



the lubavitch
multi-academy trust

LUBAVITCH PRIMARY GIRLS SCHOOL

Admission Arrangements for 2025/2026

Introduction

Lubavitch Primary Girls School (**School**) is a Jewish primary school for girls aged between 4 and 11 located in Hackney, London. It is an academy which is part of The Lubavitch MultiAcademy Trust (**Trust**). It is an inclusive school which welcomes application for the admission of boys with special educational or other needs and/or disabilities.

The School's educational philosophy is based on the teachings of the Lubavitcher Rebbe, Rabbi M M Schneerson OBM, amongst which inclusivity forms a core principle, valuing every child as a precious soul, to be reached out to and welcomed into our School. The School provides a broad and balanced education based on these principles integrated with the National Curriculum.

The aim of this policy is to outline the procedures through which the School allocates and offers places in an open and fair way. This policy document outlines:

- How applications for places at the School can be made
- The School's arrangements for allocating places to the pupils who apply - including setting out the criteria against which places will be allocated at the School when there are more applications than places and the order in which the criteria will be applied
- Information about the right of appeal against a decision not to offer a pupil a place

This policy has been written in compliance with the requirements of the School Admissions Code and School Admission Appeals Code, along with other relevant law and guidance, for example the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice.

As an academy, the School is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Moreover, under the School Admissions Code, the Academy Trust of the School is the 'Admission Authority' for the School, and is required to formally determine the admission arrangements for each year's intake in accordance with all relevant statutory requirements.

Supplementary Information Form (SIF)

In line with the School's commitment to the practice of Orthodox Judaism and educational philosophy, priority within the first four oversubscription categories set out below will be given to Jewish children whose applications are accompanied by a completed and certified Supplementary Information Form (**SIF**). This is a document based on guidance from and approved by Chabad Lubavitch UK - which is to be completed by a parent of the child, and by the Rabbi of the Synagogue at which the parent (as defined below) is an attendee.

Definition of a 'parent'

In this policy and in education law, a 'parent' is a natural or adoptive parent of the child (irrespective of whether they have parental responsibility for, care of or contact with the child) as well as somebody who is not the natural or adoptive parent of the child, but who has care of and/or parental responsibility of the child.

Schools are only permitted to obtain the details of one parent during the application process. Where the child has priority as the child of a staff member, only that parent's details must be provided.

Statutory maximum infant class sizes

The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

However, certain categories of pupils can still be admitted over the statutory maximum. These categories are set out in regulations and summarised in the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

Children with an Education Health and Care plan (EHC plan)

Children with an EHC plan are admitted under separate statutory processes managed by the SEN Team at the child's home Local Authority, and not under schools' published admission arrangements. Parents of children with an EHC plan who want their child to attend the School should tell the SEN Team this, so they can start the process for proposing to name the School in the EHC plan.

Where the School is named in the child's EHC plan, the child will be admitted regardless of how many pupils are in the year group. Where this happens in the normal admission round, these children will be allocated their places first and the number of places available in the PAN will be reduced.

Published Admission Number (PAN)

The PAN for Reception Year is of 30 pupils.

This means that 30 pupils will be admitted to Reception Year if sufficient applications are received.

In the case of twins, triplets or children of higher multiple births who live together, where at least one but not all of these children achieve a place, the Trustees will admit all of them, even where this means that the PAN will be exceeded. In Reception Year to Year 2, these additional children will be 'excepted pupils' for the purpose of the statutory maximum infant class size.

Oversubscription Criteria

Where more applications are received than there are places available, the order in which places will be allocated will be:

1. Jewish looked after and previously looked after children

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trustees to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

A completed and certified SIF, which is published alongside this policy on the School's website or available in hard copy from the School's office, must be provided to the School in support of the application.

Applications in this category may also need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need further evidence to be provided to the School.

2. Jewish children with a sibling living at the same address who is currently on roll at the School and who will continue to be on roll at the date of the applicant's admission

In this category, sibling refers to natural (i.e. biological) sisters, half-sisters, adopted sisters, step-sisters and foster sisters. This criterion does not apply to siblings in Year 6 at the time the application is made.

Parents must clearly state the full name of the sibling in the application form for their child to be included in this category. A completed and certified SIF, which is published alongside this policy on the School's website or available in hard copy from the School's office, must be provided to the School in support of the application.

3. Other Jewish children

This category will include all other Jewish boys for whom a completed and certified SIF, which is published alongside this policy on the School's website or available in hard copy from the School's office, is provided to the School in support of the application.

5. Other looked after and previously looked after children

This category will include all other looked after and previously looked after boys, as defined in category above, for whom the same requirements as to verification of status will apply.

6. Children of staff members employed by The Lubavitch Multi-Academy Trust at Lubavitch Boys Junior School

This applies to all teaching and support staff employed on a permanent or consecutive fulltime or part-time basis who work at Lubavitch Boys Junior School for all or most of their time during their normal working hours during term time. The staff member must have been a) employed at the School for two or more years at the time at which the application is made, and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage.

In this context, children refers to natural (i.e. biological) sons, step-sons, adopted or foster sons, living with the staff member.

In order to be identified as having priority in this category, applications must be accompanied by a signed letter from the employed parent's HR manager confirming they meet the criteria set out above. Only the employed parent's details must be given in the application form, because schools are prohibited from obtaining the details of more than one parent during the application process.

7. All Other children

This category will include all other children who do not fall into any of the categories above.

Tiebreaker

Where there are more applicants than places available in any of the categories detailed above, a lottery will be used as a tie-breaker. This will take the form of random allocation supervised by a person independent of the School.

Child's Home Address

The child's home address is the address where they are living on the closing date, 15 January 2025. Where the child spends part of their time living/staying with different parents, the

home address will be the place where the child sleeps and spends most of their time from Monday to Friday during term time. This is the address that will be used to process your application.

Applications for admission of the children of UK Armed Forces personnel with a confirmed posting or Crown servants returning from overseas will be processed ahead of the family's arrival in the area, as long as they are accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the criteria in this policy. The family's actual intended address can be used if evidence of it is provided. Alternatively, where requested by parents, the unit or quartering address will be used.

Parents should note, however, that distance is not used to prioritise applications within any of the categories above, as the School's tie breaker is lottery (i.e. random allocation) only. There is therefore no advantage to be gained in the application of this policy from living close to the School.

Application procedure for admission to Reception Year in September (including late applications)

Applications for admission to Reception Year in September (known as 'admission in the normal admission round' must be made to the **child's home Local Authority** using their Common Application Form (CAF), which will be available on their website, with instructions as to how to submit it.

Applications in oversubscription categories 1 to 4 must be supported by a completed and certified Supplementary Information Form (**SIF**), which is published alongside this policy on the School's website, or in hard copy from the School's main office. Parents should carefully consider the oversubscription categories above to establish whether any other supporting documentation is required. The original completed and certified SIF and other supporting documents must be sent **directly to the School, not the Local Authority, by post to the School's address or by hand to the School's main office.**

The application deadline for admission to Reception Year in the normal admission round is **Monday, 15th January 2025.**

National Offer Day for admission to Reception Year in the normal admission round is **Wednesday, 17th April 2025.**

Late applications - those applications which are received after the application closing date and before the first day of term in September, but not in time for an offer of a place to be made on or before National Offer Day - will not be considered until after offers have been made to those who did apply in time.

Application procedure for in-year admission

An in-year admission application is one for admission to Reception Year made on or after the first day of term in September, or for admission to any other year group. This is also known as admission 'outside the normal admission round'.

Parents should note that the PAN set for Reception Year only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Reception Year only). Such applications may be refused where there are no places remaining with the PAN set for that intake.

Where applications are made for admission to any year group other than Reception Year, the child will be admitted to the School unless admitting an additional child would **prejudice the efficient provision of education, and/or the efficient use of resources**.

Where there are multiple applicants for a year group other than Reception Year, and the School has determined that some but not all can be admitted without prejudicing the efficient provision of education and/or the efficient use of resources, the School will apply the oversubscription criteria to determine which of the children are offered a place.

The School has opted to participate in London Borough of Hackney's coordinated scheme for in-year admissions. Applications for in-year admission must be made **directly to London Borough of Hackney, not the School or the child's home Local Authority**, using their [In Year Application Form](#). Further information can be accessed [here](#).

Applications in oversubscription categories 1 to 4 must be supported by a completed and certified Supplementary Information Form (SIF), which is published alongside this policy on the School's website, or in hard copy from the School's main office. Parents should carefully consider the oversubscription categories above to establish whether any other supporting documentation is required. The original completed and certified SIF and other supporting documents must be sent **directly to the School, not London Borough of Hackney, by post to the School's address or by hand to the School's main office**.

It is hoped that parents will be notified in writing of the outcome of applications for in-year application within **10 school days** of receipt of the application. In any event, parents will be notified of the outcome in writing within **15 school days** of receipt of the application.

Refusal of a place and the statutory right of appeal

Where an application is refused, parents will be notified in writing of the reasons for this (i.e. that there was no place available within the PAN in Reception Year, or why the admission of an additional child would prejudice the efficient education of others and/or the efficient use of resources in all other year groups).

Parents have a statutory right of appeal to an independent appeal panel against the refusal of a place whether this is in the normal admission round or in-year.

The School outsources the management of appeals to London Borough of Hackney. Full details about the right of appeal, including how an appeal and grounds should be lodged and the deadline for doing this, will be included with the refusal letter.

The School will publish an appeals timetable for appeals in the normal admission round alongside this policy on the School's website by 28 February in the year in which offers are made.

Waiting List

A waiting list of all unsuccessful applicants in the normal admission round will be maintained by the Trustees until the end of the school year following admission. This waiting list is ranked by reference to the oversubscription criteria set out above, and not by reference to the date that the child's name was added, which means that children can move up or down the list as children are removed and added.

The names of all children are removed from the waiting list at the end of the school year.

Children placed at the School under their Local Authority's Fair Access Protocol take precedence over children on the waiting list.

Children below compulsory school age - deferred entry, part-time attendance and delayed entry

All children are entitled to a full-time place in Reception Year in the September following their fourth birthday, however they do not reach compulsory school age (**CSA**) until one of three prescribed dates following their fifth birthday as follows:

Born on or between:	Date the child reaches CSA:
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August	31 August (one school year later)

Parents have an absolute right to decide that their child will not start school until they reach CSA, known as 'deferred entry' (or 'delayed entry' in the case of summer born children - see below). The School has no discretion to refuse this.

Where parents choose to defer entry until later in the school year, the child will be formally admitted and the School will hold their place in Reception Year for them. This can be for a maximum of two terms (i.e. until the end of term for the Easter holiday). Places cannot be deferred or retained beyond this point.

Parents also have an absolute right to decide that their child will attend school part-time until they reach CSA. In this case, the right can be exercised throughout the school year (i.e. all

three terms). It can also be combined with the right to defer - for example, a child born on 5 February could defer starting school until the first day of term after the Christmas and New Year break, and then attend part-time until the Easter break.

Where parents want to defer their child's entry and/or choose for them to attend school parttime, they should apply for and accept a place in the normal way and then inform the School in writing of their decision.

Children born between 1 April and 31 August (known as summer born children) do not reach CSA until 31 August, and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

Parents of summer born children can defer/decide their child will attend part-time as set out above. However, their child's place cannot be deferred for a whole school year and still be retained.

This means that parents who do not want their child to start school until the September after their fifth birthday will have to refuse the place achieved, and re-apply the following year. However, if they want their child to be admitted to Reception Year (one year later than normal) rather than Year 1 (with their normal age group) a request for admission outside normal age group must be submitted in advance as set out below. Parents are encouraged to make these requests ahead of the application deadline for their child's admission with their normal age group, so that a decision in principle can be obtained, allowing them to make informed decisions on school preferences and the timing of their applications.

Admission of children outside of their normal age group

Parents have a right to request that their child be admitted to a year group outside of their normal age group. This may be done for a variety of reasons, for example where their child is gifted and talented, has suffered a long period of ill health, or has been studying overseas and is used to studying at a different level.

If parents wish for their child to be considered for admission outside of their normal age group they must submit a request in writing to the School, as early as possible, outlining the reasons for their request along with submitting any available evidence in support of their request.

When a request is received, the Trustees will make a decision on the basis of the circumstances of each individual case and in the best interests of the child concerned, taking into account the views of the head teacher, parent's views, information about the child's academic, social and emotional development, their medical history and the views of a medical professional where relevant, 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 Trustees will inform parents of the outcome of their request formally in writing, explaining the reasons as to why it came to the decision.

It is important to note that requests for admission outside of the normal age group are **not** the same as applications of admission, which must be made separately in the usual way. Where a parent's request is agreed in principle, they **must** provide a copy of the decision as part of any application of admission subsequently made for a place at the school.

It should also be noted that the decision to agree the request to make an application outside a child's normal age group does **not** guarantee that a place will be available. If there are more applications than places, the oversubscription criteria will be applied to all applications.

Parents do not have the statutory right of appeal against a decision not to accept a request to admit outside of their child's age group. They may, however, submit a complaint under the School's complaint policy if they are unhappy with the way the request was dealt with.