct their lives in accordance with the laws of the Shulchan Aruch particularly in relation to the areas of Shabbos Observance (both privately and publicly) and Kashrus and Tznius.

By applying to the school, applicant parents and families acknowledge and accept this ethos and terms of reference.

Application Process

The school will participate in the co-ordinated admission arrangements for Reception entry which is administered by the Local Authority for the area in which the child resides ("the Home LA"). Further information and a link to the Common Application Form (CAF) is available from the Home LA's website. The closing date for "on time" applications is January 15th of the year. Failure to submit the CAF by this deadline will result in the application being dealt with as a late application which means that it will not be considered for allocation of a place until all the applications received on time have been considered.

In order to establish priority for admission in relation to the religious criteria, you will need to complete our Supplementary Information Form (SIF). If you do not complete the SIF, we cannot establish whether your child meets the religious criteria and this may impact on the priority given to your application when the school is oversubscribed. You must submit the SIF to the school at the same time as the CAF is returned to the Home LA. This must be before the closing date referenced above.

A SIF will be required for in-year admissions and will need to be submitted as per the process referenced below.

The Governors will admit children who have Education Health & Care Plans in which the school is named. This may reduce the places available to other applicants.

Oversubscription Criteria

The admission number for the school is 60. After the admission of children with Education Health & Care Plans which name the school and where there are more applications than places available, priority for admission will be determined in accordance with the criteria set out below:

1. Orthodox Jewish children who are 'Looked After' by a local authority under the provisions of the Children Act 1989 and Orthodox Jewish children who were previously 'Looked After Children'.
2. Orthodox Jewish children with a brother or sister residing at the same address as a pupil currently in the school. This includes stepchildren and foster children living with the same family at the same address. Other Orthodox Jewish children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
3. Orthodox Jewish children living within a radius of two miles from the school as the crow flies, and adhering to our ethos of key observance as set out as prescribed by the Shulchan Aruch. The distance will be measured from the school gate.
4. Other Jewish children
5. Other children who are "Looked After" by a local authority under the provisions of the Children Act 1989; and formerly Looked After Children
6. Other Children

Important – Notes to the Above

- a. A 'looked after child' is a child 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. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- b. Applicants must provide evidence that the child meets the religious criteria. Applicants must complete the SIF and produce independent references as regards satisfaction of the requirements of Orthodox Judaism.

For the avoidance of doubt, the Governors define being Jewish Orthodox as 1. Keeping Kosher as laid out in the Shulchan Aruch, 2. Observing Shabbos as laid out in the Shulchan Aruch, 3. Observing laws of Tznius (modest) dress code when on school premises, including females wearing knee length skirts and sleeves reaching the elbow and men wearing a yarmulka (skull cap).

In the event of an issue in this respect the Governors will refer any concerns to the Manchester Beth Din or London Beth Din for determination, whose decision in this regard will be accepted by all parties as final.

- c. Tie-breaker – where there are more children in one particular criterion than there are places available, places will be allocated to the children whose home address is nearest to the school. The distance will be measured in a straight line distance. Those children whose home address is closest to the school will be those who get priority for places. In the event of a tie where two or more pupils' home address is the same distance from the preferred school and only one place is available, a process of random allocation will be used. Any such process will be independently verified.

- d. The child's home address – this is considered to be the child's normal place of residence. If parents are separated and the child spends time at each parent's address the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to admin@bjcfps.salford.sch.uk at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

Waiting List

The Governors will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the School's website. Where multiple applications are received and the school does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

Withdrawing Places

In certain circumstances the Governors may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or

- Where the offer has been made in error.