



Clore Shalom School

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Determined School Policy for: Reception Admissions 2026 - 2027

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Responsibility: Governing Body

Monitoring: Governors

Headteacher's signature:

Date: 7th February 2025

**Chair of Governor's
signature:**

Date: 7th February 2025



Process

- The Governing Body meets annually to agree the policy and criteria for the following year. These are then made available for a consultation period on our website and through the Local Authority.
- The application of the admissions criteria, should there be more applicants than places, is the responsibility of the governors for applying them without favour.

Applying for a Place

- We invite all parents who are interested in considering applying for places to visit to hear about the school, ask questions and see round the school.
- We use Local Authority systems for all applications. Parents apply for places at the school on their home Local Authority's application form.
- Parents are requested to complete the school's Supplementary Information Form (SIF) and Certificate of Religious Practice (CRP). These must reach the school office by 15th January 2026. If a SIF and/or CRP are not completed, the Governing Body will apply the admissions arrangements using the information submitted on the online application form only which may result in the application being given a lower priority. Only the SIF and CRP are accepted. These forms are both available to download from our website as well as on the Hertfordshire County Council website - www.hertfordshire.gov.uk/admissions.

Allocation of Places

- Our published admissions number is 30.
- We give priority to applicants who can demonstrate Jewish religious practice by the completion of a Certificate of Religious Practice (CRP).
- Completion of a SIF in itself does not prioritise an applicant.
- An Admissions Committee of the Governors, comprising at least 3 Governors, may meet to process admission applications or delegate this responsibility to the Headteacher and Admissions Officer, as appropriate.
- Should a further place become available after initial allocations, the criteria are re-applied to all those on the register of continued interest at that time. The register of continued interest comprises all children for whom applications have been received but for whom places have not yet been allocated.
- The school maintains continued interest lists throughout the allocation process and on an ongoing basis to facilitate both the initial allocation process and any in-year admissions.

Initial allocation is to children with an EHC plan which names Clare Shalom School. In the event of over-subscription, places will then be offered in the following order:

- Children looked after and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order and have completed a CRP form.
- Children who already have a sibling at the school or have accepted a sibling place in any class at the application deadline and have completed a CRP form.
- Children of staff where the member of staff is employed at the school at the application deadline with a completed CRP form.
- Children with the required SIF and CRP.
- Other children looked after and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
- Any other children who already have a sibling at the school or have accepted a sibling place in any class at the application deadline.
- Any other children.



Admission of Children Outside Their Normal Age Group

- Applicants 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, in relation to a summer born child (ie a child born from 1 April to 31 August), applicants 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 parents wish to seek a place for their child outside of the normal age group, they should submit a request in writing to the Committee as early as possible. Governors responsible for admissions will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s view; information about the child’s academic, social and emotional development; where relevant, the child’s medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school will also be taken into account. Parents will be informed of the decision on the year group the child should be admitted to and reasons for the decision will be given before offers of places are made. If a request is agreed to and the child is to be admitted to Reception, the school will process the application as part of the main admissions round.
- Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
- Acceptance of such an application is not automatic and all decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

Definitions and Guidance Notes

Statement of Special Educational Needs or EHC Plan

- Children with an education, health & care plan (“EHC plan”) that names the school are offered a place, prior to application of the criteria below to remaining places.

The Date of Application

- The date of application means the closing date for applications.

CRP information

- Attendance at synagogue will not be measured on Jewish festivals other than Shabbat.
- When a Jewish festival falls on a Shabbat then attendance will not be measured.
- For the purpose of clarity, the following festivals will be excluded when considering attendance at synagogue (even when these festivals fall on a Shabbat): Rosh Hashanah; Yom Kippur; Sukkot; Simchat Torah; Hanukkah; Tu Bishvat; Purim; Pesach; Shavuot.
- Applicants demonstrate Jewish religious practice supporting expressions of Judaism by producing a certificate signed by a Rabbi or Officer of any synagogue to confirm attendance 8 times in the 12 months prior to the date of application (or 4 times in the 12 months for a sibling) at a sponsoring synagogue, except on any Jewish festival other than Shabbat.
- If no SIF/CRP forms are submitted by the deadline, the application may get lower priority than applications with all the relevant information.



Looked After Children

Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order¹ or a special guardianship order².

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A “child looked after” is a child who 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1. Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2. ¹ Child arrangements order Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live. ² Special guardianship order Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians. Children previously looked after abroad and subsequently adopted will be prioritised under Rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.



Siblings

- The ethos of the school means that we want to encourage/enable continuity for families.
- A sibling is any child at the school in Reception – Year 6 at the time of the applicant stating school.
- A sibling is defined as:
 - the sister, brother,
 - half brother or sister,
 - adopted brother or sister,
 - child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household at the date of application.
- A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.
- If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

Children of Staff

- Under the provisions of the Admissions Code, children of staff may only be prioritised if the member of staff has been employed at the School for two or more years and / or if the member of staff was recruited to fill a demonstrable skills shortage.
- For the purposes of priority within this policy, staff is defined as an individual who
 - a) is employed by the school under a permanent contract of employment where no set end-date has been set;
 - b) is employed for a minimum of 2 days per week (0.4 FTE);
 - c) is paid on either the unqualified teacher pay scale, the main pay scale, the upper pay scale, the leadership pay scale or a member of support staff.
- In all cases, the member of staff must be an employee of the school at the date of application for priority to be given.
- Children of staff is defined as a child of the member of staff or partner, or a child looked after or previously looked after living permanently in a placement within the home as part of the family household at the date of application.
- Priority will not be allowed for children living temporarily with the member of staff, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.
- The Finance and Resources Committee of the School's Governing Body must approve the application of "demonstrable skills shortage" for any application to be prioritised in this manner. This may be done at any time before or after the appointment, but there is no right of appeal once a decision has been made in this regard.
- A demonstrable skills shortage would usually only be recognised for a post with an age group specialism such as early years or year 6, or a subject specialism such as Maths, where there is a recognised shortage nationally or regionally, or where the post has previously been advertised unsuccessfully.

Multiple Births

The admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

Home Address

The address provided must be the child's current permanent address at the time of application.

- "At the time of application" means the closing date for applications.
- "Permanent" means that the child has lived at that address for at least a year.



Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

It is for a child's home LA to determine address. If two applications, with different addresses are received from the same LA, it will be for that LA to determine permanent address. If two applications are received from two different LAs, the above process will be used.

If two different applications are received for the same child from the same address e.g., containing different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2025/26 transfer application process is 3 December 2024 for secondary and upper applications and 2 February 2025 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2025/26 application process in September 2024.

* If, because of the nature of the agreement, it is not possible to provide a 12 month tenancy agreement, alternative proof of address will be requested and verified as necessary with the Shared Anti-Fraud Service

Home to School Distance

A 'straight line' distance measurement is used in all home to school distance measurements for schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. The points from which such distances are measured, and the distances so measured will be determined conclusively by Hertfordshire County Council and the Governors are unable to overrule or deviate from any such measurements made. For further information, please visit www.hertfordshire.gov.uk/admissions or call Hertfordshire's Customer Service Centre on 0300 123 4043.

Appeal

Parents/carers wishing to appeal should log into their online application and click on the link "Register an appeal". For out of county residents, and those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request registration details and log into www.hertfordshire.gov.uk/schoolappeals.

Tie Break

Should the last two children under the same criterion live the same distance from the school, priority will be given at random to the child whose written name is first removed from a box by an assigned governor, in the presence of at least 2 independent witnesses.



Fair Access

The school participates in HCC’s Fair Access protocol and will admit children under Fair Access before children on the continuing interest list and, if necessary, over PAN (published admission number).