



**Borehamwood  
& Elstree Synagogue**  
Our Community

## **Information concerning CRP Synagogue attendance recording in 2023 For starting school in September 2024**

This document contains three sections.

- The first section is a summary of BES Croxdale's position on CRP for 2023.
- The second section is based on information provided by the United Synagogue and The Office of The Chief Rabbi, giving you general information on CRP and how the process will work this year taking into account ongoing COVID restrictions.
- The final section is instructions on how to register with the BES Online CRP system if you are planning on attending in-person Shabbat morning services at BES Croxdale Road. You do not need to register on the BES Online CRP system if you are not obtaining points through in-person Shabbat morning attendances at BES.

**This document applies from 2023. The BES CRP system, starting in 2023, is only used for in-person Shul attendances on Friday Night and Shabbat morning at Croxdale Road. If you are planning on attending services at Yavneh College, please contact [yavneh-crp@borehamwoodshul.org](mailto:yavneh-crp@borehamwoodshul.org).**

**This does not affect the schools you can apply to - you can still apply to Yavneh College & Yavneh Primary having attended services at Croxdale Road.**

You are reminded that the information in this document about the specific CRP requirements is based on our understanding of the information with which we have been provided. Different schools may however have different requirements. You will need to go to the various schools' websites and download their CRP forms and other information to ensure you meet their requirements.

**We have made every effort to ensure the information in this document is correct but it is your responsibility to ensure you comply with the requirements of the school(s) to which you are applying. BES will not be held responsible if you have any issues relating to school admissions.**

If you have done CRP in previous years and require a copy of your CRP letter, or have any other CRP enquiries please E-Mail [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). We are not able to answer queries about specific CRP requirements - you will need to speak to the schools directly for this.

## Section 1 – CRP 2023 at BES Croxdale

We are presuming that COVID-19 will not be an issue for CRP and Shul attendance in general this year, and this document is written from that perspective. The information that we have is that most of the schools are however still going to offer the various different ways to get CRP points but we encourage people to come back to Shul on Shabbat.

You are reminded that while we have tried to ensure that this document is correct and up to date, it is your responsibility to check the CRP form(s) for the school(s) to which you are applying to ensure you meet their requirements.

Please note **the BES Online CRP System is only for recording and reporting on Friday night and Shabbat morning in-person attendances at BES Croxdale Road.** If you are getting all your CRP points through other parts of the CRP form, you DO NOT need to register on this system.

We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn't booked, CRP won't run.

Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.

On most of the CRP forms we have seen, either 4 or 6 points are necessary to fulfil the CRP requirements. **Please note this is a change from previous years where most schools only required 4 points.**

You can obtain 4 points by:

- **Attending 8 Friday night or Shabbat morning in-person services**

You can obtain 2 points through each of the following 4:

- **Attending 4 Friday night or Shabbat morning in-person services.**
- **Jewish Education.** For example, if your child is already at a Jewish school, nursery or Cheder.
- **Jewish Volunteering.** Have you volunteered for a Jewish charity or welfare organisation on a regular basis?
- **Tribe CRP Judaism course.** Tribe will be running this course again – if you want to get 2 points this way please keep an eye on their website [www.tribeuk.com](http://www.tribeuk.com). We are planning on running this course at BES (although it will of course be open to all).
- It should be noted that points are no longer available through virtual Friday evening “attendances”, unless authorised by the Chief Rabbi, in the event of a national emergency, which prohibits in-person synagogue attendance

To obtain CRP points through in-person attendances at BES Croxdale, you must register on the BES Online CRP system [www.onlinecrp.co.uk](http://www.onlinecrp.co.uk) (this is a one-off registration, not each week). There is no longer any need to book for individual Shabbat services at BES. Please be aware that **the weekly cut-off for new registrations is 10.00am on Wednesday morning** (and occasionally, around Yom Tov for example, earlier in the week). Any child(ren) added to the system after this point in the week may not have CRP registration cards available until the following week.

The first week for attendance recording at Croxdale will be Friday night 28<sup>th</sup> / Shabbat 29<sup>th</sup> April. Although some schools allow attendances to start 21<sup>st</sup> / 22<sup>nd</sup> April, we will not be recording attendances this week. CRP attendance recording will not take place on Shabbat which is also Yom Tov. This includes 26/27 May (Shavuot), 15/16 September (Rosh Hashanah), 29/30 September (Succot) and 6/7 October (Shemini Atzeret).

If you have any further queries, please contact [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). The BES office is not able to handle CRP queries by phone or on any other email address.

## Section 2 – Information on CRP and how it will work in 2023

This information is based on that provided by the United Synagogue and The Office of The Chief Rabbi, adapted where appropriate for BES. The information can be found online at [www.theus.org.uk/crp](http://www.theus.org.uk/crp).

### A brief introduction

The Certificate of Religious Practice (CRP) gives applicants the chance to demonstrate Jewish practice when applying to schools where a CRP forms part of the information to be supplied at the time of application. Parents and children complete this for nursery and primary applications, and the child does it for secondary entry in years 7, and 12. Collecting CRP points allows you to prove that you are eligible for a faith place at the schools you are applying to that require a completed CRP form

You will need to collect points on your CRP form. There are different ways in which you can do so, details of which you will find below.

### New CRP Process 2024/25

In a response to Covid-19, the CRP Process introduced new options for collecting points in 2020. These alterations were included as it was understood that collecting points from shul attendance alone could be challenging for some in a Covid-safe context.

If you completed a form in the last two years, you will see that the process has been reviewed and updated, as these emergency measures are no longer required. Please see below for details of these changes.

### What do I have to do?

This is based on the information we generally have for schools under the auspices of The Chief Rabbi. Other schools may have very different requirements – **it is your responsibility to check the requirements.**

**You need to collect 4 or 6 points** to have achieved your Certificate of Religious Practice. The number required depends on the school – **please ensure you check the form(s) for the school(s) to which you are applying.** On completing different options, and therefore sections of the form, you will need to have these authorised as stipulated on the form. See the table below for details on the 4 options.

Points can be collected from any of the following categories. All choices are optional. A minimum of 4 or 6 points is required to achieve the CRP. There is no benefit from earning more than the required number.

Option	Action Required	Points
Attending services on Shabbat	Register with your synagogue. For BES Croxdale register at <a href="https://onlinecrp.co.uk">https://onlinecrp.co.uk</a> . For other Shuls (including Yavneh) please contact the Shul directly.	8 visits = 4 pts 4 visits = 2 pts
Volunteering within the Jewish Community	Approach a communal, charitable or welfare organisation. Examples of options: <a href="https://www.theus.org.uk/category/us-chesed">https://www.theus.org.uk/category/us-chesed</a> .	2 pts
Participating in Jewish Educational activities	Approach a Jewish educational institution. Examples of options are at <a href="https://www.theus.org.uk/">https://www.theus.org.uk/</a> .	2 pts
Participating on the Tribe CRP Judaism course	More info and apply via Tribe: <a href="http://www.tribeuk.com">www.tribeuk.com</a> .	2 pts

### Once I have completed the form what do I do?

All sections of the form that have been completed require verification – this can be achieved with either a certificate/issued letter where appropriate, or it needs to be signed by the person authorised by the organisation concerned. If you cannot obtain a signature in person, a letter can be provided by the person who would have signed it on behalf of the organisation confirming that you completed that section.

If you are obtaining points via in-person Shabbat attendances at BES Croxdale, we do not directly sign CRP forms. Instead, you will need to log back into the online CRP system and print out a Letter of Attendance. This is then attached to your CRP form in lieu of BES signing the appropriate section.

Once finalised, submit the CRP together with the other forms required as part of the application process directly to the school. If you are in any doubt what forms you need to complete, please check with the school that you are applying to what forms you are required to submit. Failure to send in the correct forms properly completed may compromise your application.

Once finalised, submit the CRP together with the other forms required as part of the application process (checking with the school that you are applying to for what is required) directly to the school.

### In detail...

#### 1. What do I have to do?

When applying to a Jewish school or nursery under the religious authority of the Office of the Chief Rabbi, you will need to have completed a CRP. A copy must be sent directly to the school or nursery together with relevant supporting documents and the school's Supplementary Information Form (SIF). You should keep a copy of the CRP and its relevant supporting documents for your records.

Criteria for obtaining points on a CRP include attendance at shul, involvement in Jewish education, volunteering for a Jewish organisation and attending the Tribe CRP Judaism course.

#### 2. How do I collect points by going to Shul?

If you choose to collect points from your Shabbat in-person Shul attendance you will need to register with your chosen Shul. For BES Croxdale, register on our online CRP system, <https://onlinecrp.co.uk>. Different Shuls operate this in different ways – if you are attending other Shuls (including Shabbat services at Yavneh College), you will need to contact them about their processes ([yavneh-crp@borehamwoodshul.org](mailto:yavneh-crp@borehamwoodshul.org) for Yavneh).

Note that the Shul you attend does not prejudice the schools you can apply to, unless this is specified on the CRP form for the school. Attending Shabbat services at BES (Croxdale) and Yavneh College will both qualify for CRP for Yavneh Primary and Yavneh College.

You will be added to a system that the Shul uses to keep track of pupil’s attendance. This data will be recorded and available to you when completing your CRP form.

We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn’t booked, CRP won’t run.

Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.

### 3. What is the timeline for the whole CRP process?

The dates may vary from school to school, and for nursery, primary, secondary (Y7) and 6<sup>th</sup> form (Y13) applications. The provisional dates for the CRP process in 2023 for schools under the auspices of The Chief Rabbi are as shown below, although you are reminded to always check the school(s) to which you are applying, as even some of these schools may have differences in their policies and dates.

Date	Reception / Primary Applications	Year 7 Applications	Sixth Form Applications
<b>1/Nov/2021</b>	Earliest date for participating in Volunteering and Jewish Education projects		
<b>21/Apr/2023</b>	Recording shul attendance commences (BES will start one week later, 28 <sup>th</sup> / 29 <sup>th</sup> April)		
<b>May – Jul 2023</b>	Tribe CRP Judaism Courses running in various locations including BES Croxdale See Tribe website for more details of your local course		
<b>21/Oct/2023</b>		Last week to record shul attendance	
<b>31/Oct/2023</b>		Last date for Volunteering and participation on Jewish Education programmes	
<b>31/Oct/2023</b>		Deadline for applications to schools	
<b>6/Jan/2024</b>	Last week to record shul attendance		Last week to record shul attendance
<b>15/Jan/2024</b>	Last date for Volunteering and participation on Jewish Education programmes		Last date for Volunteering and participation on Jewish Education programmes
<b>15/Jan/2024</b>	Deadline for applications to schools		
<b>Late Jan / Early Feb 2024</b>			Deadline for applications to Sixth Form (check with the school you are applying to)
<b>Feb / Apr 2024</b>	Places offered in February		Conditional places in April

#### *4. When can I collect points from attending shul?*

You are reminded to always check the school(s) to which you are applying, as even some of these schools may have differences in their policies and dates.

- For people applying for nursery and reception, the start date for collecting points by attending shul will commence on April 21<sup>st</sup> 2023, and will close on January 6<sup>th</sup> 2024.
- For people applying to Year 7, the start date for collecting points by attending shul will commence on April 21<sup>st</sup> 2023 and will close on October 21<sup>st</sup> 2023.
- For people applying to Year 12, the start date for collecting points by attending shul will commence on April 21<sup>st</sup> 2023 and will close on January 6<sup>th</sup> 2024

Notwithstanding the dates above, BES Croxdale will start recording attendances on Shabbat from Shabbat 28<sup>th</sup> / 29<sup>th</sup> April 2023 (subject to people volunteering to run the CRP desk). While some schools may allow attendances before then, we will not be starting until this date.

Subject to people volunteering to run the CRP desk, we will continue to record attendances until last dates above. However just because we are recording attendances does not mean that the school(s) to which you are applying will accept these dates – you must check the form(s) for the school(s) to which you are applying and ensure you meet the requirements.

#### *5. If I want to collect points from attending Shabbat services at BES Croxdale, how does it work?*

For attendances at BES Croxdale, you must register your children on the BES Croxdale online CRP system, <https://onlinecrp.co.uk> More information on how to register and the details of BES Croxdale's process are in the second section of this document. You can then attend the services on any week without further notice.

#### *6. When can I collect points from attending shul?*

You can collect points from attending shul on a Friday night OR Shabbat morning. We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn't booked, CRP won't run.

Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.

For attending services at Yavneh College, please contact [yavneh-crp@borehamwoodshul.org](mailto:yavneh-crp@borehamwoodshul.org).

**This does not affect the schools you apply to - you can still apply to Yavneh College / Yavneh Primary having attended services at Croxdale Road.**

*7. What counts as Jewish Education for the section “Participating in Jewish Educational activities”?*

Attendance at Shiurim, Jewish nurseries, Jewish primary schools and Jewish adult educational courses are all examples of accepted educational activities.

*8. What is the process for applying to Sixth Form?*

The deadline for Sixth Form applications varies from school to school. You must complete the Year 7+ CRP form, but rather than October 31<sup>st</sup> being your deadline, you are able to continue collecting points until January 2024. Please check with the school you are applying to for details of their date for application and any particular CRP forms that should be used.

*9. What is the Tribe CRP Judaism Course?*

In response to Covid-19, this course was originally run online. The course will now be run in various United Synagogue shuls, by local Rabbis and teachers.

The course is open to all applicants from any community. It will consist of six sessions of 45 minutes, covering topics relevant to Jewish customs and practices, festivals, kashrut, etc. All six sessions need to be completed in order to satisfy this section of the CRP form.

For primary applications, the parent/guardian must attend the course, and for secondary, the parent/guardian and child should attend.

The courses are available between May 1<sup>st</sup> and July 31<sup>st</sup> 2023. Go to the Tribe course page where details can be found listed for each community hosting the course, and you can find the most appropriate course that suits you.

<https://www.tribeuk.com/article/crp-2023>

We intend to run a course at BES Croxdale Road, but you will need to register for it via the Tribe website.

For any further information or support call Tribe on 020 8343 5656

*10. I am a member of a synagogue, so why do I have to complete a CRP?*

In order to be a member of a synagogue, one has to pay a fee. To become a member of an orthodox synagogue one has to be halachically Jewish. The Supreme Court ruled that synagogue membership cannot be used as an admission criterion.

*11. Does this apply to all schools and nurseries under the religious authority of the Office of the Chief Rabbi?*

Almost all Jewish faith voluntary aided (state), free schools, academies, independent schools and independent nurseries have CRP requirements, whichever religious authority they are under.



## *12. Have all schools adopted the same CRP?*

In 2020, a large group of the schools and nurseries under the religious authority of the Office of the Chief Rabbi, both primary and secondary, adopted the same CRP. However, not all schools have adopted the same CRP form.

It is important that you check the CRP requirements, including the number of points needed for each school or nursery to which you are applying

## *13. Where can I get the CRP forms from?*

They will be available from each school's office and/or websites and the school's local authority.

## *14. What are the four CRP sections?*

1. Shul attendance on Friday night or Shabbat morning
2. Jewish educational activities
3. Voluntary Jewish communal, charitable or welfare activities
4. Completing the Tribe CRP Judaism course, a specially prepared course that is approved by the Office of the Chief Rabbi.

Each section of the form has its own specified criteria that must be fulfilled and period of time in which it must be completed. At secondary level, only the participation of the child is to be recorded, whereas at nursery and primary, it is the child and/or their parent/guardian.

## *15. Who needs to have participated in or attended at a particular activity to complete the sections of the form, parent/guardian or child?*

For options 1-3 (Shul attendance, Education, Volunteering) at secondary level, only the child's participation is to be recorded, whereas at nursery and primary, it is the child and/or their parent/guardian.

For the Tribe course, at primary level only the parent/guardian would attend each session. At secondary level both parent/guardian and child would attend each session.

## *16. What if my child already has a sibling in the school?*

Each child must earn their own CRP points for applications to schools. The process was altered in 2020. Siblings of a pupil who had previously established faith eligibility for admissions were not required to complete the CRP form. This was created during the crisis to assist making the process easier in an already stressful situation. As we have got used to the circumstances that we are living in, it is now possible for all to complete the form as was previously required.

## *17. I am not sure about volunteering. What are the options?*

Volunteering means giving your time, not your money. You could consider volunteering for a Jewish communal organisation or charity, and many of these organisations are always open to accepting more volunteers. You can also volunteer for your local synagogue, by being on a rota, taking part in their care activities, or through US Chesed. You cannot, however, volunteer for any school you are applying to, for the United Synagogue Head Office or the Office of the Chief Rabbi. For more ideas and suggestions please look at the Jewish Volunteer Network website and the US Chesed pages on the US website.

*18. How can I volunteer as if I cannot spend time away from home?*

There are many volunteering opportunities which can be carried out from home, eg, by phone, on the internet, etc. Many communities have Care Coordinators. The US Chesed team will be pleased to support you.

*19. In order to undertake voluntary work, will I need a Disclosure and Barring Service (DBS) check?*

In some instances, it is necessary to have a DBS, specifically if you intend to volunteer to work with children or vulnerable adults. It will be best for you to ask the organisation with which you volunteer.

*20. Will my child receive preferential treatment if we achieve more than the required number of points required for school admission?*

No, there is no benefit to obtaining more than the number of points stipulated on the form. If you do not achieve the required number of points this year (for example, obtain 2 points), you can still apply but would be ranked lower down in the list of applicants. The CRP is not an examination, but a method of establishing whether the child/family practises the three pillars of the Jewish faith, prayer, education and acts of kindness.

**Please note some schools ask for 4 points, and some ask for 6 points.** Make sure you are clear on the number of points that are required for the school you are applying to.

*21. I am applying for an in-year transfer, how does the process work? (Including moving from abroad)*

If you are moving your child during the school year, you must provide a letter from an acceptable Rabbi who is known to the family and who can state that the student/family is appropriate for attendance to the school you are applying to. The letter must be sent on headed paper. Acceptance of this letter is at the discretion of the school being applied to.

*22. I've still got questions about the CRP, which I don't think you have answered. What can I do?*

For more information, please contact the schools directly. Details can be found in the schools listing.

For more information on the CRP processes at BES Croxdale, if you have done CRP in previous years and require a copy of your CRP letter, or have any other CRP enquiries please E-Mail [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). The BES office is not able to deal with CRP enquiries by phone or on any other E-Mail address.

## Section 3 – CRP Attendance Recording on Shabbat services at BES Croxdale

As described above, the BES Online CRP system is only used for recording and reporting on in-person Shul attendances on Shabbat at BES Croxdale.

We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn't booked, CRP won't run.

Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.

Attendances also will not be recorded on Yom Tov evenings or days, whether they fall on Shabbat or during the week.

- If you are obtaining all your CRP points in sections apart from in-person Shabbat attendances, the rest of this document is not relevant to you.
- If you are planning on attending other Shabbat services, including Yavneh College, the rest of this document is not relevant to you.

The following pages of this document concern BES Croxdale's processes for registering on our online CRP system, and having attendance recorded on Shabbat.

If you have done CRP in previous years and require a copy of your CRP letter, or have any other CRP enquiries please E-Mail [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). We are not able to answer queries about specific CRP requirements - you will need to speak to the schools directly for this.



**Borehamwood  
& Elstree Synagogue**  
Our Community

## **Certificate of Religious Practice**

Following the Supreme Court Judgement in 2009, Jewish schools have adopted a Religious Practice test as part of their admissions process. These schools will be asking you to complete a “Certificate of Religious Practice” (CRP) or equivalent when applying. In most cases you can obtain “points” towards your CRP in various ways, one of which is attending services at Synagogue.

Please note that although most of the Jewish schools have similar CRP requirements, it is essential that you contact each school to which you are intending to apply to obtain their CRP form and confirm their exact requirements. In some cases, it is possible that Synagogue attendance alone will not be enough to qualify you as a "Priority Applicant".

Information on BES Croxdale’s procedures for recording attendances are on the following pages. If you would like to obtain points through other sections on the CRP form, you will need to contact the appropriate institution or organisation who can certify your participation in the relevant activity. If this is also BES Croxdale, please E-Mail us on [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). Please note, though, that we are not able to confirm whether a specific activity qualifies – you will need to speak to the school(s) directly.

This is a task that we would much rather we were not being asked to undertake. However, we wish to help our Jewish schools as they have been placed in an incredibly difficult situation forced upon them, because, and only because, of the Supreme Court's decision. It is important therefore to point out that this process does not confirm Jewish status.

We look forward to welcoming you to our synagogue and hope that by following this simple procedure we can minimise the disruption and discomfort that this process will create.

If you have questions relating to CRP at BES Croxdale, or if you need a reprint of a CRP letter from a previous year, please E-Mail [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org). Queries cannot be handled by telephone. If you have any other CRP related queries, not relating to Synagogue Attendance, you need to contact the school(s) to which you are applying.

The BES Croxdale Online CRP system is available at <https://onlinecrp.co.uk>.

Please note that the dates on which we operate CRP recording are determined by the schools, and usually run from early May until their application deadlines. If you need to have attendances recorded outside of these dates, please contact us on [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org).

If you are applying to schools which have other processes (eg a full Rabbinic reference) please contact us in the first instance at [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org).

# CRP Procedure at BES Croxdale

If you would like to have your or your child's attendances at BES Croxdale recorded for CRP, you will need to follow our procedures as shown here.

A reminder that if you are planning on attending Shabbat services at Yavneh college, please contact [yavneh-crp@borehamwoodshul.org](mailto:yavneh-crp@borehamwoodshul.org). You are of course able to register separately at both BES Croxdale and Yavneh College.

**The Shul at which you do CRP does not prejudice the schools you can apply to. Attendances at Croxdale Road are valid for CRP for applications to Yavneh College and Yavneh Primary.**

1. You will need to register in advance on the BES Croxdale Online CRP System – <https://onlinecrp.co.uk>. The weekly cut-off for new registrations is 10.00am on Wednesday morning. If you miss this cut-off then then you will not have a CRP attendance registration card available until the following Shabbat. Your registration will be acknowledged by E-Mail and full instructions on how to use the online system are also available from that page. Your registration card will only be available at the site you selected when you registered on the system.
2. Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.
3. To have an attendance recorded:
  - a. On Friday night the service typically starts at the time of Shabbat (if this is before 7.00pm), or between 7.00pm and 7.30pm if Shabbat is earlier – please check the BES Newsletter for the exact time. You will need to collect a registration card from the CRP desk (probably in the Shul foyer or just inside the Shul) no more than 15 minutes after the service starts, and post it in the CRP postbox which will be available at the very end of the service. The Friday night service typically takes 45-60 minutes from start to finish.
  - b. On Shabbat morning, the CRP desk will also be in the Shul foyer, or just outside if the weather is nice. The desk is open for card collections between 10.15am and 11.00am and you must retain the card and post it in the CRP postbox which will be placed near the Shul gate towards the end of the service. Special arrangements may also be in place if required for attendance recording at the Hashkama (8.00am) service.
  - c. Attendances also will not be recorded on Yom Tov evenings or days, whether they fall on Shabbat or during the week.
4. You must remain until the end of the service, at which point you must post your attendance registration card in the “postbox” provided. If you have lost your card, or forget to post it, your attendance cannot be recorded. In this case you must E-Mail [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org) as soon as possible as otherwise you may not have a card available for collection on subsequent weeks.

5. Once you have the requisite number of attendances for the school(s) to which you are applying, you then need to request a CRP “Letter of Attendance” on the CRP system. Information on this is on the following page.

Please note that:

- Attendance will only be recorded on those Shabbats as detailed in the Schools' Admissions procedures and will not include any Yom Tov, including Yom Kippur. Please check with the schools to which you are applying to confirm the dates they will accept for CRP.
- We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn't booked, CRP won't run.
- Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.
- For secondary (including 6<sup>th</sup> form) applications, the child themselves MUST go to the registration desk. For primary applications, the child's parent or guardian can also register on their behalf.
- There is a rota for running the CRP registration desks at Croxdale. Slots on this rota are bookable in the online CRP system. If nobody books to run the desk for any week, CRP will not take place and nobody will be able to register attendances. E-Mails will usually be sent out in advance warning of this situation, should it occur.

## **Security Duty on Shabbat morning**

### **Are you an adult, male or female, coming with your child to do CRP on Shabbat morning?**

If your child is old enough to go to a children's service or other appropriate activity or service without you, then would you please be prepared to do a security shift while you are here anyway?

Security volunteers are critical to the safety of our community – our friends and our children – and everyone over 21, male or female is able to help out. Whether you've done security shifts before or not, the security team leader will ask you to help out in a position you're comfortable with and where you can help keep everybody at BES safe.

Furthermore, if your child is in a service or activity, they can record an attendance towards the "Synagogue Attendance" section of the CRP form, and you doing a security shift can count towards the "Volunteering" section of the CRP form. If you do a whole shift (typically 1hr15), the team leader will give you a second card and a paperclip to attach to your main CRP card when you post it, so your security shift can be recorded as well.

You will need to check the CRP form(s) for the school(s) to which you are applying to see how many volunteering sessions are required to qualify for points – doing Shabbat morning security duty alone may not be enough.

If you are able to help, please speak to the team leader who will be at the front gate of the Shul.

## Issue of Letters of Attendance

BES Croxdale does not directly sign CRP forms for Synagogue Attendance – instead, we issue “Letters of Attendance”. These are accepted by all schools in lieu of us filling in and signing the CRP form itself.

You will need to obtain the CRP form(s) for the school(s) to which you are applying – these are generally available on their websites. You must then fill in the general parts of the form (eg name and address), and sections relating to obtaining points through other ways (eg Jewish volunteering if available). If you need BES Croxdale to sign any other sections of the CRP form please contact us at [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org).

To obtain your Letters of Attendance, please go to the BES Croxdale Online CRP System (<https://onlinecrp.co.uk>) and print your letters there. Instructions on using the system are on its front page.

Please note letters can now only be printed at home via the BES Croxdale Online CRP system. They can only be printed in the BES Office in exceptional circumstances – if this may present an issue, please contact us at [schooladmissions@borehamwoodshul.org](mailto:schooladmissions@borehamwoodshul.org).

If you have already received your letters, please do not continue to register (unless you require further attendances) as this adds to our administrative burden.

Please bear in mind that it is your responsibility to print Letters of Attendance in good time and we cannot accept any responsibility for a deadline which may be missed.

The Letter of Attendance from BES Croxdale will only confirm the number of times which you have attended BES. Please be aware that although most of the Jewish schools have similar CRP requirements, it is essential that you contact each school to ascertain their exact CRP requirements, including the number of attendances they expect. In some cases, it is possible that Shul attendance alone will not be enough to qualify you as a "Priority Applicant".

Please note that the CRP Letter of Attendance should not be construed in any way as a confirmation of Jewish Status.



## Registration at other Synagogues

We are no longer able to record attendances from other Synagogues in our system.

If you are planning on having an attendance recorded from another Synagogue, you need to:

- Find out the other Synagogue's attendance recording process. You will need to follow their registration processes.
- After attending, ask them to issue a letter confirming your attendance.
- Attach their letter alongside our letter to your CRP form.
- You may want to check with the school(s) to which you are applying that they are happy to accept information from more than one Synagogue. It is your responsibility to ensure that you comply with the requirements.

If you generally attend elsewhere and are attending BES for one week, you need to register on our system as shown above in this document. Once you have attended, you can then generate a letter directly from our system.