



## Nursery Admissions 2019-2020

Etz Chaim Nursery School: Admissions Criteria for September 2019  
20 Daws Lane  
Mill Hill  
London  
NW7 4SL

Etz Chaim Jewish Primary School was one of the first Free Schools to have opened in the UK. It is a modern orthodox one-form entry primary school set in the heart of Mill Hill, North London, providing a high quality education for children. Our Nursery, on site, is separate to our Primary School but has close links in order to ease progress during the change from the nursery year to primary school. The School is committed to the Jewish faith, community, charity, religious knowledge and the ethical and moral values described in the Torah which permeate all aspects of our School life.

The Nursery aims to admit 26 children in September 2019.

**For the avoidance of any doubt, acceptance into Nursery does not guarantee a place at Etz Chaim Jewish Primary School.**

### Application Process

In order to make an application to the Nursery you will need to complete and return to the Admissions Secretary at the School by **12 midday on the 19<sup>th</sup> October 2018**:

- the Nursery's Supplementary Information Form (SIF);
- a photocopy of a council tax document, Child Benefit letter or Tax Credits document, from within the last 3 months, which has your name and current address on it and;
- a copy of the birth certificate of the child
- if you are completing the School's Certificate of Religious Practice (CRP), then you must also supply the completed CRP.

**Applications after 12 midday on the 19<sup>th</sup> October 2018 will not be considered.**

The Governing Body of Etz Chaim Jewish Primary School is the Admissions Authority for the Nursery and it has delegated its authority to run the admissions process to the 'Admissions Committee.'

### **Allocation of places**

On the event of the Nursery class being over-subscribed, places will be offered in accordance with the following criteria, applied in the following order:-

(i) Looked After or previously Looked After children, who ceased to be Looked After because they were adopted (or became subject to a child arrangements order or special guardianship order).

(ii) Children that have a sibling already at the School, where a sibling is due to continue to attend the School in the same School Year that the applicant enters Reception. For the avoidance of any doubt this means that the elder sibling must intend to continue at the school during the Autumn term when their qualifying sibling is due to start.

(iii) Children of staff, where the member of staff has been employed continuously at the School for two or more years at the time at which the application for admission to the School is made. For this purpose, School staff are individuals employed by the school whether on a full time or part-time basis.

(iv) Up to 14 places will be allocated to applicants with four or more points on the CRP.

(v) Any remaining places will be allocated on the basis of proximity to the School, with children whose residence is closest to the School being given priority. (see definition of 'Residency' below).

### **Tiebreaker**

Should any of the criterion be oversubscribed, places will be allocated on the basis of proximity to the School, with children whose Residence is closest to the School being given priority.

Where distance measurements are required to determine proximity to the School measurements will be made by the London Borough of Barnet's 'School Distance Measurement Tool,' and taken from the applicant's residence to the point outside 20 Daws Lane, Mill Hill, NW7 4SL, directly in front of the main school entrance.

In the event that it is necessary to establish priority as between students at the same or multiple addresses at the same distance from the school random allocation will be used. The random allocation process will be independently supervised.

### **Definitions**

**"Nursery"** means Etz Chaim Nursery School.

### **Primary Residence**

Residence will be based on the address which the applicant child lives at during the school week. In cases of split residence it will be defined as the address at which the child spends most nights during the school week. The school will apply the rules and criteria of Barnet London Borough of Barnet, as set out in Barnet's guide to school admissions. Proof of residence is required before the offer of a place is confirmed.

**"Siblings"** includes half-siblings, step-siblings and adopted siblings, as long as they live at the same address. It does not include more distant relations.

**"School"** means Etz Chaim Jewish Primary School, Reception to Year 6 inclusive.

### **Other important information**

Pupils with a Statement of Special Educational Needs or Education, Health and Care Plans: the admission of such pupils is dealt with by a completely separate procedure and outside of the normal admissions round. Details of this separate procedure are set out in the Special Education Needs Code of Practice. This procedure is run by the Local Authority and if a child with a Statement or EHC Plan is placed in the school via the Local Authority before the normal admission offers are made, the number of remaining places will be reduced accordingly.

Waiting List: The waiting list will be kept in ranked order as prescribed by the criteria set out above. If a place becomes available after being refused by an applicant, it shall be offered to the next applicant on the waiting list as soon as practicable. This is subject to no more than a total of 14 applicants being admitted during each complete school year under oversubscription criterion (v) relating to religious practice. If however there is no need to apply the oversubscription criteria to the waiting list to allocate places, applicants who otherwise would have been ranked against oversubscription criterion (v) will be admitted.

Appeals: Parents have the right to appeal against the refusal to admit a child to the Nursery. Appeals must be made in writing, addressed to the Clerk to the Appeals Committee and sent to Etz Chaim Jewish Primary School, 20 Daws Lane, Mill Hill, London, NW7 4SL. Appeals must be received by the Clerk to the Appeals Committee within 20 school days of the dispatch of the refusal letter. The appeals procedure is explained on the School's website.

Proximity: If an offer has been made on a proximity basis, it is conditional upon the child still being resident at the application address when they join the School and may be withdrawn if the child moves further away from the School prior to that date. The evidence which is required in the case of a change of address will vary depending on the circumstances. The school will follow the guidance of the London Borough of Barnet as set out in their guide to primary education in Barnet.

Error or incorrect information: If an offer is made as a result of a processing error, or on the basis of incorrect information, it may be withdrawn.

