

Jewish Schools Admissions 2010

AMENDED Procedure for recording attendance at synagogue for the purpose of completing a Certificate of Religious Practice ("CRP")

1. Any person who wishes to have their attendance recorded for the purposes of a CRP ("the Attendee") must submit his/her, and his/her child's, full name, address and date of birth to the synagogue administrator, as soon as possible, but not later than 10 am two days before the first Sabbath or Yom Tov on which he/she wishes his/her attendance to be recorded.
2. The Shul administrator will create a Register of attendance to be used for each Shabbat and Yom Tov service.
3. A Registration Officer (RO) has been appointed who is responsible for the Register and will ensure that attendances are properly recorded.
4. Each child will be sent a pack of 12 attendance cards, one of which should be brought each time he/she attends synagogue and posted into a box which will be in the synagogue vestibule. After Shabbat/Yom Tov, the attendance will be recorded on the register.
5. For weekday attendance, please report to either the Rabbi or Honorary Officer who will make an appropriate record which will be retained for future reference.
6. All records will be confidential, and will only be used to enable the authorised official to sign the CRP.
7. We appreciate that in a very few cases, pre-registration may not be possible for the Rosh Hashanah service. In these rare circumstances, the Register will be re-opened immediately after Second Day Yom Tov, and as long as the person who wishes to have their attendance recorded for the purposes of a CRP has attended the Second Day Rosh Hashanah Minchah Service which immediately precedes the end of the Yom Tov, they will be registered and their attendance at that Minchah Service only will be recorded.
8. We regret that we are unable to certify attendance if you have not attended synagogue as a result of sickness. In those circumstances, we will certify attendance in accordance with the register and we suggest that you send a covering letter to the school explaining that non-attendance on certain days was as a result of sickness and attaching a letter from your doctor where possible.
9. If you will be attending more than one US synagogue over the next few months we would ask that you pre-register at each synagogue. When submitting your CRP for completion you should indicate which US synagogues you have attended. The RO will then check the attendance register at those synagogues before completing the CRP. Please submit the CRP for completion by the synagogue which you have attended most often during the relevant period.

10. We regret that it will not be possible for us to certify your attendance at a synagogue which is not a member of the US. Where you have attended a non-US member synagogue over the relevant period, we suggest that you also ask the Rabbi of the other synagogue to complete a CRP and then send both certificates to the school with a note of explanation. You can only sign that box for which you have direct evidence.

This notice only applies to children applying for entry to a Jewish primary or secondary school for September 2010. Only attendance cards delivered as directed above will be registered.

NB If you have already registered your child's name with the synagogue office, it is not necessary to reregister.

A copy of this Procedure will be displayed in the synagogue and on our website, and is also available on request. It has been made public so that visitors to the synagogue can be clear at an early stage about what they will need to do in order to comply