

# Jewish Schools Admissions 2012

## PROCEDURE

### Recording Attendance at Clayhall 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 child's full name, address and date of birth to the synagogue administrator by no later than 10am two days before the first Shabbat on which he/she wishes his/her attendance to be recorded. (Please note that the synagogue office opening times are Monday, Tuesday, Thursday 9.30am – 2.30pm and Sunday 9.30am – 12.30pm).
2. The shul administrator will prepare a set of registration cards sufficient to cover at least eight Shabbatot, each with the Attendee and his/her child's name, address and date of birth.
3. Martin Greenberg (or alternatively, Ivor Lethbridge) will be designated as a Registration Officer (RO) who is responsible for the registration cards and will ensure these are properly distributed. The shul administrator will provide the RO with the registrations cards in alphabetical order at the start of each service.
4. The Attendee (Parent, Grandparent or Guardian) and his/her child must report to RO on each occasion they attend synagogue. A notice in the Foyer will explain where and when the RO will be situated on each relevant day which in most cases will be in the Foyer between 10.00am and 10.15am. Attendees must check the notice each time they attend. Attendance can only be registered during the times specified in the notice.
5. A collection box will be placed in the Foyer, into which the attendee must post their registration card.
6. The RO can only hand a registration card to the Attendee and/or his/her child who must therefore report to him/her in person. Attendees may be asked to confirm their address and date of birth to confirm their identity.
7. The Attendee and/or his/her child must then return the registration card to the RO or the RO's Deputy at the end of the Shabbat service.
8. After each Shabbat, the shul administrator will empty the collection box and record the cards onto a spreadsheet or word document for ease of future reference.
9. All records will be kept securely at all times so that they are not open to abuse and will remain confidential. The records will be retained for at least 2 years after the event.
10. A CRP of attendance will only be completed if it can be verified by the Register. Where a parent has visited a number of US Synagogues we can seek verification of attendance at another synagogue from the Rabbi of that synagogue where registration has also taken place, provided that the synagogue has adopted a similar, fair procedure.

**NOTE: 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 any early stage about what they will need to do in order to comply.**