



This policy describes the admissions criteria and other admission related requirements for the school. This policy is available to prospective parents on request from the school office.

Admissions Criteria

Leeds Menorah School serves the Orthodox Jewish Community of Leeds. It seeks to provide a broad and balanced education based on traditional Torah values combined with the National Curriculum.

Applications to join the school are dealt with confidentially and are processed as quickly as possible. Prospective applicants are encouraged to look around the school and experience the happy atmosphere in which each child achieves his/her fullest potential. We are delighted to welcome any Jewish children whether their families are religious or not, based on the inclusive approach of the Lubavitcher Rebbe, of blessed memory.

The school's registered age range is for children aged between 2 and 11 years.

Pupils with disabilities will not be treated less favourably and reasonable steps will be taken to avoid putting these pupils at a substantial disadvantage (the "reasonable adjustment" duty) in matters of admission. Our school has in place an accessibility plan and will admit pupils with learning difficulties and disabilities where it is possible, based on, meeting the child's needs through this plan.

As an Independent school we will do our best in providing suitably for pupils with Educational Health and Care Plans (EHCP), or where they are in receipt of government funding for nursery education.

Admissions to Nursery and Primary School

To apply contact should be made with the school office and registration documents should be completed using the online form at <https://forms.gle/xSFXSatrZq1sVsFm8> alternatively you request a printed form. from the school office.

On completion of registration information, the school office will contact you to arrange for a visit, confirm your child's place and start date. All children starting nursery will have a home visit from our early years lead and they will arrange settling in sessions as required.

Nursery children will be able to start the nursery following their 2nd birthday as recorded on their birth certificate.

ADMISSIONS POLICY



Birthday month	Earliest start date (see term dates for accurate start date)
1st May - 31st August	1st September
1st September – 31st December	1st January
1st January – 31st April	1st May

Children joining reception will be able to start if they turn 5 years old on or after 1st September.

Mid-year Applications

Mid-year applications or applications to join the school beyond the entry year for children moving into the area or transferring from another school, will be considered under exceptional circumstances at the discretion of the Headteacher and proprietor. Fee Reductions and Agreements. The school will consider temporary students with agreement from the Head Teacher and Chair of Governors.

Fees and Funding

As the school is a registered Charity, it meets its duty of accessibility to those families who cannot afford to pay, by offering Rabbinical discounts and accepting Early Years funding for children in nursery and reception.

Children will only qualify for Early Years Government funded hours from the term following their birthday for aged 2. They will continue to receive this until the term following their 3rd birthday when they can receive either 15 or 30 hours funding until the term following their 5th birthday.

Funding Schedule

Birthday month	Earliest funding date (see term dates for accurate start date)
1st May - 31st August	1st September
1st September – 31st December	1st January
1st January – 31st April	1st May



Early years funding is provided through Leeds City Council. More information and registration information can be found at [Funded childcare \(9 months to 4 years\)](https://www.leeds.gov.uk/funded-childcare-9-months-to-4-years) | [Leeds.gov.uk](https://www.leeds.gov.uk)

As an independent school Early Years Funding does not cover the full cost of childcare. More information can be seen in our fees document in appendix 1ⁱ.

Fees letters are sent out to parents at the beginning of each year or following joining, if this is mid-year. Payments should be made by direct debit to the school by the 10th of each month. See appendix 2ⁱⁱ for school bank details.

If we have a child who leaves mid-term, we record their receiving school and their start day there. If a child joins mid-term, we record which school they have joined from.

We inform the Leeds City Council Education Transfers team of all joiners and leavers, whether at the beginning of term or mid-term.

Admissions Register

The admission register will be maintained and kept up to date, in electronic format and include:

- Full name of pupil
- Name that the pupil uses at school;
- Sex;
- Address;
- Full name and address of each of the pupil's parents/carers;
- Who the pupil resides with
- Contact numbers for parents/carers
- Day, month and year of the pupil's birth;
- Day, month and year of the pupil's starting day at the school;
- Name and address of the last school or nursery the pupil attended, if any.
- Two emergency contacts with phone numbers

The register and any copies must be retained for 6 years from date of entry.

Deletion from the admission register will only be done on one of legal grounds provided in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, see appendixⁱⁱⁱ:

- Permanent exclusion has occurred, and procedures have been completed
- Death of a student
- Transfer between schools



- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the student
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- Left the school but not known where he has gone after both the school and the local authority have tried to locate the student.

In the event of deletion from the admission register at non-standard transition points, we will provide the local authority within 5 days with:

- The full name of the pupil
- Their address
- The full name and address of any parent the pupil normally lives with;
- At least one telephone number that each such parent can be contacted with in an emergency
- The forwarding address for those moving
- The destination school (if known) and expected start date, and
- The ground for deleting the pupil.

Complaints

If a parent feels that they have a genuine complaint about the admissions selection process, a letter setting out the grievance should be addressed to the proprietor of the school, or chair of the admissions committee and sent to the school office. It should state the basis for the grievance. Please note that the complaints' policy of the school (listed below) is not applicable to prospective parents.

Relevant Legislation

- Charities Act 2011
- Equality Act 2010
- Education Act 2002
- Human Rights Act 1998
- Education (Independent School Standards) (England) Regulations 2014
- The School Attendance (Pupil Registration) (England) Regulations 2024

School policies available to parents upon request



- Complaints Policy
- Ethos statement
- Equality policy
- Accessibility Plan
- Behaviour Policy
- GDPR data protection policy



Appendices

ⁱ School fees 2026-2027

Fees 2026-2027

Age band		Funding	Frequency	Full fees
Aged 2	Half day	No	Termly	£2,470.00
		No	Yearly	£7,410.00
		Yes	Termly	£833.00
		Yes	Yearly	£2,500.00
Aged 3-4	Full day	15hrs	Termly	£1,466.00
		15hrs	Yearly	£4,400.00
		30hrs	Termly	£924.00
		30hrs	Yearly	£2,772.00
Aged 5+	Full day	N/A	Termly	£1,833.00
		N/A	Yearly	£5,500.00

ⁱⁱ Bank details

Bank: Yorkshire Bank Plc
Sort Code: 05-01-26
Beneficiary: The Menorah School
Account number: 10751782

ⁱⁱⁱ Removal from school register

Group A	The pupil has been registered at another school
Group B	The pupil has not continued at the school following completion of nursery education
Group C	The pupil is also registered at one or more other schools and the other schools have agreed the deletion
Group D	The pupil has a school attendance order which has been changed to name another school
Group E	The pupil had a school attendance order which has been revoked
Group F*	School informed in writing by parent that pupil being withdrawn
Group G	The pupil no longer normally lives a reasonable distance from the school (parents relocated, no further information)
Group H**	The pupil has not returned following a leave of absence
Group I***	The pupil has been continually absent from school for 20 school days
Group J	The pupil is detained under a sentence of detention
Group K	The pupil has died
Group L	The pupil will be over compulsory school age and will not continue into the sixth form
Group M	The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid
Group N	The pupil has ceased to be a pupil at an independent school (includes permanent exclusion)
Group O	The pupil has been permanently excluded from the school (maintained schools)



NB: Schools cannot delete from admission register for reasons of extended sickness.

* A parent has informed the school in writing that the pupil will no longer attend and will receive education elsewhere. If the specified day has passed and there is no school attendance order in force, the pupil's name can be deleted from the register.

** The pupil has not returned following a leave of absence. If a pupil has been granted leave and does not return within ten school days after the leave ends, and the school and local authority have made reasonable efforts to locate the pupil without success, or they agree the pupil will not return, the pupil's name can be deleted from the register.

*** The pupil has been absent for 20 school days. If the school and local authority have made reasonable efforts to locate the pupil without success, or they agree the pupil will not return, the pupil's name can be deleted from the register.