



### **Admissions Policy 2025**

Date Approved	17/12/2025
Signed by Chair of Governors	D. Bondt
Committee Delegated	Full Governors
Renewal Period	Yearly

# **BROUGHTON JEWISH CASSEL FOX PRIMARY SCHOOL**

## **ADMISSIONS POLICY**

### **Introduction**

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

As an academy, the school's governing body is the admissions authority. The school's religious body is The Chief Rabbi of the United Kingdom and the United Hebrew Congregations of the Commonwealth/United Synagogue (OCR).

Prospective applicants are encouraged to look around the school and experience the happy atmosphere in which each child achieves his/her fullest potential.

In the event that the school is oversubscribed, the school will give priority to applicants based on the oversubscription criteria set out within this policy. Details of how to establish priority for admission based on the faith-based oversubscription criteria are set out within this policy.

### **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 15<sup>th</sup> 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 faith-based oversubscription criteria, applicants will need to complete the Supplementary Information Form (SIF) which is available on our website. If you do not complete the SIF, we cannot establish whether your child meets the faith-based 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 completed SIF will also be required for in-year admissions and will need to be submitted as per the process for in-year applications 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. Children of the Jewish faith who are 'Looked After' by a local authority under the provisions of the Children Act 1989 and children of the Jewish faith who were previously 'Looked After Children'.
2. Children of the Jewish faith 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 children of the Jewish faith 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. Children of the Jewish faith living within a radius of two miles from the school as the crow flies. The distance will be measured from the school gate.
4. Other children of the Jewish faith.
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 faith-based criteria. For these purposes, an applicant is considered to be **"of the Jewish faith"** if the criteria set out in the SIF are satisfied and the relevant declarations within the SIF are completed.

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.

### **Admission of children below compulsory school age and deferred entry**

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday, which is when a child reaches compulsory school age. The school offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may defer their child's admission to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.

A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age.

### **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](mailto: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 the offer has been made in error;
- Where a parent has not responded to the offer of a place, even after chasing; or
- Where fraudulent or intentionally misleading information is used as part of the application.