

# Nursery Admissions Policy 2027/2028



<b>To be Approved by:</b>	Admissions & Pupils Committee	<b>Date:</b> September 2025
<b>Last reviewed on:</b>	September 2025	
<b>Next review due by:</b>	September 2026	

Sinai Jewish Primary School's Foundation Body is the United Synagogue and its religious authority is the Office of the Chief Rabbi of the United Hebrew Congregations of the Commonwealth.

The School's ethos demonstrates orthodox Jewish belief and practice, embodied in the principles of Torah and Halachah, in a modern setting. These include creating a sense of belonging, encouraging and preparing for lifelong Jewish learning, spiritual growth and practice, mutual responsibility within the Jewish community and the wider world, and the importance of Israel in Jewish life. Jewish belief and practice permeate every aspect of the School's activities and are intrinsically linked to its secular curriculum. The School welcomes families from any synagogue denomination or none.

Sinai Jewish Primary School will give priority, within the over-subscription criteria, to applicants who meet a religious practice test based on guidelines from the Office of the Chief Rabbi such as the family's synagogue service attendance, commitment to Jewish education and voluntary work within the community. Those applicants wishing to be considered for such priority places must complete a Certificate of Religious Practice (CRP)<sup>1</sup> as evidence of their fulfilment of the religious practice test. The Nursery admits children aged three. There are 60 places<sup>2</sup> and children will be admitted at any time, provided a place is available.

Open mornings and evenings for prospective parents are held in the autumn and individual visits are also welcome by prior arrangement. Please contact the School for details.

All children who have an Education, Health & Care Plan (EHCP)<sup>3</sup> which names the School will be admitted.

## **OVERSUBSCRIPTION**

If the Nursery is oversubscribed, after the admission of EHCP<sup>3</sup> children, priority will be given to those children who meet the criteria as set out in the order of 1 to 6 listed below.

- 1 Children who are looked after<sup>4</sup> by a local authority, or a child who was previously looked after<sup>5</sup>, with a completed and valid CRP<sup>1</sup>.
- 2 Siblings<sup>6</sup> of pupils attending the School on the date of admission, with a completed and valid CRP<sup>1</sup>.
- 3 Siblings<sup>6</sup> of former pupils of the School, with a completed and valid CRP<sup>1</sup>.
- 4 Other children who have a completed and valid CRP<sup>1</sup>.
- 5 Other children who are looked after<sup>4</sup> by a local authority, or other children who were previously looked after<sup>5</sup> by a local authority.

6 Any other children.

### **Tie-Breaker**

In the event of there being more applicants than places available within each of the above criteria 1 to 6, priority will be given to children living nearest the School. Distance will be measured from the main entrance of the home address<sup>7</sup> to the main gate of the School site using Brent Council's computerised mapping system. In cases where more than one applicant lives equidistant from the School, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the School.

## **APPLICATION PROCEDURES**

### **1 When and How to Apply**

- a) Children will be admitted to the Nursery in the September following their third birthday. Application should be made by 15 January in the calendar year of entry, directly to the School. Application is by completion of the School's Nursery Application Form. In order to be eligible for a priority place within the over-subscription criteria, the School's Certificate of Religious Practice (CRP)<sup>1</sup> should also be completed. Both forms are available from the School Office or website ([www.sinaischool.com](http://www.sinaischool.com)).
- b) All applications received on time will be processed together. Priority will not be given to children based on the date their application is received or their name is added to the list.
- c) Application for a child whose Education, Health & Care Plan<sup>3</sup> names the School is made by a separate process. Please speak to the School if you believe this applies to your child.

### **2 Offer Date**

A letter to parents offering, or refusing, a place will be sent by the School by 21 February or next school day.

### **3 Response by Parents**

Parents are requested to indicate, in writing, their intention, or otherwise, to take up a place by the date mentioned in the offer letter.

### **4 Late Applications**

All applications for Nursery received after 15 January for entry in the September of the same year will be considered "late" and will be processed after those that have been received on time.

## 5 Waiting List

For those applicants who do not receive an offer of a Nursery place, the child's name will be included on the waiting list. The School's waiting list will be kept open indefinitely and the School may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list.

Following the application procedure for Nursery places, and once initial offers have been made, the waiting list will be adjusted to include late applications. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the over-subscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

Parents are asked to inform the School if they no longer wish their child's name to remain on the waiting list.

## 6 Right of Appeal

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to School Office, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the School and the timetable for the process will be published on the School's website ([www.sinaischool.com](http://www.sinaischool.com)) by 28 February each year. Parents making an appeal will receive at least 10 school days' notice of their appeal hearing with decision letters being sent within 5 school days of the hearing wherever possible.

### NOTES

- 1 The requirements of the CRP might change from year to year. In order to be eligible for priority within the oversubscription criteria, the child, or the parent on behalf of the child, will be required to obtain 4 points as evidence of completion of the religious practice test.
- 2 Twins and children from multiple births will be admitted when one of the siblings is the 60<sup>th</sup> child.
- 3 An Education, Health & Care Plan is made by the local authority (see Section 37 of the Children and Families Act 2014) specifying the special education provision for that child.
- 4 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority (see section 22(1) of

the Children Act 1989). Applications for looked after children must be made by the person with parental responsibility and/or the child's social worker.

- 5 A previously looked after child is a child who has ceased to be so because they have been adopted (see section 46 of the Adoption & Children Act 2002), or became subject to a residence order (see section 8 of the Children Act 1989), or special guardianship order (see section 14A of the Children Act 1989).
- 6 Siblings of pupils attending the School at the time of admission and siblings of former pupils include brothers, sisters, half-siblings, foster siblings, step-siblings, adopted siblings and other children living permanently in the same home.
- 7 The child's home address shall be determined as at the deadline for application. Where parents reside at separate addresses, but with shared responsibility for the child, it will be the address at which the child spends most of the week.
- 8 Reception is the entry class to primary school as defined by section 142 of the School Standards Framework Act 1998. There is no automatic transfer from the School's Nursery to Reception. Application must be made for each child according to the School's separate Admissions Policy for the Primary School. The Policy is available from the School Office or website ([www.sinaischool.com](http://www.sinaischool.com)).

## **FALSE INFORMATION**

Places can be withdrawn after an offer has been made if it is found that the offer was made on the basis of false or misleading information.

**For further information please**

**contact the School Office on: 020 8204 1550**