

Admissions Criteria

Beit Shvidler Primary School Nursery

1. Background

This is the comprehensive admissions policy and procedure for entry into Beit Shvidler Primary School ("BSPS") Nursery ("Nursery").

BSPS was set up to serve the local community of Edgware Adath Yisroel Congregation ("EAYC") synagogue. Admission priority shall be granted to children of parent(s)/guardian(s) who practice Orthodox Judaism as determined by the Electoral Rabbonim of the Jewish Secondary School Movement, and within this policy document are herein referred to as "Priority Children". Priority Children of parent(s)/guardian(s) who regularly¹ attend and participate at EAYC will be given priority² over other Priority Children.

BSPS's and the Nursery's ethos includes a strong commitment to orthodox Jewish practice and Torah values.

Those applicants who wish to be considered for admission priority as Priority Children, must complete the BSPS Supplementary Information Form ("SIF"). The decision as to whether an applicant qualifies for admission priority will be based on the information provided on the SIF.

Verification of Orthodox Jewish practice as detailed on the SIF must be obtained from those Rabbis of Orthodox Jewish Synagogues as detailed in the SIF.

In the event of any dispute as to whether an applicant qualifies for admission priority as a Priority Child, the ruling of the Electoral Rabbonim of the Jewish Secondary Schools Movement is final.

2. Admissions to Nursery

- 2.1. The Nursery has a planned admissions number of twenty-six children, but at the discretion of the Head Teacher, this may be extended to thirty.
- 2.2. Unless specifically stated, the following sections relate to the policies for admission to the Reception Year.

3. Children with an Education, Health and Care Plan (EHCP)

¹ See Section 7 for definition of the word "regularly".

² after "Looked After Children", "Previously Looked After Children" and "Siblings".

- 3.1. Children with an Education, Health and Care Plan (EHCP) that names the Nursery will be admitted. This is a separate process from the normal admission procedure.
- 3.2. Admitting a child with an EHCP will reduce the number of places available to applicants.

4. Admissions Procedure

- 4.1. All Nursery Applications Forms must be submitted directly to the BSPS office. The Nursery Application Form is available for download from www.beitshvidler.org.uk or a copy can be requested from the BSPS office.
- 4.2. Parent(s)/Guardian(s) making an application for a Priority Child should in addition complete the SIF and submit this directly to the BSPS office. The SIF is available to download from www.beitshvidler.org.uk or a copy can be requested from the BSPS office.
- 4.3. Failure to complete and submit the SIF will affect the criterion the child's name is placed in.
- 4.4. The deadline for submission the Nursery Application Form will be a date set each year and is published on www.beitshvidler.org.uk
- 4.5. The SIF is subject to the same deadline as the Nursery Application.
- 4.6. Late applications will be placed at the end of the waiting list.
- 4.7. Parent(s)/Guardian(s) will be invited and be required to meet with the principal and one/two Governors, no later than 30 days after the Nursery Application Form Submission deadline. This is to allow parent(s)/guardian(s) to gain an understanding of what is being sought from them as Parent(s)/Guardian(s) of a child at the Nursery and for the Nursery to gain an understanding as to what is being sought of it by potential Parent(s)/Guardian(s) of a child at the Nursery.
- 4.8. Parent(s)/Guardian(s) will be notified in writing of the allocation of a place for the applicant by the BSPS office.
- 4.9. Parent(s)/Guardian(s) must indicate in writing within 10 days of an offer of admission, their intention to take up a place.

5. Toilet Training

- 5.1. To ensure a safe and hygienic environment for all children and staff, to promote the well-being of all children and to maintain a clean and sanitary environment, the Nursery expects that all children must be fully toilet trained before attending (subject to the below).
- 5.2. A child is considered toilet trained when they can:
 - 5.2.1. Recognise the need to use the toilet and communicate it effectively.
 - 5.2.2. Use the toilet independently.
 - 5.2.3. Manage personal hygiene (wiping, flushing, and washing hands) with adult direction.
- 5.3. While we understand that children develop at their own pace, the general expectation is that

children will be toilet trained by the age of 3 years old.

- 5.4. In cases where a child has a medical condition or developmental delay that impacts toilet training, parent(s)/guardian(s) are encouraged to discuss the situation with the Nursery at any time, including at the pre-start Home Visits. Appropriate accommodations will be considered on a case-by-case basis.
- 5.5. If a child who is not toilet trained attends the Nursery, and is over the age of 3 years old, the following steps will be taken:
 - 5.5.1. The parent(s)/guardian(s) will be notified immediately and provided with 30 days to ensure that the child is toilet trained (unless there is a confirmed medical condition which affects the child from becoming toilet trained).
 - 5.5.2. The child may be temporarily excluded from the nursery until they are fully toilet trained. For the avoidance of doubt, this will not apply where the child has any medical condition which results in the child not being fully toilet trained.
- 5.6. The nursery is committed to supporting parent(s)/guardian(s) in the toilet training process. Resources and advice are available upon request to help a child to become toilet trained.
- 5.7. Parent(s)/Guardian(s) are encouraged to communicate openly with nursery staff about their child's progress with toilet training. Regular updates will help ensure that both the nursery and the family are aligned in supporting the child's development.

6. Waiting List

- 6.1. When all available places have been filled, children not allocated places will be placed on a waiting list. It is the Nursery's policy not to tell applicants where they are placed on the waiting list as the list is subject to flux (i.e. if a new application is made that prioritises the applicant higher on the waiting list according to the oversubscription criteria (see Section 7), that applicant may gain a place before an applicant who has been on the list longer (See 5.4)).
- 6.2. Placing a child's name on a waiting list does not guarantee that a place will become available.
- 6.3. Parent(s)/Guardian(s) may keep their child's name on the waiting list of as many nurseries as they wish.
- 6.4. The waiting list will be ranked in descending order according to the admissions and priority policies and criteria set forth herein with no account being taken of the length of time on the waiting list.
- 6.5. At such a time as a place becomes available, the Nursery will request an updated SIF from the applicant before a place can be offered.

7. Oversubscription Priority

If the Nursery is oversubscribed, Priority Children will be accepted first. For the purposes of this

policy Priority Children are applicants who or whose parent(s)/guardian(s) fulfil all the criteria set out in the SIF. For a more detailed explanation, please see our SIF. Priority will be given in the following order:

- 7.1. Priority Children who are “looked after” or who have been “previously looked after” by a Local Authority.³
- 7.2. Priority Children with “Siblings” who are at BSPS. For these purposes, “Siblings” means one (or more) Full-Siblings, Half-Siblings, Stepsiblings or Adopted Siblings. Priority for Siblings under this section (7.2) will only apply where all the following conditions are fulfilled:
 - 7.2.1.at the closing date of the application, the applicant has a Sibling or Siblings enrolled in any of BSPS years’ Nursery through Year 6; and
 - 7.2.2.the Siblings live at the same address as the applicant; and
 - 7.2.3.the Siblings are Priority Children.
- 7.3. Priority Children whose parent(s)/guardian(s) regularly⁴ attend and participate at EAYC (Please see EAYC website for further details www.eayc.org).
- 7.4. Priority Children of members of staff where the member of staff has been employed at BSPS for one or more years at the closing date of the application.
- 7.5. Priority Children whose parent(s)/guardian(s) regularly attend and participate at other Orthodox synagogues.
- 7.6. A place at the Nursery does not guarantee the child a place in Reception.

8. Tie Breaker Criteria

- 8.1. If in any category (7.1 – 7.5 above) there are more qualifying applicants than places, priority will be granted according to the proximity of the child’s home to the Nursery’s main gate in Hale Lane, Edgware, Middlesex, HA8 8NX. Home-to-nursery distances are measured from the address point for the child’s home, supplied by the Post Office, to the Nursery’s main gate, using Barnet Local Authority’s computerised measuring system. Those living nearer the Nursery’s main gate being accorded the higher priority.

³ “Looked after” children are those being cared for by a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. This Act only applies to England and Wales, which means that a child must be looked after by an English or Welsh local authority to be given priority for admission. “Previously looked after” children are those who were adopted (or subject to residence orders or special guardianship orders) immediately following having been “looked after”. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989

⁴ Regularly attend and participate means: Davening in synagogue, on average, three services a week, one of which must be on a Shabbos, for a minimum period of 12 months prior to the application submission; consistent participation within their own Jewish community for at least 12 months prior to application submission. This can include participation by one parent/guardian or both. Examples might include shul committees, organising shiurim, security, leining, chesed committees; consistent active involvement in weekly Jewish learning activities for at least 12 months prior to application submission. Examples could include synagogue-based programs, chavrusa, shiurim, Phone and Learn, etc.

8.2. If there are two (or more) applicants who live in the same block of flats, then those closest to the front door (as per the criteria in 8.1) will have priority.⁵

8.3. If all criteria and measures are equal then a random ballot, supervised by an individual independent of the Nursery, will be the tie breaker.

9. Deferred Entry

We provide admission to the Nursery in the September following the child's third birthday. Where we have offered a child a place at the Nursery:

9.1. The child is entitled to a full-time place in the September following their third birthday.

9.2. The child's parent(s)/guardian(s) may request deferral of the date their child is admitted to the Nursery to later in the year. Election to defer a child's start must first be discussed and agreed with the Head Teacher. The Head Teacher will have the unfettered right whether to accept or reject such a request.

9.3. The Head Teacher may defer the child's full-time attendance to Nursery, where a child has not settled in after the initial staggered entry period, whilst working with the child's parent(s)/guardian(s) on a programme to assist the child with settling in.

10. Applications made on behalf of Twins or Triplets

10.1. If there is one last remaining place available in the Nursey and the next applicant who qualifies for that place is one of multiple birth siblings, the Nursey will go over its published admissions number to avoid a situation where the children must attend different nurseries. The children admitted over the Planned Admissions Number ("PAN") will be "excepted pupils" until the class size falls back to twenty-six pupils.

11. Change of Details

11.1. If any of the details on either of the parent(s)/guardian(s) forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the Nursery.

12. Incorrect or Misleading Applications

12.1. If any of the information provided in the application form (or accompanying SIF, if submitted) is either inaccurate or incomplete, then the applicant will forfeit any right to admission priority. In such a case, the Governors of BSPS will have the discretion to refuse the offer of a place.

⁵ In a very small number of cases, it may not be possible to decide between the applications of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Nursery's main gate is exactly the same, for example, blocks of flats.

12.2. The Governors reserve the right to withdraw the offer of a place where it is found that the place was offered based on incorrect, misleading or fraudulent information.

13. Appeal Procedure

13.1. Parent(s)/Guardian(s) refused admission for their child(ren) may appeal against the decision by writing to the Chair of Governors within 20 days of receipt of a letter from the BSPS office informing them that a place is not available. An independent appeal panel will be convened to consider the appeal.