Admissions to Secondary School
September 2020 - 2021

Guide for Parents and Carers - Moving on to Secondary School
Dear Parent/Carer,

We are Brighter Futures for Children and we took over the delivery of children’s services in Reading in December 2018 from Reading Borough Council.

We are wholly-owned by Reading Borough Council but independent of it, with our own staff, management team and Board.

On behalf of the council, we deliver children’s social care (including fostering and early help), education, Special Educational Needs and Disabilities (SEND) and youth offending services.

Our vision and aim is to unlock resources to help every child have a happy, healthy and successful life.

Part of our education remit is to deliver the school admissions service, in line with Local Authority statutory duties.

Transferring from primary to secondary school is an important step in your child’s education.

Reading schools are an excellent choice.

This guide is designed to help you through the process and to make applying for a school place as smooth and straightforward as possible.

It contains a lot of detail and it is important that you read it carefully and follow the guidance step-by-step to ensure you maximise your chances of reaching a successful outcome for you and your child.

Throughout this guide you will see references to both Brighter Futures for Children and Reading Borough Council, as well as both ‘Children Looked After’ and ‘Looked After Children. We use the former and are encouraging others to do so, as we’ve asked our children in care and it’s a term they prefer. However, as we took over part way through a school year, this guide will refer to both.

However, the information is correct and this guide gives you a flavour of the full range of opportunities our wonderful schools offer.

Should you require assistance in accessing this service, please contact the School Admissions Team at:

School Admissions Team,
Brighter Futures for Children, Civic Offices,
Bridge Street, Reading, RG1 2LU

admissions@brighterfuturesforchildren.org

0118 937 37 77
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Brighter Futures for Children delivers the schools admissions service on behalf of Reading Borough Council.

There are nine secondary schools within the Borough of Reading, including two grammar schools. Secondary school places are allocated by the School Admissions Team (part of Brighter Futures for Children), taking account of the relevant admissions policy, published arrangements and the number of places available at each school.

The purpose of this guide is to provide you with information on the allocation process - including the timeline on how places are allocated - and to give details of our schools (together with those in neighbouring authorities which are often attended by Reading Borough pupils). A key to terms and abbreviations used in this guide is shown on page 6-11.

If you live within the Borough of Reading (i.e. you pay Council Tax to Reading Borough Council) you should complete the Reading application form (CAF) to apply for any secondary school within the Borough of Reading and/or schools in other local authorities.

Residents of other local authorities must apply for schools using the admissions service provided by their own local authority. If you live in another authority and are considering a school in the Borough of Reading, you should read this guide to understand the basis upon which places are allocated. If you express a preference for a Reading Borough school, your local authority will forward your child’s application to us.

All local authorities operate a coordinated admissions scheme enabling electronic transfer of information and allocation of places in accordance with published arrangements. This coordinated scheme continues until 31 August 2020 in order to eliminate multiple offers of school places.

Only one application will be accepted. Should more than one application be received for your child, the School Admissions Team will process the application received most recently.

**Please note that we recommend you apply before the closing date of 31 October, 2019.**

If you have any queries or need further information about applying for a school place, please contact: School Admissions Team, Brighter Futures for Children Civic Offices, Bridge Street, Reading, RG1 2LU

Tel: 0118 937 3777
Email: admissions@brighterfuturesforchildren.org
www.brighterfuturesforchildren.org/school-admissions
The following timetable applies to children born between the 1 September 2008 and 31 August 2009 or in Year 6 at Primary School.

| Action                                                                                                                                                                                                 | Date                                      |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Parents/carers to receive application information. Guide for Parents and Carers to be placed on Reading Borough Council website.                                                                                   | By 12 September 2019                      |
| Online admissions site opens for applications.                                                                                                                                                    | 12 September 2019                         |
| National closing date for receipt of applications.                                                                                                                                                  | 31 October 2019                           |
| Deadline for providing evidence to meet admissions criteria (please see individual school pages to see which schools requires additional information)                                                    | 31 October 2019                           |
| Application details sent to other local authorities.                                                                                                                                                  | 21 November 2019                          |
| Application details sent to schools.                                                                                                                                                                | 5 December 2019                           |
| Deadline for late applications, changes of preference and changes of address to be accepted with good reason (evidence of reason must be submitted).                                                  | By 31 December 2019                      |
| Own admissions authority schools to provide School Admissions Team with a list of children ranked according to their school’s oversubscription criteria.                                              | By 17 January 2020                        |
| Reading School Admissions to inform other local authorities of offers made to their residents in Reading schools.                                                                               | From 30 January 2020                      |
| Final coordination.                                                                                                                                                                                 | By 13 February 2020                       |
| National Offer Day - offer letters posted second class to Reading residents.                                                                                                                                 | 2 March 2020                              |
| Online applicants may view outcome of their application.                                                                                                                                             | 2 March 2020                              |
| Deadline for parents to accept place offered.                                                                                                                                                        | 15 March 2020                             |
| Closing date for submitting an appeal, to be heard on time.                                                                                                                                         | 29 March 2020                             |
| Late applications for oversubscribed schools added to waiting lists and changes of preferences processed.                                                                                             | From 16 March 2020                        |
| Appeals to be heard if submitted by 29 March 2020                                                                                                                                                   | May to June 2020                          |
| Coordination with other LA’s ends.                                                                                                                                                                   | 31 August 2020                           |
| Waiting lists held for Reading borough schools.                                                                                                                                                      | Until at least 31 December 2020 some waiting lists are held past this time. Please refer to each school                                     |
EXPLANATION OF TERMS

Some of the terms, abbreviations and legal extracts we are required to use in this guide may be difficult to understand and we hope these explanations will help. However, if you are unsure about anything, please telephone the School Admissions Team on 0118 937 37 77.

Admission Authority
The Admission Authority of a school determines the admission policy for the school. The Admission Authority for a community school is the Local Authority (LA). The Admission Authority of academies, voluntary-aided and foundation schools is the governing body of the individual school.

Published Admission Number (PAN)
Every school has a Published Admission Number (PAN). The PAN is normally based on the number of classrooms and specialist teaching rooms (i.e. the physical capacity). The PAN represents the maximum number of places available in the year group which pupils normally enter on joining the school. Places must be offered up to this number. The Admission Number for each school is given in the information on schools later in this guide. In most cases, any admissions above the PAN may only be granted by an Independent Appeal Panel or through the ‘Fair Access Protocol’.

Categories of schools
State schools are governed in different ways depending on the type of school.

The category of the school determines the admission authority. Although the Admission Authority maybe the Governing Body, applications for admission into year 7 at these schools must be made to the child’s home Local Authority and the home Local Authority will make the offers of places at these schools.

Community Schools
These schools are maintained fully by the Local Authority (LA). The LA is the Admission Authority and is responsible for determining the admission arrangements and allocating school places. There are no community secondary schools in Reading.

Voluntary Aided Schools
A school set up and owned by a voluntary body, usually a church body. Management responsibility is shared with the LA but the church or Governing Body play a greater role. The Governing Body is the admission authority and its admission criteria will normally be different from those used by the LA. The Governing Body is responsible for allocating school places.

Foundation Schools
A type of state school introduced in 1999 by the School Standards and Framework Act 1998, which gives the Governing Body more freedom to manage their school and decide their own admissions policy. The Governing Body is responsible for allocating school places.
Academy / Free School
Academies are publicly funded schools which operate outside of local authority control. The government describes them as independent state-funded schools. Essentially, academies have more freedom than other state schools over their finances, the curriculum, and teachers’ pay and conditions. A key difference is that they are funded directly by central government, instead of receiving their funds via a local authority.

Free schools are schools set up by groups of parents, teachers, charities, trusts, religious and voluntary groups. They will be set up as academies and funded in the same way - directly from central government. They are ‘all-ability’ schools, so can’t use academic selection processes like a grammar school. Free schools can set their own pay and conditions for staff and change the length of school terms and the school day. They don’t have to follow the national curriculum.

Application Form
Also known as the Common Application Form (CAF).

Department for Education (DfE)
Is the central government department responsible for children’s services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. The DfE publishes the School Admissions Code, a legal framework that all Local Authorities and schools must follow for school admissions. Brighter Futures for Children manage Reading Borough Council’s coordinated admission scheme and the admission policies of our schools comply with the legal requirements of this code. The latest version of the School Admissions Code can be obtained from the DfE website (www.education.gov.uk).

Designated Area
Designated area (sometimes known as ‘catchment area’) is a geographical area within which children are given priority for admission to a school. It is often used as part of the oversubscription criteria for a school such that, where there are more applications than places available, children living in the designated area will be given priority. Living in the designated area does not guarantee admission to that school.

Parents/carers must apply for a Year 7 secondary school place to their home Local Authority. Reading Borough Council residents must apply to Reading School Admissions either online at www.brighterfuturesforchildren.org/school-admissions or on the Reading paper application form. Those wishing to request a place at UTC Reading should apply direct to the college (please note that entry to UTC Reading is from Year 10).

A map of the Reading Borough Council area on page 50 shows the designated areas of schools in the Borough. More detailed information on the designated areas in Reading is available from Reading Borough Council’s website (www.reading.gov.uk) or from the School Admissions Team. Some voluntary-aided schools may use parish (or other) boundaries to prioritise admissions. Information about designated areas
for schools in other Local Authorities may be obtained from the authority in question.

**Feeder Link**
Some schools, like Maiden Erlegh School in Reading, use a feeder link as part of their oversubscription criteria. It is important that you check if your chosen school has this and ensure you declare the feeder link on the application.

**Home Address**
The definition of the child’s home address can vary depending on the policy of the admission authority. You will need to check this for your preferred schools.

**Local Authority (LA)**
The Local Authority (LA) is responsible for the maintained schools in its area.

Your home LA is the LA in which you live. It is the LA to which you pay Council Tax. This may be different from the LA in which your child attends school. Reading Borough Council (RBC) is a Local Authority.

**Children Looked After (CLA)**
These are children in the care of a local authority (in our case, BFfC); or provided with accommodation by an LA or in an arrangement supported by an LA. We shorten this to CLA, as our children prefer this, but in current legislation and in some school policies, they are referred to as Looked After Children (LAC).

**Medical/social**
It is important that you check whether the admission authority of your preferred school(s) uses this category as part of the oversubscription criteria for admission. It is not used by all admission authorities and, where used, is given different levels of priority. If you believe your application meets the criteria, you must check how the admission authority of your preferred school will consider your application and what evidence you must supply.

It is not sufficient to simply tick the medical/social boxes online (or on the paper form). In such cases, the school admissions team will not contact the parent/carer to request supporting evidence and the application will not be considered under this category.

Supporting evidence must be provided by you or the professional supporting your request at the time of application to be considered as part on the main allocation.

**National Curriculum**
The current National Curriculum provides a broad and balanced education for all children. It is divided into four Key Stages, according to age. It includes statutory assessments, consisting of tests and teacher assessments, at the end of Key Stage 2 and teacher assessments at the end of Key Stages 1 and 3. The Key Stages in Secondary School are:

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NOR
Stands for “number on roll” and means number of children attending a school.

Ofsted
This is the abbreviated name of the Office for Standards in Education, which is the government department responsible for inspecting schools and producing inspection reports. Ofsted reports are available from schools or from www.ofsted.gov.uk

Oversubscribed Schools
This is where there are more applicants than places available at a school.

Oversubscription criteria
These criteria decide which children will be given priority where a school receives more applications than the number of places available (see admission number). The oversubscription criteria for each Reading borough school is given in the information on the schools

Parent
Any person having parental responsibility for a child (as defined in the Children Act 1989) or who has care of a child, including an LA. Section 576 of the Education Act 1996 defines ‘parent’ as all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Pupil Premium and Service Premium

Pupil Premium
The pupil premium gives schools extra funding to raise the attainment of disadvantaged pupils from reception to Year 11. Children eligible for pupil premium are
- All children eligible for free school meals at any point in the past 6 years
- looked-after children who have been looked-after for 1 day or more
- children who are adopted
- children who leave care under a Special Guardianship Order, a Residence Order or Child Arrangement Order.

Service Premium
The service premium gives schools extra funding to support children and young people with parents in the armed forces. Pupils attract the premium if they meet the following criteria:
- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 3 years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

Selective Schools or Grammar Schools
Grammar schools are allowed to select their pupils on the basis of high academic ability, and
to leave places unfilled if they have insufficient applicants of the required standard. Your child will need to take an entrance test for these schools. In the borough of Reading, Kendrick School and Reading School are grammar schools.

**SEND**
SEND stands for special educational need and disability.

**Sibling**
The definition of sibling can vary but, unless otherwise stated by the admission authority, the following definition will be used:
Brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

In the majority of cases, only siblings still attending the preferred school in September 2020 will qualify as siblings. In addition, sibling in current Year 11 may not qualify. You will need to check the definition of sibling in the policy of your preferred school(s). Any younger siblings may have lower priority for admission than children living in the designated area and may not be offered a place. Please check the admission policy of your preferred school.

**Specialist Status**
Secondary schools focus on chosen subject areas whilst meeting national curriculum requirements. The specialism of each school is given in the information about the school.

**Straight-Line distance – Tie Breaker**
An admission authority may use radial (or straight-line) distance from the home to school as part of the oversubscription criteria. In most cases this is used to rank applications where there are more applicants than places available within a category of the oversubscription criteria. This is called the tie-breaker. In Reading, all schools measure the straight-line distance from the home to the school using the Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property. The distance created is given in miles to three decimal points. Admission Authorities in other Local Authorities may use a different method for calculating the distance from the school. The definition will be given in the Local Authority guide for parents/carers.

**Supplementary Forms (SIF)**
Some schools consider extra information not captured on the CAF to help them rank applications according to their oversubscription criteria. Therefore, you may also wish to complete a supplementary form if you are seeking a place at a faith school (e.g. Blessed Hugh Faringdon School) or a selective school. Reading School and Kendrick School are selective grammar schools and your child must sit their entrance tests in order to be considered for admission. To register your child for the tests you must complete the school’s registration form. The John Madejski...
Academy tests applicants for sporting aptitude. If you want your child to be considered for this school on the basis of aptitude in sport you must complete their additional form. You should check whether a supplementary form/additional form will be required to support your application and the date you need to return the form.

Maiden Erlegh in Reading gives priority to children in receipt of Pupil Premium. The school has a supplementary form which needs to be completed to be considered for this category. This needs to be endorsed/stamped by your child’s current school.
There is a co-ordinated admissions process in England with exchange of information between Local Authorities (LA). This means that you must apply to your home LA for any state-maintained secondary school in England.

The main points of Reading Borough Council’s co-ordinated scheme are:

- If you live in Reading Borough then you must apply to Reading School Admissions either online or by completing a paper application form
- You can name up to four preferences
- You are advised to put more than one preference
- Preferences should be ranked with your most preferred school listed first (i.e. Preference 1)
- You must include any state school you would like your child to attend including schools in other LAs e.g. Oxfordshire, West Berkshire, Wokingham. This includes voluntary-aided schools, foundation schools, grammar schools, free schools and academies
- You may also need a supplementary form for some schools. Failure to submit these forms may mean the application is ranked in a lower category
- You should apply by 31 October 2019
- Applications for schools named by parents/carers are considered by the appropriate admission authority for the school without reference to preference
- All parents/carers who have applied for a school place by the closing date will receive an offer of only one school place
- The offer of a place by the LA may be on behalf of other admission authorities
- Offer letters will be posted to those who submitted “on-time” applications on 2 March 2020
- You will be required to accept the place offered by the 15 March 2020
- All schools will run waiting lists until at least the end of December 2020, some may hold waiting lists longer.

Applicants from abroad (excluding service personnel)

An application for a school place may only be submitted by returning British Nationals and EEA Nationals where the applicant can provide evidence of an address in the Borough of Reading and evidence of the child entering the UK.

The address used for the purpose of school admissions will be the address the child is residing at on the closing date for applications, unless evidence is provided to show the family is returning to a property they own, within the Borough of Reading, by 2 February 2020. The applicant must also
be able to provide evidence that the child will arrive into the country before the closing date for applications or by the 2 February. Applications for children who are not resident in a Reading Property and/or arrive after the 2 February will be considered as late.

You will need to provide sufficient evidence to support your application if your child is not in the UK. You will need to provide a copy of your child’s passport with one of the following:

- Flight confirmation
- Biometric residents permit (BRPs) Card for the child

You will need to supply one of the following documents to confirm your UK address:

- Signed tenancy (you must be liable at the address before the application closing date or by the 2 February)
- Signed and dated Solicitor letter confirming completion (you must have completed before the closing date or by 2 February)
- Council tax letter (additional checks may be done to confirm when you became liable at the Property, you must show as being liable at the address before closing date or by the 2 February)

Applications for Non EEA Nationals cannot be submitted until the child arrives in the country and can provide the required evidence.

Once your child arrives in the UK you can complete an application with the required evidence. You will need to provide a copy of your child’s passport with one of the following:

- Flight confirmation
- Biometric residents permit (BRPs) Card for the child
- UK Entrance Clearance with Immigration Stamp

You must also provide us with evidence of your address as stated above.

**How can I find out more about a school?**

It is important that you find out as much as possible about the schools you are considering.

You will probably already have an idea regarding some of the things about a school which are important to you or your child. You may have talked to other parents/carers and, although their ideas may be helpful, you should always make your own judgement.

You can visit schools by attending Open Days/Evenings or by appointment with the school. Information about Open Evenings/Days may be obtained from the school.

You can find other information about the school from the school’s website, this includes:
• school’s aims and objectives
• the curriculum offered
• attainment and achievements of pupils
• attendance figures
• out of school activities and clubs
• information on policies, such as behaviour and discipline
• Sixth form

You can get information about attainment and assessment results, Ofsted reports and school profiles from https://get-information-schools.service.gov.uk/

You should consider the following points and use available information to decide on the likelihood of getting a place at your preferred school(s)

• How far your child will need to travel and how they will get there? How much will it cost? Will you be entitled to any assistance with travelling expenses? See page 36 for details on Reading’s transport policy.
• Does it give preference to faith or religious denomination?
• How many pupils are there and how many places are available?
• Was the school oversubscribed in previous years? The pages concerning the individual schools in Reading (found later in this guide) gives information on how many applications there have been for each school and how places have been offered in the past. Other LAs have this information in their guides for parents and carers. This information is a guide only as Admission Authorities cannot accurately anticipate demand.
• Whether your preferred school is the designated school for your home address. You can check this from the Reading Borough Councils website http://my.reading.gov.uk/.
• Although living in the designated area does not guarantee admission to the school it is important to consider naming your designated area school as one of your preferences. If you do not do so, and we are unable to offer one of our preferred schools, your designated area school may be full and you may be offered a place at a school some distance away. Even if you name the school as your lowest preference the application will be given a priority for admission over other applications because you live in the designated area.

When you have decided which school you would like your child to attend, you must submit a CAF to Reading School Admissions by 31 October 2019. Whilst you have the right to express a preference for
a school, you do not have the right to a place at that school. The admission authority for your preferred school(s) will consider your application and if there are places available a place will be offered. However, if there are more applications than places available the admission authority for the school will have to apply their oversubscription criteria.

**Where can I get help with my application?**

If you have any questions about the admission process you can contact the School Admission Team on:

- **Phone:** 0118 937 3777
- **Email:** admissions@brighterfuturesforchildren.org

If you would like impartial advice on any aspect of school admissions you should contact:

- The Brighter Futures for Children Choice Advisor works for the Reading Information, Advice and Support Service (IASS) Partnership Service, which is an independent service for parents that is experienced with supporting families with the transfer from primary to secondary school. The Choice Advisor will give you impartial and relevant information about secondary school admissions in the Reading area.
  - **Phone:** 0118 937 3421.
  - **Email:** iass@brighterfuturesforchildren.org
  - **Website:** www.readingiass.org

- ACE Education is an independent charity that provides free advice to parents on education matters including school admissions.

  **General advice line:** 0300 0115 142 www.ace-ed.org.uk
Please apply to the LA where your child lives - only apply to Reading if your child’s permanent home is in the Borough of Reading.

Please read carefully the notes supplied in the application pack on how to apply. The following information will also help you to apply online or complete the paper application form. Full details on how to apply online will be in the application pack and on Brighter Futures for Children’s website. Application forms or online applications are available from any Reading primary school, the Civic Offices or may be downloaded from the website.

Paper application forms and online applications are treated the same and are not treated on a first come, first served basis.
1. **Child’s details**
   You must provide your child’s legal surname as given on their birth certificate (or deed poll in cases where there has been a change of name).

   Where you live is very important and we will check addresses against data held by the Council Tax Department of Reading Borough Council. The address you give on the form MUST be your child’s single permanent home. See page 18 for further information. If you give an incorrect address and we offer a place on the basis of that address, then the offer of the place may be withdrawn.

   The Admission Authority reserves the right to obtain additional information to confirm addresses.

2. **Parents/Carers details**
   Please ensure you complete the section(s) on parents/carers details and remember to provide a daytime telephone number. We recommend that the parent/carer who is listed on Council Tax makes the application.

3. **Preferences**
   You can name up to four preferences. The order of your preferences is very important, so make sure that they are listed in order starting with preference 1 (being the school you want most for your child). Admission authorities will NOT give priority to preference when determining the allocation of places. Naming more than one school does not reduce your chances of getting a place at your first preference school.

   You do not have to list four preferences but you are advised to list more than one as you are not guaranteed a place at that school.

   A school should only be listed once.

   **If you are selecting one of the Maiden Erlegh Trust schools (Maiden Erlegh School, Maiden Erlegh School in Reading or Maiden Erlegh Chiltern Edge), it is important that you list the correct one. If you list only “Maiden Erlegh School” we will be assume you mean the Maiden Erlegh School in Wokingham.**

**Designated Area**

If you need advice about the designated area school for your home address you can look at the following website  [http://my.reading.gov.uk/](http://my.reading.gov.uk/) or you can contact the School Admissions Team.
You are strongly advised to consider naming your designated area school as one of your preferences regardless of whether there is a history of that school admitting (or not admitting) all children from its designated area. Places are not reserved for children living in the designated area of a school. The school must be named as a preference in order that a child may be considered for a place there. Applicants listing a school as a preference, but living outside the school’s designated area, will have priority for admission over those living within the designated area but who did not list the school.

**Disputes between Parents**

When completing application forms, parents/carers must tick to state they have parental responsibility for the child and that this application is made in agreement with all parties with parental responsibility. If more than one application is received for a child and there is dispute about the preferences or preference order on the application, the applications will be withdrawn until a Court Order is provided detailing the child’s arrangements for schooling. If consensus between parents is not reached (or a Court Order is not received) by the 31 December 2019, all preferences will be removed and preferences will be inserted in the following order: catchment area school(s), closest appropriate Reading borough schools by straight-line distance to the home address. This is done to ensure the child is allocated a school place on National Offer Day. The home address used will be that of the parent the child is receiving Child Benefit in respect of the child or, if no parent claims this, the address registered with the child’s current school.

**Home Address**

The definition of the child’s home address can vary depending on the policy of the admission authority. You will need to check this for your preferred schools. The following is the definition used to establish the home address for the majority of schools in the Reading. However, please note that Kendrick School and Reading School use a different date as the cut-off date for establishing whether an applicant is in the designated area of the school. The address used on the Kendrick School or Reading School application form should be the same as the address provided on the application to the local authority. Where it is not the same, the discrepancy will be investigated. Please check the school’s policy for clarification.

Applications are processed on the basis of the child’s single permanent home address, where the child lives with parent(s) or a carer/legal guardian. They should be living at this address on the closing date for applications. By submitting an application, parent(s)/carer(s)/legal guardian(s) are confirming the child will be living at that address on National Offer Day (i.e. 2 March 2020). An address will not be accepted where the child was resident other than with a parent or carer (unless this was part of a private fostering or formal care arrangement).
Checks will be made to determine whether the address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The School Admissions Team will consider the available evidence to determine if, on the balance of probability, the declared home address is the child’s permanent home. Where the applicant, or their partner or spouse, is reasonably considered to be living with them as a single family unit owns another property, has previously lived in it and has chosen not to live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Any circumstance that might lead to the declared address being considered a permanent home, despite another home being owned or otherwise available for occupation, will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home; or
- an owned property that is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school; or
- an owned property that is in the process of being sold and the family live permanently in the declared property; or
- a family home that, following divorce or separation, cannot be occupied by the applicant or otherwise treated as the child’s permanent home.

Where the declared address is rented, and the applicant has no claim on any other property, the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Reference to Council Tax records will be made to determine a single address for consideration of a place under the home address criteria of the schools policies. It is for the applicant to satisfy the local authority that they live at the address stated.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date when the pupil starts at their allocated school. Applicants are required to advise of any change of circumstance occurring prior to the child starting school. If the applicant does not declare such arrangements, or a different address is used on the application where the child does not usually live, it will be considered that a false declaration has been made and it may be decided to
decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare any expected change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, the School Admissions Team are able to accept the address of the new property only on submission of the appropriate evidence e.g. completion of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 31 December 2019 bar Kendrick School and Reading School who have their own dates. If the move takes place later, or evidence is submitted later, the application will be marked late and considered after National Offer Day.

Where the applicant is renting a property, the tenancy agreement must show the rental period as starting before 31 December 2019 in order to be accepted as on time. If the tenancy period expires prior to National Offer Day, the applicant must provide evidence to show they still reside at the property past that date. If the applicant moves to a new rented property after the 31 December 2019 the application will be marked late and considered after National Offer Day.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided showing a genuine reason for the move e.g. Homelessness, flooding or subsidence.

The School Admissions Team reserve the right to carry out further investigation and request additional evidence and may reject applications or withdraw offers of places where they believe they have grounds to do so. In such cases, the applicant will have recourse to the independent appeals process. Where Reading School Admissions Team believes an address provided is not the only address, the Corporate Audit & Investigation Team will investigate further.

The home address should be the child’s current address and is assumed to be the address on National Offer Day. Any change of address after submitting the application must be notified to the School Admissions Team at Reading and the application will be reviewed using the new address.

Any place offered based on misleading information, with the intention of deception or fraud concerning a permanent home address, may be withdrawn (even where the child has already started at the allocated school). There will be a right of appeal to an independent appeal panel should this happen. The School Admissions Team occasionally receives information from members of the public
concerning potential misleading or fraudulent applications. Signed statements will be required to support such allegations together with supporting evidence in order that such allegations may be investigated. The names of anyone supplying information will be withheld in accordance with the Council’s whistle-blowing policy (details of which may be found here: www.reading.gov.uk/whistle-blowing).

The application should be completed by the parent/carer using the address (which is owned, leased or rented) where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday at 1800hrs to Friday at 0900hrs).

**Split living arrangements**

Where a family claims to be resident at more than one address, justification and evidence of the family’s circumstances will be required (e.g., formal residence order, child arrangements order or legal separation documentation). The application must be completed by the parent using the address which is owned, leased or rented and where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the address (from Sunday at 1800hrs to Friday at 0900hrs).

Where there is an equal split or there is any doubt about residence, the school admissions team will assess and make a judgment about which address to use for the purpose of the allocation of a school place, where necessary requesting further information, for example:

- any legal documentation confirming residence;
- the pattern of residence;
- the period of time over which the current arrangement has been in place;
- confirmation from the current school or early years setting of the primary contact details and home address supplied to it by the parents;
- the address where child benefit or other benefit (if applicable) is paid;
- where the child is registered with the GP;
- any other evidence the parents may supply to verify the position.

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an
admissions panel of at least two officers and their decision is final.

**Strong medical or social grounds**
This category only applies to some schools. You will need to check if it applies to your preferred school. Where the category does apply to your preferred school(s), you will need to send in evidence supporting the application.

You should supply the evidence prior to the 31 December 2019 to be considered for this category. Any submission after this date may not be considered in time. Neither the School Admission Team, nor the school will contact a professional to obtain any necessary evidence. Additional information produced late may only impact a child’s place on the waiting list.

**siblings**
If your child has a sibling who will be attending a preferred school in September 2020, you must provide his/her name and date of birth. Siblings who, in September, will be in Years 11, 12 or 13 are not always counted as siblings in oversubscription criteria. Please check the admission policy of your preferred school.

**Religious or philosophical reasons**
If you have selected a school for religious reasons (for example Blessed Hugh Faringdon School or The Piggott School) you are advised to complete the school’s supplementary form (SIF). Failure to submit this form to the school(s) may result in the application being ranked in a lower category.

**4. Declaration and signature**
Please check all the sections of the application form. If you have completed a paper form please sign and date the form. If you apply online you cannot submit the application unless you accept the terms and conditions box.

Signing the paper form or accepting the online terms and conditions means you are declaring that the information given on the application form is correct. Where incorrect information is given, the School Admissions Team reserves the right to take away any place offered at any stage of the process.

**5. Returning the Application Form**
If you have chosen to complete the paper application form and your child is currently attending a school in Reading, you may return the form to your child’s primary school.
The closing date for receipt of paper application forms is **31 October 2019**. The website will close at midnight on 31 October 2019.

The information provided by parents/carers will be kept safely on a database in accordance with the GDPR. This ensures the data provided is only used for defined purposes.

PLEASE NOTE: The School Admissions Team aim to acknowledge all applications within 10 school days of receipt, however, in busy periods this may not be possible. Please call the team if your application has not been acknowledged after 20 school days.

**How to apply for a place in year 10 in September 2020 at a UTC or Studio School**

Parents of young people born between 1 September 2005 and 31 August 2006 (inclusive) are able to apply for places in year 10 for their children in Studio Schools or University Technical Colleges (UTCs). Parents do not need to do anything if they wish their children to continue at their current secondary school. Parents should note that not all University Technical Colleges and Studio Schools in England are part of the coordinated admission process for their local authority. Applications for UTC Reading should be made directly to the school. If you are wishing to apply for other UTC or studio schools which are part of coordination, please do so by completing the UTC and Studio School application form which is available from the Reading Borough Council website. These will be processed within the same timetable as routine admissions, as highlighted on page 5 of this guide.
HOW OFFERS ARE DECIDED

After the closing date, the School Admissions Team will pass on the details of your application to the relevant Admission Authority. The School Admissions Team will also receive applications for schools in Reading from other LAs. As all applications are considered on an equal preference basis, the schools will not be told where the parents/carers have ranked them in the application because this information is not required to consider an application.

The Admission Authority for each school decides whether it can offer a place. Where there are more applicants than places available, decisions are made by applying oversubscription criteria. Oversubscription criteria for schools in Reading are given in the details about the individual schools on pages 52 to 99.

If you are applying for schools outside Reading you can get information on their oversubscription criteria from the relevant local authority. Contact details can be found at page 106.

Avoiding multiple offers rules
The main purpose of the coordinated admission scheme is to ensure that each child will only be offered a place at one school.

Once each Admission Authority has decided which children can be offered places, details are passed to Reading School Admissions Team. The team then considers all offers that can be made to each child living in Reading. Where a child can be offered more than one school place, the preference order of the parent/carer is used to decide which school is offered.

The place offered will be at the school the parent/carer has ranked highest on the application form. Where it is not possible to offer a place at a preferred school, a place will normally be offered at the catchment school (if that school has spaces remaining) or, failing that, the nearest Reading school with a place available. You are not guaranteed a place at one of your preferred schools.

Offer letters will be sent by the School Admissions Team to all Reading residents who made an on time applicants, on 2 March 2020.

The diagram on page 25 shows this process:
Reading School Admissions will offer a place at the nearest school to the home address with vacancies and child’s name added to waiting list of all higher preferences.
Applications received after the deadline

An application received after the closing date for applications (31 October 2019) will be treated as a “late” application and be considered after all on-time applications have been allocated.

However, applications received late for a good reason will be treated as on time if received before 31 December 2019. Such good reasons might include: illness preventing a single parent/carer from returning the form on time or the family moving into Reading after the closing date. The reason for lateness must be supported with documentary evidence. If no evidence is provided the application will be considered as “late” and not processed until after 15 March 2020.

After 15 March 2020 and before 31 August 2020 late applications will be considered in line with the published admission criteria. Where possible a place will be offered at a preferred school. If the preferred school is oversubscribed, the child’s name will be added to the waiting list in accordance with oversubscription criteria.

You will need to check the admission policies of other LA’s for information regarding their treatment of late applications.

Change of Preference

Changes of preference made in writing (and received between 31 October 2019 and 31 December 2019) may be accepted as “on time” providing a good reason is given (e.g. a family moving area or illness preventing a single parent from making an on time application). In such cases, supporting evidence will be required. Any changes received after 31 December 2019 will be treated as late, regardless of whether supporting evidence is provided, and will be considered after National Offer Day.

Waiting Lists

After 16 March 2020, waiting lists will be kept for those schools where it has not been possible to offer every child a place. Waiting lists are ranked according to the oversubscription criteria of each school.

Waiting lists will be kept at least until 31 December 2020, some may be kept longer. Please check how long waiting lists are kept for individual schools by checking the schools policy.

When a place becomes available, it will be offered to the child at the top of the waiting list. Positions on waiting lists can go up or down. A child who is top of the list one day may not be top the next. This might be because another child who ranks higher in the school’s oversubscription criteria has been added to the waiting list (e.g. a late applicant).
A child’s name will automatically be added to the waiting list of Reading, Wokingham and West Berkshire schools listed as preferences but you will need to check the policies of other Local Authorities.

Whenever you accept an offer of a school place, you will have the opportunity to request that your child’s name is removed from (or kept on) the waiting lists of higher preference schools.

If a place becomes available for your child from the waiting list of a higher preference school, the School Admissions Team will allocate that place and send you an offer letter. At this time, the allocated place at the lower preference school will be withdrawn and may be offered to another child. Your child’s name will also be removed from any waiting lists of lower preference schools.

If, at any time after completing your acceptance form, you are happy to accept the allocated school and wish to be removed from any waiting list(s), please inform the School Admissions Team and your request will be actioned.

It is important to note that the length of time spent on a waiting list is not a deciding factor in the allocation process.

You should contact the School Admissions Team of the appropriate Local Authority to find out your child’s position on the waiting list of your preferred schools, please note some schools operate their own waiting list, such as Reading School, Kendrick School, Blessed Hugh Faringdon and The Wren.

**NOTE: You will need to request to be added to the waiting list of UTC Reading.**

**I am overseas, is my child entitled to a school place?**

A child from overseas with the right to live in the UK has the same right to be admitted to a maintained school as any other child. This does not apply where children enter the country on a visitor’s visa.

Returning British Nationals and EEA Nationals may apply before the child arrives. Please see further information on page 12.

Applications for Non EEA Nationals cannot be submitted until the child arrives in the country. Please see page 13 for evidence required for admission.
SCHOOL APPEALS

Appealing the decision not to offer your preferred school
If your child is not offered a place at your preferred school(s) you can appeal against the decision. You should make an appeal, if possible, by the 29 March 2020 for it to be heard alongside others for the admission round. Appeals will be heard by an independent panel organised by the Admissions Authority for the school.

Information on how to submit an appeal will be sent out with offer letters on 2 March 2020 and will also be available on the website www.reading.gov.uk/schoolappeals

All appeals are considered by a panel independent from the school and its decisions are legally binding on the school. The panel has to balance the effect that the admission of an additional child would have on the school with the particular circumstances of that child and their family. Appeals lodged on time will be heard in the summer term from May - June 2020.

How many parts are there to an Appeals Hearing?
There are two stages to the decision making process. For grammar school appeals, the Appeal Panel must also be satisfied that your child is of the appropriate academic ability.

First Stage – examining the decision to refuse admission. Sometimes, when there are a number of appeals for the same school and year group, stage 1 will be heard as a group stage meaning all the parents will be invited to attend together.

Second Stage – balancing the arguments - this is done on an individual appeal basis.

What happens at an appeal hearing?
The appeal hearing will be as informal as possible but the procedure - set out below - is followed to ensure everyone has the same opportunity to present their case and to ask questions.

Once the parent/carer who has submitted the appeal (the appellant) and the school’s representative have entered the room and are seated, the Chair of the Appeal Panel will welcome everybody to the appeal hearing. Everyone present at the appeal will then be asked to introduce themselves. The Chair will then go on to explain the set procedure and how the Appeal Panel reaches a decision. The procedure below will be followed at the appeal:

• The school’s representative will explain the reasons why a place could not be offered at the appellant’s preferred school
• The Appeal Panel and the appellant may ask questions of the school’s representative about the reasons given and the written information they have submitted
• The appellant will be given the opportunity to explain why they think their child should have a place at the school
• The Appeal Panel and the school’s representative can ask the appellant questions about the reasons they have given and the written information they have submitted
• The school’s representative will provide a summary of their case, without providing any new information
• The appellant will be given an opportunity to provide a summary of their case, without providing any new information
• The appellant and the school’s representative will be asked to leave the room at the same time.

Does it cost me to go attend an Appeal?
No (bar any travel costs you incur). HOWEVER it does cost the school £200.00 per appeal heard.

How many times can I appeal?
Parents/carers may only appeal once for the same child to the same school in the same school year. Parent/carers can make another appeal in the next school year.

The only exception to this is where there is a material and significant change in the circumstances of the parent/carer or child. This change must be relevant to the application and it must make a difference to whether a school would have allocated a place or not.

For which schools may I lodge an appeal?
You can appeal the decision not to offer a school place for any schools listed as a higher preference, other than the one you have been allocated.
This section may help you with any questions that have arisen whilst reading this book. If you have any other questions, please contact the School Admissions Team on 0118 937 3777.

**My child attends a Reading primary school but I live outside Reading. Do I apply to Reading School Admissions Team?**

No, you must apply to your own Local Authority (to whom you pay Council Tax) for routine admissions.

**I live in Reading. How do I apply for schools in other areas?**

You must apply to Reading for any school, even those schools situated in other local authorities. You must include them on your application which should be submitted to the Reading School Admissions Team.

You will need to find out about the admission arrangements for any preferred school(s) in other areas. To do this, you may contact the Local Authority with responsibility for the school to obtain a copy of their Admission Guide. Contact details for neighbouring Local Authorities can be found on page 106. If, as a resident of the Borough of Reading, you apply directly to another Local Authority, the application will not be accepted.

**I’m not sure if I should include a grammar school as one of my preferences?**

Parents must register directly with the schools to sit their entrance tests on the dates specified. Please see dates in the information about the schools later in this guide. The testing procedure is not an application for the school. Test results will be made available to parents before 31 October 2019.

The results will not be an offer of a place but will inform parents/carers whether their child has reached the standard for admission to the school (i.e. the cut-off point). Using this information, parents/carers may decide whether to include the grammar school as one of their preferences on the application they submit to the Local Authority.

If you do wish to apply for a grammar, it is important that you submit an application listing the school as a preference. Failure to do this will result in your child not being considered for admission at the school, regardless of their score in the entrance test. There is no appeal at this stage so if you are not happy with the results you must submit an application for the school to be able to appeal after the 2 March 2020.

If you decide to include a grammar school as a higher preference, it will not jeopardise your application for other preference schools. All the preferences you list will be considered equally. The School Admissions Team only consider your preference ranking where it is possible to offer a place at more than one preference.
Do I have a choice regarding which school I send my child to?
Whilst you do not have the right to choose which school your child will attend, you do have the right
to express a preference. Where your preferred school has available places, your child will receive an
offer. However, each school has a limited number of places and, where there are more applications
than places, not every child will be offered a place. Places will be allocated according to the school’s
published oversubscription criteria.

Allocation tables for previous years, showing places offered for each school by categories and
tiebreakers, can be found on page 43. The tables show the lowest category at which a place was
offered for each of the schools in Reading on National Offer Day. For schools in other boroughs, please
visit the appropriate LA’s website. Please note that this information should be used as a guide only –
allocation numbers vary year-on-year and this affects the lowest category at which offers are made.

Can you guarantee we will get one of the preferred schools we name?
No. The law does not guarantee a place at a preferred school. This would lead to overcrowding and
pressure on facilities and resources. Although we expect to offer the majority of applicants a place at
one of their preferred schools, the likelihood of an offer depends on the schools you list and whether
they are oversubscribed*. Where a school is oversubscribed, the published oversubscription criteria
for that school will apply. If you are not granted a place at a preferred school, you still have the right of
appeal. See page 28 for more information.

My child has an Education, Health and Care Plan (EHCP)
Although you will have discussed your child’s secondary school placement in their Year 5 annual
review, you must complete the SEND application form, this is available from the SEND Team.

Please note that help with transport costs may not be provided if appropriate provision is available at a
nearer school. Further information can be found on page 36.

What if I do not apply by the deadline because I was not living in the area?
If you move into Reading before 31 December 2019, your application will be treated as an “on time”
application. However, you must make it clear to the School Admissions team that this is the reason for
your late application**. If you move after this date, your application will be considered as “late” and
not processed until the 15 March 2020. Where places are available, your child will be offered a place.
However, if your preferred school is oversubscribed, your child’s name will be added to the waiting list
according to the oversubscription criteria and a place offered at an alternative school.

* In 2019 64% of Children were allocated a place at their 1 preference school.
** Providing you supply evidence the move took place after 31 October but before 31 December
**Can a place be withdrawn?**
Yes – a place can be withdrawn for the following reasons:

a) School places are offered on the basis that the information provided on the application form is correct and up-to-date on the 2 March 2020. Where incorrect or intentionally misleading information is given, the School Admissions Team may withdraw the offer of a place. The address you give MUST be your child’s only permanent home address. If you give an incorrect address or do not update us with any change of address, the offer may be withdrawn. See page 18 on home address.

b) Where a place has been offered in error, that place may be withdrawn.

c) If a parent/carer has not responded to the offer of a place after receiving a reminder, the place offered may be withdrawn.

**Does living in a designated (catchment) area guarantee I will get a place for my child at that school?**
Children living in the designated area of a school are given priority for admission but are not guaranteed a place. Any offer will depend on the number of applicants from the designated area. Where there are more applicants from the designated area than places available at the school, a place will only be offered if your child ranks higher in the oversubscription criteria than other applicants. Some schools have been unable to admit all applicants from the designated area for several years and places have been allocated using the tiebreaker.

**Can my child move to secondary school outside their normal year group?**
In exceptional circumstances applications may be received for children who are being taught in a school year group outside that which is appropriate to their age. Where this arises, the preferred school(s) will consider the individual circumstances of each case. Applications for these children will be processed with all other applications and, subject to approval, these children will be permitted to enter their allocated secondary school.

Applicants should submit an application on the common application form by 31 October 2019. Parents/carers must outline their reasons for the request and supply any supporting documents (e.g. information from their child’s education setting or medical evidence) to the school admissions team as soon as possible. The application will then be forwarded to the headteacher(s) of the listed school(s) for consideration. The school admissions team will also seek the views of the child’s primary school. The request will be assessed by the admissions authority and parents/carers will be informed of the outcome in writing, before National Offer Day, with an explanation as to how the decision was reached.
Requests for schools outside Reading will be referred to the relevant local authority for consideration under their admissions scheme.

One admission authority is not required to honour a decision made by another admission authority on admission outside the normal age group. Therefore, if an application for 2021 entry lists different schools to the application withdrawn in 2020, the new application may require submission to different admissions authorities for their consideration. Where this is the case, supporting evidence should be resubmitted.

**Can I home educate my child?**
If you wish to home educate your child once they are of statutory school age you are entitled to do so. If you decide to do this, you should seek advice and register with Brighter Futures for Children Elective Home Educational Services. Further information is available at: www.brighterfuturesforchildren.org/school-admissions or Tel: 0118 937 3840.
IN-YEAR ADMISSIONS

In-year admissions is the term used for applications for children who are already attending a school in Year 7 to Year 11.

Parent/carers who are seeking admission to a Reading school because they have moved to Reading or wish to move their child to another school must apply to Reading School Admissions Team by completing an ‘In-Year Application Form’. This form can be completed online and is available upon request, from the Admissions Team.

If you live in Reading and wish to apply for schools in neighbouring authorities you should apply to the appropriate Local Authority. If you gain admission at a school outside of Reading, but are residents of Reading Borough you must inform Reading School Admissions Team of this allocation.

If you are Reading resident or moving to the area and wish to apply for a Reading school you can do so on a Reading In Year application form.

Applications received by the School Admissions Team will be passed to the appropriate Reading schools and they will contact parents directly if they are able to offer a place. If the school is unable to offer a place you will be informed by the School Admissions Team. This process should not normally take longer than 20 school days from receipt of the application. When a request is to transfer from one local school to another, the start date at a new school may not be until the beginning of a new term.

Some schools in Reading co-ordinate their own In Year admission. Should you be interested in Kendrick School, Prospect School or Reading School, please apply directly to the schools.

Where a child is unplaced and does not have a school place then placement may be considered as part of the Fair Access Protocol. This involves a meeting with all schools which takes place every three to four weeks during term time and it may mean a child is unplaced for longer than 20 school days. Every effort will be made to place your child as quickly as possible.

Sometimes it is necessary to consider other applications as part of the ‘Fair Access Protocol’. This may mean that the application process takes longer as the application will need to be taken to ‘Fair Access Protocol’ meeting. The School Admissions Code requires that the following children groups of children are considered as part of the Fair Access Protocol.

- children criminal justice system or Pupil Referral units who need to be reintegrated into mainstream education;
- children who have been out of education for two months or more;
- children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought;
- children who are carers and
- children with special educational needs, disabilities or medical conditions.


It may take longer to place year 10 and year 11 pupils moving to Reading after January as GCSE courses and subjects sometimes do not match to those in previous schools. In such cases a school may offer a place in a lower year group, however this will depend on each case and places available.

Parents/carers have a legal entitlement to appeal for a school place if it is not possible to offer a place at their preferred school(s). Visit the website http://www.reading.gov.uk/schoolappeals for more information on how to appeal.

Please apply directly to the schools for places at Kendrick School, Reading School, Prospect School and UTC.

Post 16 and Sixth Form Admissions
Applications for places in the Sixth Form must be made to the school. Places will be offered according to the school’s published admission arrangements for Sixth Form Admissions. Please contact the school for further information.

The schools with sixth forms in Reading are:

- Blessed Hugh Farringdon
- Highdown School
- John Madejski Academy
- Kendrick School
- Prospect School
- Reading School
- The Wren School (from September 2020)
- UTC Reading

More information can be found on the school’s website.
SCHOOL TRANSPORT

Brighter Futures for Children recognises the importance of encouraging sustainable travel to school to improve the safety and health of our children, as well as reducing the levels of traffic on the roads. Individual schools have travel plans setting out how each school intends to encourage children to travel sustainably.

Eligibility for free home to school transport

It is the Local Authority where a pupil or student lives - the ‘Home LA’ - that is responsible for any financial help with transport, and not the LA where they attend school or college. This means we can only provide free home to school transport to eligible Reading borough residents. We cannot provide free home to school transport to pupils who attend a Reading borough school, but who live outside the Borough.

For pupils aged 11-16 years, help with transport will be considered where your child meets one of the following criteria:

a) Children who are receiving Free School Meals or whose parents are receiving the maximum level of working tax credit will be entitled to transport assistance provided that the criteria relating to distance and attendance at an appropriate school are fulfilled. Pupils must be attending one of their three nearest qualifying schools and live more than two miles but less than six miles from that school – or to the nearest school preferred by reason of a parent’s religion or belief up to a maximum of 15 miles from the child’s home.

Proof of entitlement will need to be made before the start of each academic year.

If benefit entitlement is withdrawn, transport assistance will continue to the end of the academic year and any further entitlement will be based on the general transport policy. Further details available from the Transport Officer.

b) They have been allocated a place at the nearest appropriate school, and that school is further than 3 miles safe walking distance from the home address.

c) Where the parents/carers have named the nearest appropriate school as one of their preferences but a place is not offered because the school is full, RBC will divert to the nearest available school with places. In these circumstances transport applications will be considered if the distance between the home and the school is more than 3 miles by the nearest safe walking route.
Parents must not assume their nearest appropriate area school will be oversubscribed and their child would not get a place and therefore not list the school as a higher preference.

d) They had to change schools outside the normal admission round (i.e. not at the beginning of Yr 7) and the school that has been allocated by the LA is further than 3 miles safe walking distance from the pupil’s home.

Unless you qualify under category a) above the following rules apply to transport provision.

You are not eligible for help with transport if you did not list your nearest appropriate school and your nearest appropriate school became over- subscribed, which meant that your child was allocated a place at a different school.

**Walking distance**

Walking distance is defined by law for a child who is 8 years old, or older, as 3 miles or 4.828 km, measured by the nearest available safe walking route. This 3 miles safe walking route may not be the same as the route driven by a vehicle.

**Availability of free home to school transport if a child does not attend the designated area school**

If you do not send your child to your nearest appropriate school your child will not be eligible for free home to school transport unless it is not possible to offer a place at your nearest appropriate school and school allocated is more than three miles from your home.

**Free home to school transport for denominational schools**

There is no provision of transport for denominational schools unless meeting the criteria under the low income policy.

**Free home to school transport for children with special educational needs / EHCP**

Some children with Education Health and Care Plans may also be entitled to assistance. Please note that help with transport costs may not be provided for children if appropriate provision is available at a school that is nearer to their home address.

**Availability of free home to school transport if a child attends a grammar school or a partially selective school**

Children who attend Kendrick School, Reading School or have a Selective stream place at Reading Girls’ School are not eligible to receive help with transport unless qualifying under section (a).
Travelling Expenses
We will not normally reimburse travelling expenses. When help is given with home to school transport, a pass is issued for the child to use on the appropriate bus service.

Post Sixteen Transport
The company does not provide free post sixteen transport.

Contact Details
If you believe that you are entitled to transport when a place has been allocated to your child, you should apply online at the Reading Borough Council website at www.reading.gov.uk/schooltransport

For further information regarding the “School Transport Service”, please contact:
Transport Manager: 0118 937 2542
School Transport Service, Brighter Futures for Children , Civic Offices, Bridge Street Reading RG1 2LU

Reading Buses
A Boost card allows travel at a cheaper rate on Reading and Newbury Buses for pupils up to age 19. Application can be made online at: www.reading-buses.co.uk or from the Travel Centre in the Broad Street Mall.
FINANCIAL ASSISTANCE, CHARGING AND GENERAL INFORMATION

Charging for school activities
No charge may be made for school activities by schools or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will also usually cover arrangements for the financing of school activities by means of voluntary contributions.

Charging for public examinations
No charge will generally be made for public examinations for which pupils are prepared by the school. However, the fee may be recovered if the pupil fails, without good reason, to complete the examination requirements, or if the pupil is required to re-sit an examination.

Free school meals
All schools within the Borough of Reading deal with the administration of Free School Meals for pupils in attendance. In order for a pupil to qualify for free school meals parents must be in receipt one of the following entitled benefits:-

Who is eligible?
Families that receive:
- Income Support (IS)
- Income-based Jobseekers Allowance
- An income-related Employment and Support Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income under £16,190
- The Guarantee element of State Pension Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Note: If you are in receipt of Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child/children are entitled to free school meals.

Children who receive IS or IBJSA in their own right are also entitled to receive Free School Meals. If you are unsure as to whether or not you qualify, you can speak to your child’s school. In Reading the responsibility for checking eligibility rests with each school. Staff at the Civic Centre cannot assess applications.
Each term, parents/carers must demonstrate that they are in receipt of one of the qualifying benefits by showing appropriate current documentary evidence to the school.

For further information and an application form contact your child’s school.

**Are free places available at independent schools, or is there help with independent school fees?**

There are no free places available at independent schools. Reading has no schemes to help parents/carers wishing to educate children at independent schools.

**School leaving age**

A child ceases to be compulsory school age in the school year they become 16. This means that if your child is educated out of normal age group throughout their school life they will no longer be of compulsory school age during the school year in which most children take their GCSE examinations and so cannot be obliged to attend.

**When can my child leave school?**

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning. In England, children can leave school on the last Friday in June if they will be 16 by the end of the summer holidays. They must do one of the following until they are 18:

- Stay in full time education, for example at a college
- Start an apprenticeship or traineeship
- Spend 20 hours or more a week working or volunteering while in part-time education or training

**Can I get help with school uniform?**

There is no support currently provided. Please contact your child’s current school as they may be aware of support in this area.
What are special educational needs & disabilities (SEND)?
A child has special educational needs and/or disabilities (SEND) if they have greater difficulty in learning than most other children of about the same age. A child’s SEND might relate to difficulties with communication and interaction, cognition and learning, social, emotional and mental health difficulties; or sensory and/or physical needs. Many children have learning difficulties at some time in their education. These are often temporary and support is usually put in place by the school.

How can schools help?
Schools receive funding within their budget which they allocate to SEND support, to provide extra help for pupils with SEND. If a child is identified as having SEND, the school can set up an individual support plan which will set targets that are reviewed regularly with you. This may include extra help from a teacher or learning support assistant, or individual or small-group teaching for short periods. The level of help is matched to your child’s needs and you will be kept informed at each stage of the process. Sometimes the school will call on the help and advice of other practitioners such as an educational psychologist.

Children with Educational Health and Care Plans (EHCP)
In most cases, schools will ensure that your child gets all the help he or she needs. However, a few children will have more significant and long-term needs. These children may require an assessment of their needs - this may lead to the issue of an EHCP. Most children with an EHCP attend their local school and receive the support highlighted in their plan.

However, a child with an EHCP may need to attend a special school or a mainstream school with additional facilities for particular difficulties (such as hearing or visual impairment, physical difficulties, autistic spectrum disorder, learning difficulties, emotional and mental health difficulties or speech and language difficulties). If you think your child needs to attend a school with specialist support, you can contact the Council’s SEND Team for more information or check the LA’s local offer on www.reading.gov.uk/servicesguide or you can contact Reading IASS (Information Advice & Support Service).

Transfer to Secondary School
If your child has an EHCP, his or her future placement must be considered as part of the Annual Review of the EHCP and you will be part of those discussions.

Parents will be asked to complete a preference form in September of year 6. In the majority of cases it will be possible to meet the parental preference for a named school. However, if you do not agree with the school being suggested you will be invited to discuss the matter with someone from the SEND
Team. The Reading IASS is also available to offer impartial advice and support to parents of children with special educational needs.

Mainstream schooling
The majority of children will attend their local mainstream school according to their address. However, in cases where children attend a school that is not the nearest school, parents/carers will normally be expected to pay the full cost of the transport costs to the school.

Specialist provision
If your preference is for a place in a resourced unit or special school, this information is passed to the SEND Team for consideration. A move to a special school or to a spatial education resource can only be arranged if the school is suitable to your child’s age, aptitude ability and their special educational needs.

Schools outside Reading Borough
You may express a preference for your child to be placed in a mainstream school, a special school, or to a special education resource attached to a mainstream school outside Reading. The allocation of places in schools outside Reading is arranged with the Governing Body and the appropriate Local Authority. The SEND Team must, by law, consult the admission authority and the governors of your preferred school. The admission authority may be the LA that maintains the school. Expressing a preference for a Resource place in a school outside Reading will not necessarily secure the admission of your child to either the school or the Resource.

If you live in Reading, you will receive a secondary school application pack in September 2019. You should complete the application form enclosed and return it to the SEND Team. Your application will be processed by the SEND Team and you will be informed which school will be named in your child’s EHCP in February 2020. If you need further advice or information, please contact the SEND Team on 0118 937 2674 or at sen@brighterfuturesforchildren.org

Independent Support
You may also wish to talk to the SEND Information, Advice & Support Service, who can offer support and provide impartial information to help you be fully involved in your child’s education. Reading IASS: Tel: (0118) 937 3421 or www.readingIASS.org
## PAST ALLOCATIONS & ADMISSIONS TO SECONDARY SCHOOLS 2019

The table below shows how places were allocated on National Offer Day 2019.

### Blessed Hugh Faringdon Catholic School - Admission number 150

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Admitted</th>
<th>Children with a statement of special needs or Education Healthcare Plan naming the school</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Baptised Catholic Looked After Children or previously Looked After Children</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>2  Baptised Catholic children</td>
<td></td>
<td></td>
<td>92</td>
</tr>
<tr>
<td>3  Other Looked After or previously Looked After Children</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4  Children who are members of the Eastern Orthodox churches</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>5  Children of families who are members of other Christian denominations</td>
<td></td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>6  Children who are members of other faiths</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>7  Any other children. it was not possible to offer all children from this category. Those living closest to the school, measured as a straight-line distance from home to school, have been offered places. The last place offered was to a child whose home is 0.57 miles from the school.</td>
<td></td>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>

### Highdown School - Admission Number 250

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Admitted</th>
<th>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2  Children who have strong medical or social grounds for admission</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>3  Children whose permanent home address is in the designated area with a sibling at the school in Years 7 – 11 in September 2019</td>
<td></td>
<td></td>
<td>86</td>
</tr>
<tr>
<td>4  Children whose permanent home address is in the designated area – it was not possible to offer all children from this category. Those living closest to the school, measured as a straight-line distance from home to school, have been offered places. The last place offered was to a child whose home is 1.074 miles from the school.</td>
<td></td>
<td></td>
<td>185</td>
</tr>
<tr>
<td>5  Children not in the designated area of the school with a sibling at the school in years 7-11 in September 2019</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>6  Other Children</td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

*It was not possible to offer a Highdown School place to 64 children from category 4 who either (a) listed Highdown School as their first preference or (b) listed Highdown School as a lower preference but were not offered a place at a higher preference school.*
### Maiden Erlegh in Reading - Admission number 180

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Admitted Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Children who are eligible for Pupil Premium at the time of application</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Children of Staff at Maiden Erlegh in Reading</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Children with siblings at the school.</td>
<td>66</td>
</tr>
<tr>
<td>5</td>
<td>Children attending Feeder Primary Schools</td>
<td>102</td>
</tr>
<tr>
<td>6</td>
<td>Other Children – the tie breaker of straight line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place lives 0.666 miles from the school.</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>It was not possible to offer a Maiden Erlegh Reading School place to 132 children from category 6 who either (a) listed Maiden Erlegh Reading School as their first preference or (b) listed Maiden Erlegh Reading School as a lower preference but were not offered a place at a higher preference school.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### The Wren School - Admission Number 168

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Admitted Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>Students who have medical grounds for admission or children of the founders of The Wren school.</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>Children of the Founders of The Wren</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Children of staff with a contract of employment at the Academy Trust at the time of application.</td>
<td>2</td>
</tr>
<tr>
<td>E</td>
<td>Children living in the catchment area with a sibling attending The Wren school at the time of application.</td>
<td>31</td>
</tr>
<tr>
<td>F</td>
<td>Children not in the catchment area of the school with a sibling at the school at the time of application</td>
<td>12</td>
</tr>
<tr>
<td>G</td>
<td>Children attending another school within the Academy Trust at the time of application</td>
<td>0</td>
</tr>
<tr>
<td>H</td>
<td>Children living in the catchment area – the last child offered a place lives 1.039 miles from the school data point Yeomanny House</td>
<td>142</td>
</tr>
<tr>
<td>I</td>
<td>Children not in the catchment area</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>It was not possible to offer a The Wren School place to 64 children from category H who either (a) listed The Wren School as their first preference or (b) listed The Wren School as a lower preference but were not offered a place at a higher preference school.</strong></td>
<td></td>
</tr>
</tbody>
</table>
Kendrick School - Admission number 96

It was not possible to offer places to all applicants in category 3 of the oversubscription criteria. Places within this category have been offered based on performance in the tests.

Reading School - Admission number 138 (Day Places) 12 (Boarding)

It was not possible to offer places to all applicants in category 3 of the oversubscription criteria. Places within this category have been offered based on performance in the tests.

John Madejski Academy - Admission Number 180

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>3</td>
</tr>
<tr>
<td>2 Sports specialism</td>
<td>10</td>
</tr>
<tr>
<td>3 Children whose permanent home address is in the designated area with a sibling at the school in Years 7 – 11 in September 2019</td>
<td>18</td>
</tr>
<tr>
<td>4 Children whose permanent home address is in the designated area –</td>
<td>103*</td>
</tr>
<tr>
<td>5 Children not in the designated area of the school with a sibling at the school in years 7-11 in September 2019</td>
<td>2</td>
</tr>
<tr>
<td>6 Other Children.</td>
<td>44*</td>
</tr>
</tbody>
</table>

78 Children were diverted to John Madejski Academy. Where possible we divert children to their nearest school. *Includes Diverts
### Prospect School - Admission Number 240

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>6</td>
</tr>
<tr>
<td>2 Students who have medical grounds for admission</td>
<td>0</td>
</tr>
<tr>
<td>3 Children whose permanent home address is in the designated area with a sibling at the school in Years 7 – 11 in September 2019</td>
<td>37</td>
</tr>
<tr>
<td>4 Children whose permanent home address is in the designated area</td>
<td>184*</td>
</tr>
<tr>
<td>5 Children not in the designated area of the school with a sibling at the school in years 7-11 in September 2019</td>
<td>5</td>
</tr>
<tr>
<td>6 Other Children.</td>
<td>10*</td>
</tr>
</tbody>
</table>

*101 Children were diverted to Prospect School. Where possible we divert children to their nearest school *Includes Diverts

### Reading Girls School - Admission Number 170

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>0</td>
</tr>
<tr>
<td>2 Ability</td>
<td>17</td>
</tr>
<tr>
<td>3 Students who have medical grounds for admission</td>
<td>0</td>
</tr>
<tr>
<td>4 Children with a sibling at the school in Years 7 – 11 in September 2019</td>
<td>9</td>
</tr>
<tr>
<td>5 Other Children.</td>
<td>144*</td>
</tr>
</tbody>
</table>

*66 Children were diverted to Reading Girls School. Where possible we divert children to their nearest school *Includes Diverts
### Blessed Hugh Faringdon Catholic School - Admission number 155

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The allocation is based on information provided by the Local Authority CAF and the Supplementary Information Form where that has been provided.</td>
<td>155</td>
</tr>
<tr>
<td>Children with a statement of special needs or Education Healthcare Plan naming the school.</td>
<td>4</td>
</tr>
<tr>
<td>1 Baptised Catholic Looked After Children or previously Looked After Children</td>
<td>0</td>
</tr>
<tr>
<td>2 Baptised Catholic children</td>
<td>89</td>
</tr>
<tr>
<td>3 Other Looked After or previously Looked After Children</td>
<td>0</td>
</tr>
<tr>
<td>4 Children who are members of the Eastern Orthodox churches</td>
<td>1</td>
</tr>
<tr>
<td>5 Children of families who are members of other Christian denominations</td>
<td>15</td>
</tr>
<tr>
<td>6 Children who are members of other faiths</td>
<td>19</td>
</tr>
<tr>
<td>7 Any other children.</td>
<td>27</td>
</tr>
</tbody>
</table>

### Highdown School - Admission Number 250

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The allocation is based on information provided by the Local Authority CAF and the Supplementary Information Form where that has been provided.</td>
<td>250</td>
</tr>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children or previously Looked After Children</td>
<td>5</td>
</tr>
<tr>
<td>2 Children who have strong medical or social grounds for admission</td>
<td>1</td>
</tr>
<tr>
<td>3 Children living in the designated area with a sibling at the school in Years 7 – 11 in September 2018</td>
<td>72</td>
</tr>
<tr>
<td>4 Children living in the designated area – it was not possible to offer all children from this category and the tie-breaker was applied. Those living closest to the school, measured as a straight-line distance from home to school, have been offered places. The last place offered was to a child whose home is 1.017 miles from the school.</td>
<td>172</td>
</tr>
<tr>
<td>5 Children not in the designated area of the school with a sibling at the school in years 7-11 in September 2018</td>
<td>-</td>
</tr>
<tr>
<td>6 Other Children.</td>
<td>-</td>
</tr>
</tbody>
</table>

*It has not been possible to offer 97 children from category 4 where Highdown School is the first preference or they have not been offered a higher preference school. 152 people have been placed on the waiting list.*
### Maiden Erlegh in Reading - Admission number 180

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children</td>
<td>11</td>
</tr>
<tr>
<td>2  Children who are eligible for Pupil Premium at the time of application</td>
<td>13</td>
</tr>
<tr>
<td>3  Children of Staff at Maiden Erlegh in Reading</td>
<td>1</td>
</tr>
<tr>
<td>4  Children with siblings at the school.</td>
<td>36</td>
</tr>
<tr>
<td>5  Children attending Feeder Primary Schools</td>
<td>103</td>
</tr>
<tr>
<td>6  Other Children – the tie breaker of straight line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place lives 0.86 miles from the school. It has not been possible to offer 117 children places at Maiden Erlegh Reading School where this is the first preference school or they have not been offered a higher preference school.</td>
<td>16</td>
</tr>
</tbody>
</table>

### The Wren School - Admission Number 168

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with a statement of special needs naming the school and Looked After Children</td>
<td>0</td>
</tr>
<tr>
<td>B  Students who have medical grounds for admission or children of the founders of The Wren school.</td>
<td>6</td>
</tr>
<tr>
<td>C  Children of the Founders of The Wren</td>
<td>0</td>
</tr>
<tr>
<td>D  Children living in the catchment area with a sibling attending The Wren school at the time of application.</td>
<td>28</td>
</tr>
<tr>
<td>E  Children living in the catchment area – the last child offered a place lives 1.669 miles from the school.</td>
<td>135</td>
</tr>
<tr>
<td>F  Children not in the catchment area of the school with a sibling at the school at the time of application</td>
<td>-</td>
</tr>
<tr>
<td>G  Children living outside the catchment of the school</td>
<td>-</td>
</tr>
</tbody>
</table>

*It has not been possible to offer 7 children from category E where The Wren School is the first preference or they have not been offered a higher preference school. 68 people have been placed on the waiting list. 169 places have been offered as failure to offer an additional space would involve splitting multiple birth siblings.*
<table>
<thead>
<tr>
<th>School Name</th>
<th>Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendrick School</td>
<td>96</td>
</tr>
<tr>
<td>Reading School</td>
<td>138 (Day Places) 12 (Boarding)</td>
</tr>
<tr>
<td>John Madejski Academy</td>
<td>180</td>
</tr>
<tr>
<td>Prospect School</td>
<td>240</td>
</tr>
<tr>
<td>Reading Girls School</td>
<td>170</td>
</tr>
</tbody>
</table>

Kendrick School - Admission number 96

It was not possible to offer places to all applicants in category 3 of the over-subscription criteria. Places within this category have been offered based on performance in the tests.

Reading School - Admission number 138 (Day Places) 12 (Boarding)

It was not possible to offer places to all applicants in category 3 of the over-subscription criteria. Places within this category have been offered based on performance in the tests.

John Madejski Academy - Admission Number 180

149 places were offered including 69 diverts.

Prospect School - Admission Number 240

239 places were offered including 95 diverts.

Reading Girls School - Admission Number 170

116 places were offered including 53 diverts.
<table>
<thead>
<tr>
<th>Secondary Schools</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blessed Hugh Faringdon</td>
<td>52</td>
</tr>
<tr>
<td>Highdown School</td>
<td>59</td>
</tr>
<tr>
<td>John Madejski Academy</td>
<td>63</td>
</tr>
<tr>
<td>Kendrick School</td>
<td>68</td>
</tr>
<tr>
<td>Maiden Erlegh School in Reading</td>
<td>76</td>
</tr>
<tr>
<td>Prospect School</td>
<td>81</td>
</tr>
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<td>Reading Girls’</td>
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<td>The Wren School</td>
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Blessed Hugh Faringdon Catholic School and Sixth Form Centre is a voluntary aided school in the Catholic Diocese of Portsmouth. The school was founded by and is part of the Catholic Church and is in the Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. It seeks at all times to be a witness to Jesus Christ.

Blessed Hugh Faringdon Catholic School is an inclusive school which offers a Catholic education. It was set up primarily to serve the Catholic community in the Greater Reading area and although Catholic children have priority of admission, the governing body also welcomes applications from those of other denominations and faiths, or none. The school has an Asperger Base with 4 places available for Year 7. Admission to the Base takes place under a separate procedure administered by Reading Local Authority in conjunction with the School. The governors expect that all parents applying for places for their children, including those seeking admission to the Asperger Base, will accept the Catholic ethos of the school.

The Governors intend to admit into Year 7, in September 2020, 150 pupils without reference to ability or aptitude.

**Admissions Procedure**

The governing body of Blessed Hugh Faringdon Catholic School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school. Reading LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.
When the application deadline has passed, Reading Local Authority (LA) provides the school with a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list.

To apply for a place at this school, you should complete and return:

1. The COMMON APPLICATION FORM (CAF)

   All applications for places MUST be made on the Common Application Form which is available from your Local Authority (including online) if you live in Reading or see the website of the Local Authority in whose area you live, e.g. West Berks, Wokingham etc.

   For a valid application the CAF must be returned to the applicant’s home Local Authority either in paper form or online. Guidance on how to do this can be found in the relevant Local Authority’s website.

   The completed CAF must be received by the LA on or before the deadline of 31 October 2019.

2. The school’s SUPPLEMENTARY INFORMATION FORM (SIF)

   The LA Co-ordinated Admissions Scheme and the Statutory Admissions Code allow for schools with a religious character to request parents to complete a separate Supplementary Information Form. This school has a religious character. Please note that while completion of the SIF is not compulsory, if the school does not receive a completed SIF and the relevant supporting evidence for applications in categories 1-2 and 4-6, your application may not be placed in the correct oversubscription category.

   You should also complete a SIF if you are applying for priority because of exceptional medical/social need. The additional information on the Supplementary Information Form assists governors in placing applications in the correct oversubscription category. If no Supplementary Information Form and relevant evidence (e.g. baptismal certificate) is submitted governors can only rank the application based on the information contained in the Common Application Form. The SIF is available from the school and the school website.

   The completed SIF must be returned to the school office by 31 December 2019.

You are advised to make a copy of the two forms for your records.

Children with a Statement of Special Educational Need or Education Health and Care Plan

Students applying for a place in the Asperger Base will have a Statement of Special Educational Need (SEN) or Education Health and Care Plan (EHC Plan) naming the Base and, if a place is offered there, it
will count towards the Admission Number of 150 which includes 4 places in the Asperger Base. There will only be 4 places available for Year 7 entry, per year, into the Base as a whole and a Statement of SEN or EHC Plan naming the Base does not automatically guarantee that a place can be offered in the Base. In addition, other children who have a Statement of SEN or EHC Plan where the school is named in the Statement or Plan will be admitted to the school. These children will also count towards the Admission Number.

**Oversubscription Criteria:**
Where the number of applications for admission exceeds 150 and after the admission of pupils with Statements of SEN or EHC plan, the Governors will offer places using the following criteria in the order stated: -

1. Baptised Catholic looked after children or Baptised Catholic previously looked after children. Evidence of Baptism and adoption (if applicable) will be required (see notes a, b and Appendix 1).
2. Baptised Catholic children. Evidence of Baptism will be required (see note b and Appendix 1).
3. Other looked after children and previously looked after children. Evidence of adoption (if applicable) will be required (see note a).
4. Children who are members of Eastern Orthodox Churches. Evidence of membership of the church provided by a priest of a designated place of worship will be required (see note b and Appendix 1).
5. Children of families who are members of other Christian denominations. Evidence of membership of the church provided by a priest/ minister of a designated place of worship will be required (see note g and Appendix 1).
6. Children of families who are members of other faiths. Evidence of membership of the faith, provided by a minister/faith leader of a designated place of worship, will be required.
7. Any other children.
**Priority within the Oversubscription Criteria:**
The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

i. Social or medical need which make the school particularly suitable for the child in question. STRONG AND RELEVANT EVIDENCE, NAMING THE SCHOOL, MUST BE PROVIDED BY AN APPROPRIATE PROFESSIONAL AUTHORITY (e.g. qualified medical practitioner, education welfare officer, SENCO, senior UK service personnel, social worker or social care professional). EVIDENCE OF A DIAGNOSIS OR A LETTER FROM A PARENT EXPRESSING A PREFERENCE FOR THE SCHOOL IS NOT SUFFICIENT EVIDENCE (see note c).

ii. Within each Oversubscription category above, priority will be given to children with a sibling in the school at the time of application (see note d).

iii. Within each Oversubscription category above, priority will be given to those children in attendance at a named Catholic feeder primary school (see note f).

iv. Within each Oversubscription category above, priority will be given to the applicant whose permanent home address is nearest to the school. This information on distance is provided by Reading Local Authority using a computerised system; distances are not measured by the Governing Body. Evidence of residence may be required (see note e).

**Notes (these form part of the admission arrangements):**

For the purposes of this policy, the terms ‘parent’ or ‘carer’ are used for all persons who legally have responsibility for the child.

a) **Looked after children:**
‘A looked after child’ has the same meaning as in Section 22(1) of the Children Act 1989 and means any child 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 function (e.g. child with foster parents) at the time of making an application to a school.
Previously looked after children:

‘Previously looked after children’ are children who were looked after but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order18 or special guardianship order19. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

A copy of the adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made, will be required.

a) ‘A Baptised Catholic’ means a person whose Church of Baptism is ‘in communion with the See of Rome’ or a person received into the Catholic Church – see Appendix 1 below. Evidence of Baptism must be provided. ‘Anglican Ordinariates’ are members of the Latin Rite but those describing themselves as ‘Anglo Catholics’ are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Diocesan Department for Schools, via the School.

b) Exceptional medical need: If the child has a serious medical condition/disability such that the parent feels the child must go to Blessed Hugh Faringdon School, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child’s medical consultants. Governors will consult the LA’s medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

Exceptional social need: If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be
considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a social care professional detailing why this school is the most appropriate placement for the child given the circumstances of the case.

c) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child’s application.

d) **Distance:** Distance is the straight-line distance between the Ordnance survey data point of the child’s home and the data point (469299 Easting and 172222 Northing) of the school measured using Reading Borough Council’s software.

A child’s home address is considered to be a residential property that is the child’s only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil’s home address on the day the application form was completed and which is either owned by the child’s parent, parents, or guardian OR leased or rented by the child’s parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the ‘home address’ will be regarded as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or an equal distance from the school and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place. This process will be supervised by an independent person, usually an appropriate officer of the local authority.

e) **Named Catholic feeder primary schools are:** English Martyrs Catholic Primary School, St Pauls Catholic Primary School, St Martins Catholic Primary School, St Anne’s Catholic Primary School, Christ the King Catholic Primary School and St Dominic Savio Catholic Primary School.
f) ‘Children of other Christian denominations’ means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

The above definition applies to churches who are members of Churches Together in England (a list of the member churches can be seen at www.cte.org.uk), or members of any local Churches Together Group or entitled to be members on the basis of fulfilling the above definition.

In Year Admissions
Applications for admissions to other year groups will be considered by the Admissions Committee of the Governing Body. The maximum number of places per year group is 150; if there are vacancies in the year group then a place will be offered. If there are more applications than places available then the oversubscription criteria will be applied, so completion of a Supplementary Information Form is advised.

Please ensure that you contact the school and the Local Authority when making an In-Year application.

Waiting Lists
If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child’s name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child’s name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained by the school until at least 31 December 2020. The names on the waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list.

Children admitted under the Fair Access Protocol may take precedence over those on the waiting list.

A full copy of their policy can be obtained from their website.
Highdown School and Sixth Form Centre is an 11 – 18 co-educational comprehensive academy with specialist status for mathematics and computing. This document details the policy to be followed for admissions to Highdown School and Sixth Form Centre prepared in accordance with the DfE School Admissions Code 2010.

If there are more applicants than places available applications will be prioritised in accordance with the oversubscription criteria;

Children with an Education, Health and Care plan that names the school will be allocated a place above all other applicants

1. Looked after children or previously looked after children. (A previously looked after child is a child who was looked after, but has been adopted (under the Adoption Act 1976 (section 12) or the Adoption and Children’s Act 2002 (section 46)) or become subject to a child arrangement order or special guardianship order immediately following having been ‘looked after’.

2. Children who have strong medical or social grounds for admission (see definition of social medical grounds below)

3. To support Highdown staff, their children may access a preferential place after EHCP and Services children.
4. Children whose permanent home address is in the designated area of the school who has an older sibling(s) who will still be attending the school in Years 7-11 in September 2020.

5. Children whose permanent home address is in the designated area of the school

6. Children who do not live in the designated area who will have an older sibling(s) who will still be attending the school in years 7-11 in September 2020.

7. Other applicants

Tie-breaker
If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point for each property supplied by Ordnance Survey. The distance between the two points is measured using Reading Borough Council’s mapping software. The data point for the home and the school can be seen on Reading Borough Council’s website. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority, on behalf of the governing body, will randomly select the child to be offered the final place by drawing lots.

Definitions

Sibling
Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carers(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

Home address
The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who is statutorily responsible for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. Further clarification of home address is provided by Reading Borough Council in the guide for Parents & Carers issued at the time of application.
**Strong Medical/Social Grounds**
Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that Highdown School and Sixth Form Centre is the only school that the student can attend because of the medical or social reasons.

**Multiple Births**
In the event that it is possible to offer a place to one child and not others the Governing Body would agree to allocate additional places beyond the admission number to accommodate children of multiple birth. In these circumstances, in the event of vacancies occurring after allocation day the Governing Body would not allocate any further places until the number is below the published admission number.

**Waiting Lists**
After 1 March 2020 a ‘waiting list’ will be administered if the school has more applicants than places available. A child’s position on the waiting list is determined by applying the over-subscription criteria. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year.

**In-Year admissions**
Applications for entry to Year 7 after the end of the routine admissions round (ending on 31 August 2020) and for admission to Year 8 – Year 11 are processed as in-year applications and applications will be co-ordinated by Reading Borough Council according to published admission arrangements and timescales. Parents wishing to apply for a place at the school should obtain an in-year application from Reading Borough Council. If there are pupils on a waiting list, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available. If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ranked according to the criteria used in determining initial admissions to Year 7 and will be ranked in that order. Queries please contact the School Admissions Team on 0118 937 3777 or email: admissions@brighterfuturesforchildren.org
In reaching a decision on an application for admission to a full year group, the Academy will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Reading Borough Council’s Fair Access Protocols.

Parents are required to accept or decline the allocated place should it become available and the waiting list will be adjusted accordingly. Parents are required to inform the school and/or Admissions team if they no longer require a place.

**A full copy of their policy can be obtained from their website.**
JOHN MADEJSKI ACADEMY

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<thead>
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<th>Address:</th>
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<tr>
<td>Email:</td>
<td><a href="mailto:contact@johnmadejskiacademy.co.uk">contact@johnmadejskiacademy.co.uk</a></td>
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<td>Camilla Thornalley</td>
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<td>Admissions number Year 7:</td>
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Admissions Arrangements

The admission arrangements for John Madejski Academy for the year 2020/2021 are

- John Madejski Academy has an agreed admission number of 180 students. Madejski Academy will accordingly admit 180 students if sufficient applications are received.
- John Madejski Academy will admit up to 10% of 180 students by reference to aptitude in its chosen specialism - sport. Arrangements for selecting those students will be fair and transparent building upon expertise gained in applying such tests in other establishments with a sports specialism. The outline arrangements for aptitude testing appear as Appendix 1. Where appropriate, provided they qualify for selection by aptitude, priority will be given in the allocation of these places to siblings of students in Years 7 to Years 11 when the student would be admitted and who were previously selected by aptitude. Any applicant unsuccessful in the selection process will be considered against the oversubscription criteria set out below. The selection process will be carried out in November/December each year (after the receipt of applications). Parent/carers who wish to apply to the Academy for its chosen specialism should complete the Academy’s supplementary form to register for the tests. This can be obtained from the Academy

Consideration of Applications

John Madejski Academy will consider all applications for places according to the published admission criteria. Where fewer than 180 applications are received, John Madejski Academy will offer places to all those who have applied.
Procedures where John Madejski Academy is oversubscribed
Where the number of applications for admission is greater than the published admissions number, applications will be considered against the following criteria:

After the admission of students with statements of Special Educational Needs/EHCP where John Madejski Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

Oversubscription Criteria:

• Children in the care of a local authority and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order/child arrangement order) immediately after they had been looked after. Provided appropriate evidence is submitted.

• The John Madejski Academy admits up to 10% of 180 (18 pupils) each year by reference to aptitude in its chosen specialism – sport. Arrangements for selecting those pupils will be fair and transparent, building upon expertise gained in applying such tests in other establishments with a sports specialism. Priority for those places will be as follows:

a. Students applying for the sports specialism will undertake a series of tests to determine their aptitude in sport and will enter the Gifted and Talented Programme. Tests will include assessments of strength, agility, balance, flexibility, speed, co-ordination, reaction time, cardio vascular efficiency. Tests will be moderated according to the physical profile of each student. Priority in this category will be given to applicants who have the best performance scores. Any applicant unsuccessful in the sport selection process and all other applications will be considered against the oversubscription criteria set out below:

b. Pupils whose home address is within the designated area for the school whose siblings currently attend the school and who will continue to do so in September 2020, in Year 7 – 11

c. Pupils living within the designated area for the school

d. Pupils not living in the designated area and whose siblings currently attend the school and who will continue to do so in September 2020, in Year 7 – 11

e. Other pupils

• Multiple Births - In the event that it is possible to offer a place to one child and not others the Governing Body would agree to allocate additional places beyond the admission number to accommodate children of multiple birth. In these circumstances, in the event of vacancies occurring after allocation day the Governing Body would not allocate any further places until
the number is below the published admission number.

The remaining places will be allocated according to the following criteria:

- admission of students living within the designated area for the school
- admission of students whose siblings currently attend the school and who will continue to do so on the date of admission in Years 7 – 11. (The term ‘sibling’ is to include children living in the same household under the care of the same parent(s) or guardian(s) and brothers and sisters not normally resident in the same household but sharing a genetic parent.
- If the Academy does not have enough places for all applicants within a particular category or combination of categories, places will be allocated to those living nearest the school. Distance to be measured using straight line measurements between Ordnance Survey data points for the home and school using digital mapping software of Reading Borough Council.

Notwithstanding the provisions of paragraph 8 above, the Secretary of State may direct John Madejski Academy to admit a named student to John Madejski Academy on application from Reading Local Authority.

**Arrangements for Admitting Students to other years during the academic year, including replacing any students who left the Academy**

Subject to any provisions in the Local Authority’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place, admit the student. Where a year group in John Madejski Academy is at the level of the Published Admission Number applicable to that age group the Academy will operate a waiting list which will be open to any parent to ask for his or her student’s name to be placed on the waiting list either initially or following an unsuccessful application and appeal for the school.

Student’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 of this policy. Where places become vacant they will be allocated to students on the waiting list in accordance with the Admissions Policy of John Madejski Academy.

There will be a right of appeal to the Appeals Panel for unsuccessful applicants. If a place has been offered at the school in a different school year than the applicant desires, there is no right of appeal.

**Operation of Waiting Lists**
Where in any year the John Madejski Academy receives more applications for places than there are places available, a waiting list will operate until December 2021. A waiting list will be maintained by the John Madejski Academy her child’s name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

**Arrangements for Admitting Students to other years during the academic year, including replacing any students who left the Academy**

Subject to any provisions in the Local Authority’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place, admit the student. Where a year group in John Madejski Academy is at the level of the Published Admission Number applicable to that age group the Academy will operate a waiting list which will be open to any parent to ask for his or her student’s name to be placed on the waiting list either initially or following an unsuccessful application and appeal for the school.

Student’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 of this policy. Where places become vacant they will be allocated to students on the waiting list in accordance with the Admissions Policy of John Madejski Academy.

There will be a right of appeal to the Appeals Panel for unsuccessful applicants. If a place has been offered at the school in a different school year than the applicant desires, there is no right of appeal.

**Appendix 1: Outline Arrangements for Aptitude Testing for Sport**

It is anticipated that students may apply for entry under the selection arrangements at three levels:

Students with an international, national or elite profile in a chosen sport. Students at this level would not need to be tested for aptitude. They would be identified through a national sports body; they would have a nominated coach and training profile. They are likely to be undertaking 20+ hours of training a week. It is not anticipated that many 10 year-old students applying for Year 7 entry would be in this category however, it may apply to students wishing to enter the sixth form.

Students at county level or local equivalent. The students would have membership of a recognised club and be involved in their young athlete programme e.g. Reading Football Club. The student would have their own coach, a training programme involving 10+ hours of training a week. It is anticipated
there will be some students at age 10 who fall into this category as well as students applying for the sixth form. These students may not require testing if they can provide a letter of recommendation from a recognised coach and a portfolio of their training structure that follows a recognised programme.

Students in this category will require aptitude testing and will enter the Young Athlete Programme on entry. In consultation with the Sponsor, Principal and Director of Sport there are at least 3 suggested testing routes:

- Multi skills test – testing a variety of generic skills; problem solving; thinking skills; organisational ability, communication skills and leadership skills. Designed through the specialism
- Fundamental skills in sport e.g. gliding, balancing, kinaesthetic awareness, buoyancy, agility, speed, fitness

Consideration will need to be given to differences in boys and girls particularly at age 10 when applying these tests and a balance to give equal opportunity developed. Boys tend to have better speed and endurance while girls are more kinaesthetically aware and have better balance. Consideration also needs to be given when applying tests at age 10 to those children in their year group who have birthdays in September and July.

A full copy of their policy can be obtained from their website.
KENDRICK SCHOOL

Address: London Road, Reading, RG1 5BN
Tel: 0118 9015859
Email: admin@kendrick.reading.sch.uk
Website: www.kendrick.reading.sch.uk
Headteacher: Ms C. Kattirtzi
School Type: Academy Trust School, Grammar School (selective), Single Sex Girls School
Age Range: 11-18 (including Sixth Form)
Specialism: Science, Mathematics and Language
DFE Number: 870 5413
Admissions number Year 7: 128

Kendrick School is a selective girls’ school with academy status. All applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code 2014, in which parents/carers are required to make an application to the Local Authority (LA) in which they live (home LA). Kendrick School will inform Reading LA of all applications received.

Kendrick School Admissions Number
The Admission Number for places in Year 7 for September 2020 is 128.

Application for a place
The admissions process for routine admission into Year 7 of a secondary school in 2020 (the routine admission round) begins in May 2019 and ends on 31 August 2020.

For entry in September 2020 a girl’s date of birth would normally fall on or between 1 September 2008 to 31 August 2009 and she must be working in Year 6 at the time of testing. See section headed ‘Applicants who are not in the normal age group’ for further information.

Applications must be made on the appropriate Local Authority (LA) Common Application Form (CAF). In addition, a separate application (to register for the Admission Test) must be made directly to Kendrick School.

Parents/carers must register for the Kendrick School Admission Test by completing the online
registration form available on the school website from 1 May 2019. The deadline for registering for the Admission Tests for entry into Year 7 in September 2020 is Friday 14 June 2019.

Late entries will NOT be accepted.

**Admission Test**

Kendrick School will use the same Admission Test as a number of other Grammar Schools, including Reading School and the Slough Consortium.

**For Entry 2020**

The tests will take place on Saturday 14 September 2019 in all these schools. The deadline for applying to take the test was 14 June 2019 and late applications will only be accepted in exceptional circumstances.

Applicants for any of these schools may only take the test once. If it is found that an applicant has taken the test twice, the raw scores for the first attempt will be used for the standardisation process.

There will be two tests each of length approximately one hour. There will be a short break between the two test sessions. Each test will assess Verbal, Non Verbal and Numerical ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively.

There are no practice papers but a Familiarisation Booklet is available on the school website.

The raw scores will be age standardised and the ranking is determined by the aggregate of the age standardised scores of both tests.

**For Entry 2021**

Registration opens on 1 May 2020 and closes on mid June 2020 (date to be confirmed in the 2021 admission policy). The provisional date for the tests is 12 September 2020 (date to be confirmed in the 2021 policy),

**Results**

The result of the Admission Test will be made available to parents/carers in advance of the Common Application deadline of 31 October 2019. Parents/carers are advised to use this information as guidance to the suitability of their daughter for a Grammar School place. The results do not guarantee an offer of a place. (See section on “Oversubscription Criteria”)
The deadline for receipt of the Common Application Form by the home LA is 31 October 2019. **Applications received after the deadline**

No Registration Forms for the Admission Test at Kendrick School received after the deadline (Friday 14 June 2019) will be accepted.

However, where there are exceptional circumstances, applications received after the deadline may be considered if received before 31 December 2019. Exceptional circumstances should be explained and must be supported by documentary evidence and will be accepted at the school’s discretion. Where a late application to the LA names Kendrick School as one of the preferences, the test will take place in January 2020. Late applicants (those who take the test in January 2020) will be informed of the results within four weeks of the test.

**Inclusion**

The parent/carer of any child with special educational needs or a disability, who is applying for a place at the School, should inform the Admissions Officer at Kendrick School so that any special arrangements that might need to be made to enable the child to take the Admission Test can be discussed. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to the need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant’s current school. Kendrick School may contact the applicant’s primary school to verify and confirm existing arrangements.

Requests for special arrangements should be requested by completing the appropriate section of the Kendrick School online registration form by the closing date of 14 June 2019.

**Fraudulent Applications**

Any information that is subsequently proven to be inaccurate will potentially invalidate that application. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

**Oversubscription Criteria**

All applicants will be ranked according to their performance in the tests. Oversubscription criteria will be applied if there are more applicants than the 128 places available. A qualifying score will be determined (to two decimal places) for candidates in categories 3-6 of the oversubscription criteria below. A qualifying score of 5 points lower than this score will be applied for candidates in categories 1 and 2 of the oversubscription criteria below (Pupil Premium/Service Premium/Child in Care).

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and has named
Kendrick School specifically on the statement will always be admitted as long as they have met the lower qualifying score.

Offers will be made from the ranked list in the following order and within each category:

1. The applicant is a looked after child or previously looked after child

2. The permanent home address of the applicant is within Priority Areas 1 and 2 of the designated area of the school at 31 August 2019 and the applicant is a Pupil Premium or Service Premium child. Documentary evidence, or confirmation from the applicant’s current primary school, that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium or Service Premium will be required.

Offers will then be made from the ranked list, according to the ranked order until up to 75% (96) of places have been offered:

3. The permanent home address of the applicant is within Priority Areas 1 and 2 of the designated area of the school and this has been the permanent home address of the parent(s)/carer(s) and the applicant at 31 August 2019.

The remaining 25% (32) places will be offered in the following order, according to the ranked order until all places in total have been offered:

4. The permanent home address of the applicant is within Priority Area 1 of the designated area and this home address has been the permanent home address of the parent(s)/carer(s) and the applicant at 31 August 2019.

5. The permanent home address of the applicant is within the Priority Area 2 of the designated area and this home address has been the address of the parent(s)/carer(s) and the applicant at 31 August 2019.

6. Applicants whose permanent home address is NOT in the designated area of the school.

Note: in 1) above, any such an applicant, provided she has achieved the lower qualifying score, will be offered a place even if she is not ranked in the top 128 places. In 2) any such applicant, provided she has achieved the lower qualifying score and her permanent home address is within Priority Areas 1
and 2 of the designated area of the school, will be offered a place even if she is not ranked in the top 128 places. The total number of places offered will remain, however, at 128.

The ranked list of the remaining applicants with a qualifying score will be used to offer further places (still using the categories of the oversubscription criteria) if any original offers are declined either by the LA because a place is offered at the parents/carers higher preference school or by the parents/carers themselves. This will be called the waiting list.

1 **A ‘looked after child’** is a child 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 function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Applications received under the criterion a) must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable: Confirmation by the home local authority that the child is looked after or previously looked after or
   • Confirmation by the local authority the child has the following order o Adoption Order

2 **Pupil Premium** are those students who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The Service Premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the Premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last 5 years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

**Designated Area**
The designated area is made up of Priority Area 1 and Priority Area 2 and each area is determined by the postcode of the applicant’s permanent home address. Places will be offered to applicants who are ranked high enough according to the Admission Test scores and who reside within the designated area. This must be the applicant’s permanent home address with their parent/carer) at 31 August 2019. The school may ask for documentary evidence to support the application. Only if there are further places available will applicants who live outside the designated area be considered.
The address which will be used for consideration to be living within the designated area must be the applicant’s permanent home address at 31 August 2019. This also applies to applicants who are applying late due to exceptional circumstances. Evidence is required of a single address.

The ‘permanent home address’ is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time and the address that is used to complete the Common Application Form (CAF). In the cases where parents have shared responsibility for a student, the permanent home address will be where the student stays for the majority of the school week (Monday to Friday). The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

If the permanent home address changes between registering for the entrance test and 31 August 2019, Kendrick School will require documentary evidence of the new address. If the applicant’s permanent home address changes after 31 August 2019, the new address will only be taken into account after the deadline from the LA for accepting or declining a place (14 March 2020) and re-ranked as appropriate on the waiting list. In all cases applicants will need to provide evidence that the previous home is no longer used by the family, for example proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

Once offers have been made, Kendrick School will require documentary evidence of the applicant’s permanent home address. This will include consideration as to whether or not the address used to make an application was temporary. Kendrick School reserves the right to carry out random checks at any time and this may include a home visit. Parents will be required to declare that the address used will be their place of residence beyond the date of the student starting school. Kendrick School reserves its right to carry out further investigation of any change of address once the student has started school.

See Appendix 1 for the list of postcodes within the designated area. Details are also given in the school website and any further clarification, if required, may be obtained from the School’s Admissions Officer.

The tie-break situation
The following criterion will be used to rank applicants on the waiting list who cannot be distinguished by their performance in the Admission Test, i.e. all those achieving exactly the same overall score in the tests:
Eligible applicants living nearest to Kendrick School and within the designated area will be accorded the highest priority in the allocation of places. Distance will be from the home address to the front gate of the school. It will be calculated using grid references and online digital mapping software. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Kendrick School, this will be Reading Local Authority.

**Waiting lists**

During the routine admission round a ‘waiting list’ will be administered if the school has more applicants than places available. An applicant’s position on the waiting list is determined according to the oversubscription criteria that applied to applicants at the time of the original allocation of places. After 1 March, this waiting list will be used by the LA, who will continue to offer places on the School’s behalf until 31 December 2020. After all offers have been accepted or declined by the LA deadline, parents/carers of children above the cut-off point who change their preference following allocation day, because their child was offered a higher preference, will be added to the waiting list according to the over-subscription criteria. Equally any child who moves into the designated area, following receipt of confirmation of change of preferences from the LA and documentary evidence of the new address, will be re-ranked according to the oversubscription criteria.

**APPENDIX 1 - Designated Area**

The designated area is made up of Priority Area 1 and Priority Area 2 and each area is determined by the postcode of the applicant’s permanent home address. Places will be offered to applicants who are ranked high enough according to the Admission Test scores and who reside within the designated area. This must be the applicant’s permanent home address with their parent/carer) at 31 August 2019. The school may ask for documentary evidence to support the application. Only if there are further places available will applicants who live outside the designated area be considered.

The address which will be used for consideration to be living within the designated area must be the applicant’s permanent address at 31 August 2019. This also applies to applicants who are applying late due to exceptional circumstances.

The ‘permanent address’ is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time and the address that is used to complete the Common Application Form (CAF). In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday
The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

**Priority Area 1**

RG1
RG2 0, RG2 6, RG2 7, RG2 8
RG30 1, RG30 2, RG30 3, RG30 4, RG30 6
RG31 4, RG31 5, RG31 6, RG31 7
RG4 5, RG4 6, RG4 7, RG4 8
RG5 3
RG6 1, RG6 5, RG6 6, RG6 7

**Priority Area 2**

RG2 9, RG4 9, RG5 4, RG6 3, RG6 4, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27,
RG40, RG41, RG42, RG45
RG14 2, RG14 5
RG20 4, RG20 5, RG20 6, RG20 7
RG22 6
RG23 8
RG29 1
GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52
OX10 0, OX10 1, OX10 6, OX10 8, OX10 9
OX11 9
OX49 5
SL4, SL5, SL6, SL7, SL8
SL1 5, SL1 6, SL1 7, SL1 8, SL1 9
HP10 9, HP11, HP12, HP14 3

NB: Postcode district is indicated by the first digit and the postcode sector by the second digit.
Eg RG1 5BN: 1 represents district; 5 represents sector.

**Application for places**

Applications for places in Years 7, 8, 9, and 10 must be made directly to Kendrick School. For Year 7 vacancies, the initial waiting list arising from the routine entrance test is used until 31 December. The school does not normally offer places after the start of Year 10 or for Year 11.

A full copy of their policy can be obtained from their website.
Maiden Erlegh School in Reading is an 11–16 co-educational all-ability secondary school and this document details the policy to be followed for admissions to Maiden Erlegh School in Reading. It is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

**Published admission number (PAN)**
The Published Admission Number for entry into Year 7 at Maiden Erlegh School in Reading in September 2020 is 180.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

**Special Educational Need or Education Health and Care Plan**
Children with a statement of Special Educational Need or Education Health and Care (EHC) plan where Maiden Erlegh School in Reading is named on the statement will be allocated a place before all other applicants.

**Oversubscription criteria**
If there are more applicants than places available and after the admission of children with a statement of Special Educational Needs or Education Health & Care (EHC) plan that names Maiden Erlegh School
in Reading, applications will be prioritised in accordance with the following over-subscription criteria;

1. Looked after children or children who were looked after:

2. Children who are eligible for the Pupil Premium at the time of the closing date for applications (31 October 2019).

3. The children of staff at Maiden Erlegh Trust whose main place of work is Maiden Erlegh School in Reading at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Academy Trust by 1 July of the year of application and made available on the school website.

4. Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.

5. Children who attend the following Primary schools - Alfred Sutton, Redlands, New Town, St John’s, Katesgrove, Earley St Peters.

6. Any other children.

1 **A previously ‘Looked After’** child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been ‘Looked After’. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children’s Act 2002 (Section 46).

2 Those eligible for Pupil Premium are children who:
   • Are registered as eligible for free school meals; or
   • Have been registered as eligible for free school meals at any point in the last six years; or
   • Have been looked-after continuously by a local authority for at least a day or were previously looked after but were subsequently adopted or became subject of a residence or special guardianship order.

3 A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending.

In order to be considered within oversubscription 2 a Supplementary Information Sheet must be completed confirming your child’s eligibility for pupil premium. The school will not consider applications under this over subscription criteria unless this form is completed.

Where the application of oversubscription criteria would result in splitting children of multiple births (e.g. twins) or children born in the same academic year from the same family, then places will be offered to both even if this will result in the school going above its admission number.

**Tie-breaker**

Where there are more applications in one criterion than places available, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the midpoint of the junction of Hamilton Road and Bulmershe Road (the data point to be used is Easting 473698 Northing 172442) in terms of radial (straight line) distance. Distances will be measured consistently as the straight-line distance from the home to the data point using the Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property. The distance created using this software is calculated using Pythagoras’ Theorem and may not be exactly the same as that created with a GIS product as the GIS product may build in a formula to allow for the curvature of the earth.
The way in which it is done is to calculate the distance in metres between the Eastings and Northings for each end point then multiply by 0.000621317 to convert to miles.

To see where the data point of your home has been identified you can go to Reading Borough Council website www.reading.gov.uk and go to My Reading at the bottom of the page. Enter the postcode and select the address and an arrow will point to the data point of the address.

In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 officers at the academy.

**Waiting list**

After 2 March 2020 a ‘waiting list’ will be administered if the school has more applicants than places available. A child’s position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in Reading in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

**In Year admissions**

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31 August 2020) and for admission to Year 8, Year 9, Year 10 or Year 11 are processed as in-year applications and applications will be co-ordinated by Reading Borough Council according to published admission arrangements and timescales. Parents wishing to apply for a place at the school should obtain from their Local Authority a copy of their common application form.

If there are pupils on a waiting list, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same
year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Reading Borough Council’s Fair Access Protocols.

A full copy of their policy can be obtained from their website.
Prospect School is a large, diverse and inclusive school, rightly proud of our students, whom we welcome from a wide range of backgrounds. We enable all our students, whatever their ability, background or heritage, to make excellent progress and achieve more than they believe to be possible. Our core values of ‘Aspire, Believe, Achieve’ are at the heart of everything we do, preparing our young people to be successful, fulfilled and great assets to their community in whatever they choose to do in the future.

**Admissions Number**

1.1.1 The admissions number for entry in September 2020 and in subsequent years will be 240. The admissions number set is below the net capacity of the school.

1.2 The school has a resourced unit for students with an Education and Health Care Plan with moderate learning difficulties. If applications from students with Education and Health Care Plans, moderate learning difficulties or otherwise, naming Prospect, are received prior to the closing date for the receipt of admissions, then offers will be made to such applicants in preference to normal admissions categories. These offers will be taken into account in the calculation of the number of places available for other applicants.

Prospect School, in line with the School Admissions Code 2010 have agreed that the oversubscription criteria will no longer give priority according to order of preference and will consider applications on equal preference basis against the oversubscription criteria.
Oversubscription Criteria
The following criteria will be applied if there are more applicants than places available. Priority for places will be given according to the following criteria:

a. Children with an Educational Health Care Plan will be allocated a place above all other applicants.

b. Children in the care of a local authority where the corporate parent names Prospect School. (LAC) Children who were looked after but ceased to be so because they were adopted (or became subject to a residency order) immediately after they had been looked after providing appropriate evidence is submitted. Confirmation is required from the Local Authority, that last looked after the child, that the child was looked after immediately prior to the issuing of one of the following orders:
   • These are children adopted under the Adoption Act 1976 (section 12) and children adopted under the Adoption and Children’s Act 2002 (section 46).
   • The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

The remaining places up to a total of 240 will be allocated according to the following criteria:

c. Children who have strong medical or social grounds for admission (see definition of social/medical grounds below).

d. Children whose permanent home address is in the designated area of the school who have a sibling at the school at the time of application.

e. Children whose permanent home address is in the designated area of the school

f. Children whose permanent home address is NOT in the designated area of the school who have a sibling at the school at the time of application.

g. Other children

Tie-Breaker
If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point supplied by Ordnance Survey and measured using Reading Borough Council’s mapping software. The data point for the home and the school can be seen on Reading Borough Council’s website.
Definitions

Siblings
Siblings are children who have either the same mother and/or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

Multiple Births
In the event that it is possible to offer a place to one child and not others the Governing Body agree to allocate an additional place(s) beyond the admission number to accommodate children of multiple birth. In the event of vacancies occurring they would not be allocated until places become available below the published admission number.

Home Address
The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

Strong Medical/Social Grounds
Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that Prospect School is the only school that the pupil can attend because of the medical or social reasons.

Waiting Lists
After 1 March 2020 a ‘waiting list’ will be administered by Reading Borough Council if the school has more applicants than places available. A child’s position on the waiting list is determined according to the published over-subscription criteria above. When a place becomes available this will be offered to the next child on the list. Positions on the waiting list may go up or down due to student withdrawals or new applications. The waiting list will be retained until the end of December 2020.

Applications Outside the Routine Admissions Round – Casual Admissions
Applications for entry to Y7 after the end of the routine admissions round and applications for entry Y8 to Y11 at any time are treated as routine or in year admissions. Applications should be made directly to the school.

Prospect, in line with the Education and Inspections Act 2006, will adhere to the Reading Local Authority’s agreed In-Year Fair Access Protocol.

A full copy of their policy can be obtained from their website.
Reading School is a grammar school and is permitted to select the entire intake on the basis of academic ability. To be considered for admission to the school all applicants must take the entrance tests set by the school as the results will be used to allocate the places.

A separate application to register for the entrance tests must be made directly to Reading School for all year groups and submitted by the date specified in their admissions policy. Applications must also be sent to the home local authority for admission to Year 7 by 31 October 2019.

For entry in September 2020 a boy’s date of birth would normally fall on or between 01.09.08-31.8.09 and he must be working in Year 6 at the time of testing.

Entrance Tests

The entrance tests will consist of two 50 minute papers, each of which assesses verbal, numerical and non-verbal ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively. These tests can only be taken once. There are no practice papers for sale in respect of these tests. A familiarisation sheet of questions can be found on our website. They will be tests for which no additional preparation is necessary. The raw scores will be age standardised. The ranking is determined by the aggregate of the age standardised scores of both tests. The entrance tests will take place on Saturday 14 September 2019. There will be other schools that will be using the same tests as Reading School. If your son takes our test after this date and is found to have taken the same test, then we will use the raw scores from the first test he took, even if it was at another school.
**Timetable**

The admissions process for routine admission into Year 7 of a secondary school in 2020 begins in May 2019 and ends on 31 August 2020. The tests will take place at Reading School and the LA will offer places on behalf of Reading School on 2 March 2020.

**Deadline for Registration for the Entrance Test for entry 2020**

The Reading School registration form will be available online on 1 May 2019. For families without online access, please contact the school admissions office. Applicants applying for entry to Year 7 in September 2020 should submit the form to the school by midnight on Friday 14 June 2019.

Registrations received after the deadline will be treated as late registration and will not be accepted. However, registrations that are received late for a good reason may be considered, if evidence of exceptional circumstances are given. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case or if the applicant has moved into the area after the deadline (evidence will be required). Any such candidates will be tested in June 2020. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

**For Entry 2021**

Registration opens on 1 May 2020 and closes on mid June 2020 (date to be confirmed in the 2021 admission policy). The provisional date for the tests is 12th September 2020 (date to be confirmed in the 2021 policy). For families without online access, please contact the school admissions office.

**Results**

Reading School will post results of tests securely online to parents in advance of the Common Application date (31 October 2019). If your son is assessed as suitable for admission to Reading School, you may wish to list Reading School as one of your preferences on your Common Application Form. However being assessed as suitable for Reading School will not guarantee that your son will be offered a place as it is extremely likely that more boys will qualify for places than the School can accommodate. In this case we will apply our oversubscription criteria as listed in the admissions policy.
DAY PLACES
Admissions number Y7 – 138

**Designated area for Day Applications**
The designated area is determined by the postcode of the student’s home address and guidance on the designated area is available on the school website. Places will be offered to students who are ranked high enough according to the entrance test scores and who reside within the designated area. Only if there are further places available will students who achieve the academic standard and live outside the designated area be considered. In order to be considered as living in the designated area, the student’s address on 31 August 2019 will be the address that is used. This must be the student’s permanent home address with their parent(s) / carer(s), e.g. the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday) and the school may ask for documentary evidence to support the application. The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

If the home address changes between registering for the entrance test and 31 August 2019, parents must provide proof of the new address which will be requested by Reading School.

Applicants may also need to produce evidence that the previous home is no longer used by the family – for example, proof that the property has been sold or that it is no longer available for you and your family to live in or that a rental agreement has ended. This is to show that the new address is not a temporary arrangement purely to secure a school place.

If the home address changes after 31 August 2019, the new address can only be taken into account after National Offer Day on 1 March 2020.

Reading School will also check the pupil’s home address once offers have been made and at the time of admission. If it is different from the application address then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and purely to secure a school place. Reading School reserves the right to carry out random checks at any time and this may include a home visit. If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the pupil has started at the school. Short-term house moves purely to secure a school place may be considered fraudulent or
intentionally misleading and in such circumstances the place may be withdrawn.

Where the home address changes after the application or during the pupil’s first term at school, consideration will be given as to the reason why. Where it is established that reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn.

**Oversubscription Criteria**

After the admission of boys who have a statement of special educational needs or an Educational Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. A cut-off point will be determined, below which students not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below. There is no guarantee of a place being available, but places up to the Published Admissions Number will be allocated in the following order, where boys meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made.

All applicants above the cut-off point will be ranked in the following order and within each category strictly by their performance in the test

**Category 1**
The applicant is a looked after child or previously looked after child1 (previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) who achieve the cut off point or above for Reading School, for this particular year of entry up to and including five marks below the cut off point.

**Category 2**
The applicant was previously in care outside of England who achieve the cut off point or above for Reading School, for this particular year of entry or up to and including five marks below the cut off point.

**Category 3**
The permanent home address of the student is within the designated area of the school and the student is pupil premium or service premium child2 who achieve the cut off point or above for Reading
School, for this particular year of entry or whose scores are up to and including five marks below the cut off point (including any re-offers which are made from the waiting list in this category after Monday 2 March 2020. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to pupil premium/service premium will be required.

**Category 4**
The permanent home address of the student is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the student.

**Category 5**
Students whose home address is NOT in the designated area of the school.

**The tie-break situation**
The following criterion will be used to allocate places as between borderline candidates who cannot be distinguished in terms of academic ability.

With regard to the historic links with the Borough of Reading, eligible boys living nearer to the School will be accorded a higher priority in the allocation of day-boy places. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council digital mapping software. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Reading School, this will be Reading Local Authority.

**Waiting List**
A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves. Parents of children above the cut-off point who change their preference following allocation day i.e because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria. Equally any child ranked as category 5 who moves into the designated area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category 4.

**BOARDING PLACES**
Only weekly boarding is available. The admission number for Year 7 boarding places is a maximum of 12.

**Application for a place**
All applications from parents who reside in England are covered by the co-ordinated admissions
arrangements in which parents make an application to the Local Authority (LA) in which they live. Boarding applications are now part of this scheme and applications will be made on the appropriate Local Authority (LA) common application form. For parents who reside outside England, applications should be made directly to Reading School only. Parents should expect to receive an acknowledgement of their application from Reading School.

**Entrance Tests**
The testing procedure, results, deadline for receipt of applications and procedures for applications received after the deadline for boarding places is the same as that for day places earlier in this guide.

**Oversubscription Criteria – Boarding**

After the admission of boys who have a statement of special educational needs or an Educational Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. A cut-off point will be determined, below which students not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below.

There is no guarantee of a place being available, but places up to the Published Admissions Number will be allocated in the following order, where boys meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made.

All applicants above the cut-off point will be ranked strictly by their performance in the test, however priority will be given to applicants in the following categories.

**Category 1**
The applicant is a looked after child or previously looked after child (previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) who achieve the cut off point or above for Reading School, for this particular year of entry or up to and including five marks below the cut off point.

**Category 2**
The applicant was previously in care outside of England who achieve the cut off point or above for Reading School, for this particular year of entry or up to and including five marks below the cut off point.
Category 3
The student is pupil premium or service premium child who achieves the cut off point or above for Reading School, for this particular year of entry or whose scores are up to and including five marks below the cut off point (including any reoffers which are made from the waiting list in this category after Monday 2 March 2020. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to pupil premium/service premium will be required.

Category 4
The applicant has a boarding need.

Category 5
All other applicants

Waiting List
A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves. Parents of children above the cut-off point who change their preference following allocation day i.e because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria.

The tie-break situation
In the event of a tie-break situation an independent person will supervise random allocation. In the case of Reading School, this will be Reading Local Authority.

Boarding need
Children with a boarding need include:

i. Those at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or

ii. Children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

Suitability for boarding
In accordance with paragraph 1.40 of the School Admissions Code 2011, maintained boarding schools are allowed to request supplementary information from the applicant’s present school and home Local Authority to assess suitability for boarding. This will take place prior to the Governors applying the oversubscription criteria. In order to determine the suitability of an applicant to board,
Reading School will have regard to:

i. Information provided by the applicant’s current school or previous school, if he is currently out of school.

ii. Information provided by the home Local Authority on safeguarding issues.

A Suitability for Boarding Form should be returned to Reading School with the Reading School Registration Form by 14 June 2019.

**Boarding Regulations**

Boarders must have suitable accommodation outside School for the weekends. This must be provided by the family or a guardian. Reading School regrets that it is unable to assist in finding a guardian.

**Boarding Fees**

Reading School boarding fees are charged in accordance with the DfE guidance ‘Full cost recovery and rate of return - Managing and charging for boarding provision’.

**Other Information – Applicable to both day and boarding applicants.**

**Inclusion**

The parents of any child with special educational needs or a disability, who are applying for a place at the School, should write to the Admissions Officer at Reading School so that any special arrangements that might need to be made to enable the child to take the entrance tests, can be discussed. It would be expected that there would be supporting information from an accredited professional recommending arrangements appropriate to the need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant’s current school. Reading School will contact the applicant’s primary school to verify and confirm existing arrangements. If it is unclear what additional arrangements are required, a SENCO to SENCO conversation will take place.

**Passport Requirements**

All students must be entitled to hold a full British Citizen passport, be a national of the European Economic Area or have the right of residence in the United Kingdom. The holding of a British Overseas or British Dependent Territories passport does not make a child eligible for a State Boarding School education, neither does a temporary student visa.

**Definitions**

A ‘looked after child’ is a child 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 function (see definition
in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order - Adoption Order

Pupil Premium are those pupils who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria: one of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last 5 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

Admissions outside the routine admissions round – Non-routine admissions
Applications for entry to Year 7 after the end of the routine admission round and applications for entry to Years 8, 9 or 10 at any time are treated as non-routine admissions. Applications must be made directly to Reading School. Reading School has accepted Reading Local Authority’s Inyear Fair Access Protocol. Attention is drawn to the Reading School policy ‘Non-Routine Admission Arrangements’. Please contact Reading School for more information.

Waiting lists
The list as described in the oversubscription criteria will be kept open until the end of the January following the tests.

A full copy of their policies can be obtain from their website.
Reading Girls’ School is open to girls of all abilities. Within the current planned admission number of 180, up to 42 pupils will be admitted each year by ability. Girls will be identified for this group by means of appropriate tests. To register girls for the test, parents/carers must complete the school’s registration form. This is available from the school or Reading Borough Council’s website.

Testing for the Selective Stream will take place at the school in October 2019. Please contact the school for more information.

**Oversubscription Criteria**

Girls with a statement of Special Educational Needs or an Education, Health and Care Plan will be allocated a place above all other applicants.

The criteria for admissions, which are only applied when there are more applications than places, are:

1. Girls in Public Care (looked after children) and children who were looked after but ceased to be so because they were adopted (or became subject to a residency order) immediately after they had been looked after. Provided appropriate evidence is submitted.

2. Up to 42 places may be selected by ability assessed by means of selection tests and ranked according to the results of the tests.

Then the remaining places up to 180 will be allocated according to the following criteria:

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<thead>
<tr>
<th>Address:</th>
<th>Northumberland Avenue, Reading, RG2 7PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>0118 9861336</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:admin@readinggirlsschool.net">admin@readinggirlsschool.net</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.readinggirlsschool.co.uk">www.readinggirlsschool.co.uk</a></td>
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<td>Principal:</td>
<td>Mr Jon Gargan</td>
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<td>Business and Enterprise</td>
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<td>DFE Number:</td>
<td>870 4003</td>
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<tr>
<td>Admissions Number Y7:</td>
<td>180 including 42 selective places.</td>
</tr>
</tbody>
</table>
3. Girls who have strong medical or social grounds for admission provided that the application is fully supported by written confirmation from the professional involved in the case, which states that Reading Girls’ School is in their professional opinion the appropriate school for the pupil to attend for specific medical or social reasons.

4. Girls who have a sibling who currently attends the school and who will reasonably be considered to attend the school on the date of admission.

5. Girls living nearest the school being accorded priority, as measured in a straight line from the school to the home address. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council’s digital mapping software.

**Tie-breaker**
If the school does not have enough places for all applicants in a particular category, places will be allocated to those living nearest the school measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council’s digital mapping software.

**Multiple Births**
In the event that it is possible to offer a place to one girl and not others of a multiple birth, the Governing Body would agree to allocate additional places beyond the admission number to accommodate the other girls. In the event of vacancies occurring they would not be allocated until places became available below the published admission number.

**Home address**
The home address is the permanent address of the parent/carer and their child/ren. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of her time, even if she lives at a different address for some days of the week.

**Siblings**
Girls are considered to be siblings if they have either the same mother or father, or if they are children who live together in a family unit and with their parent/carer. Siblings must live at the same address as each other. If they do not live in the same address, then they are not treated as siblings.
Waiting List
After 1 May 2020 a ‘waiting list’ will be administered if the school has more applicants than places available. A girl’s position on the waiting list is determined according to the admission criteria. If a place becomes available then it will be offered by Reading Borough Council on behalf of the Governing Body to the next girl on the waiting list. Positions on the waiting list may go up and down as late applications accepted for good reasons would be added according to the admission criteria. The waiting list will be kept until 31 December 2020. See the In-Year Admissions section below for procedures to follow after this date.

Selective Stream Tests
The Selective Stream tests will take place in October 2019 (exact date to be confirmed) at the school. The test is the CEM Select 11+ Entrance Test. You will be informed by the school about the results of the test by letter sent before 31 October 2019.

In-Year Admissions to Year 7 and Other Year Groups
Applications for entry to Year 7 after the end of the routine admissions round and applications for entry to Years 8 to 11 at any time are treated as non-routine admissions. Applications must be submitted to the school according to published admission arrangements and timescales. If there are more applicants than places available in the appropriate year group, places will be offered according the over-subscription criteria above.

A full copy of their policy can be obtained from their website.
The Wren School is a publicly funded, co-educational, secondary Free School, with sixth form, established by The Wren School Academy Trust in 2015, which joined the Excalibur Academies Trust on 1 February 2019. The Wren was created to serve the families of Central West Reading, and so the data point for the school is at Yeomanry House, Castle Hill, and not the school. Being a popular and successful school with a Good Ofsted report, demand for places is very high, and the school has been oversubscribed within catchment in recent years. The school aims to provide a curriculum that challenges and nurtures the academic and personal development of its students who are drawn from a multi-cultural and socially diverse catchment area.

**Oversubscription criteria**

When The Wren School is oversubscribed, after the admission of students with an Education, Health and Care plan or statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

A. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

B. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child’s medical need and The Wren School. The Academy Trust will make the decision related to such applications.
C. The Founders of The Wren School have successfully applied to the Secretary of State for derogation from the school admissions code giving priority in the oversubscription criteria to their children. This is limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a significant role in the running of the school. A list of relevant Founders is available from the school on request.

D. Children of staff with a contract of employment at the Academy Trust at the time of application.

E. Children living in the catchment area with a sibling attending The Wren School at the time of application.

F. Children living out of the catchment area with a sibling attending The Wren School at the time of application.

G. Children attending another school within the Academy Trust at the time of application.

H. Children living within the catchment area.

I. Children living outside the catchment area.

J. Where the application of oversubscription criteria would result in splitting children born in the same academic year from the same family then the Academy Trust will admit over the planned admission number. In these circumstances, the Academy Trust will not allocate any further places until the admissions number has fallen back below the PAN.

### Tie-break (distance and the random allocation)

In cases of oversubscription, places will be allocated to those living nearest to the school’s data point (Yeomanry House – see Appendix 1), measured in a straight line between here and the data point of the child’s home address. All data points are supplied by Ordnance Survey, and the distances between these are measured using Reading Borough Council’s mapping software.

If two or more addresses are exactly the same distance from the data point, and there is no other way of separating the application according to the admissions criteria, the Academy Trust cannot admit both or all children, as this would cause the legal limit to be exceeded, so the decision to offer a place will be based on random allocation. To facilitate an independent, transparent and random allocation
system, the Academy Trust has nominated RBC to oversee this selection process, by randomly drawing names from the tie-breaking applications.

**Waiting lists**
The Academy Trust will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school’s Admissions Officer and it will be open to any parent or carer to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Positions on the waiting list may go up or down due to student withdrawals or new arrivals.

It is the responsibility of the applicant to promptly inform the school’s Admissions Officer and RBC if any change to their circumstances, such as a change of address, would affect their position on the waiting list.

**In-year admissions arrangements, including late applications**
We will operate in keeping with the local Fair Access Protocol.

- Applications received after the published deadline (31 October 2019) will be treated as a ‘late’ application and will be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on-time, provided it is received by 31 December 2019. In such instances, evidence will be required.

- Applications for entry to Year 7 after the end of the routine admissions round, and for admission to Years 8-11, are processed as in-year applications by BFfC in the order in which they are received. Parents should apply via BFfC, regardless of their home LA.

- If the year group applied to is full, then the Academy Trust will determine whether a place can be offered to the applicant. Unless the applicant has a statutory right of admission, a place will normally be refused. The applicant will then be placed on that year group’s waiting list, in the position determined by the criteria applied in section 2. Students will be admitted from the waiting list as space becomes available. The waiting list is administered by the Academy Trust.

- Out-of-age-group admissions will only be agreed by the Academy Trust where there
is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and The Wren School) and any relevant professionals asked for their opinion on the case by The Wren School.

Definitions

1) A looked after child is a child 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 (see the definition in Section 22(1) of the Children Act 1989).

2) Sibling is defined in these arrangements as a half or full brother or sister; or adoptive brother or sister; or children of the same household.

Appendix 1: Map showing The Wren School catchment area

The map shown below is for illustrative purposes only. The detailed map can be seen via the admissions page of the school’s website, where it is possible to enter specific addresses to determine if they are in catchment.

N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school

A full copy of their policy can be obtained from their website.
SCHOOLS IN OTHER LOCAL AUTHORITIES

If you live in the Borough of Reading you can apply for any state schools in any local authority on the Reading Application form. You should not submit an additional forms to other local authorities as applications need only be made to a child’s home local authority, regardless of which local authority the preferred school is located in. Information on the admissions arrangements and open days/evenings for all schools is available from the relevant LA.

**Wokingham Borough Council**
Admissions Team, Children’s Services, Wokingham Borough Council, Shute End, Wokingham, Berkshire RG40 1WN
Tel 0118 974 6000
Email: admissions@wokingham.gov.uk
Website: [https://www.wokingham.gov.uk/schools-and-education/school-admissions/](https://www.wokingham.gov.uk/schools-and-education/school-admissions/)

**Maiden Erlegh School - (Wokingham)**
Off Silverdale Road, Earley, Reading RG6 7HS (Co-Educational)

**The Bulmershe School:**
Woodlands Avenue, Woodley, Reading RG5 3EU (Co-Educational)

**The Forest School:**
Winnersh, Wokingham RG41 5NE (Boys School)

**The Holt School:**
Holt Ln, Wokingham, Berkshire RG41 1EE (Girls School)

**Oakbank School:**
Hyde End Lane, Spencers Wood, Reading, RG7 1ER (Co-Educational)

**The Piggott School:**
Twyford Road, Wargrave, Reading, RG10 8DS (Church of England, Co Educational)

**Waingels College:**
Waingels Road, Woodley, Reading, RG5 4RF (Co-Educational)

**Bohunt School:**
Sheerlands Road, Arborfield, RG2 9GB. (Co-Educational)

**Emmbrook School:**
Emmbrook Road, Wokingham, RG41 1JP (Co-Educational)

**St Crispin’s School:**
London Road, Wokingham, RG40 1SS (Co-Educational)

More information can be found on the [Wokingham Borough Council Website](https://www.wokingham.gov.uk/schools-and-education/school-admissions/).
West Berkshire Council
School Admissions Team, West Street House, West Street, Newbury RG14 1BD
01635 519780/519777
Email: admissions@westberks.gov.uk
Website www.westberks.gov.uk

Denefield School:
Long Lane, Tilehurst RG31 6XY
(Foundation – Co-educational)

Little Heath School:
Little Heath Road, Tilehurst RG31 5TY
(Voluntary-aided Coeducational)

Theale Green School:
Church Street, Theale, RG7 5DA
(Academy – Co-educational)

The Willink School:
School Lane, Burghfield Common, Reading RG7 3XJ
(Academy – Coeducational)

More information can be found on the West Berkshire Council Website.

Oxfordshire County Council
Admissions Team, Children’s Services, Macclesfield House, Oxford, OX1 1NA
Telephone: 01865 815175
Email: admissions.schools@oxfordshire.gov.uk
Website: www.oxfordshire.gov.uk

Maiden Erlegh Chiltern Edge School
Reade’s Lane, Sonning Common, Reading, RG4 9LN (Co-Educational)

Gillotts School:
Gillotts Lane, Henley on Thames RG9 1PS (Co-Educational)

Langtree School:
Woodcote, Reading RG8 0RA (Co-Educational)

More information can be found from the Oxfordshire County Council Website.
Process of Application
Arrangements for applications for places at UTC Reading will be made directly to UTC Reading.

The closing date for all applications (for entry to Year 10 and Post 16) will be 31 December the calendar year prior to admission (i.e. for admission in September 2020, the deadline for application would be 31 December 2019). Offers of places will be made by the end of January immediately following the deadline (i.e. January 2020 for admission in September 2020). Places not accepted by the end of the following Month (i.e. February 2020 for admission in September 2020) will be re-allocated according to the procedures in section 5.

Consideration of Applications
The UTC Reading will consider all applications for places at UTC Reading. Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Reading will offer places at UTC Reading to all those who have applied, though the UTC Reading will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to the UTC Reading sixth form.

Procedures where UTC Reading is oversubscribed
Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with
Education Health Care Plans (EHCP) where UTC Reading is named on the statement, the criteria will be applied in the order in which they are set out below:

a) Looked after children; or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, or special guardianship order. A looked after child is a child 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.

b) Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will Include all postcodes in RG1, RG2, RG4, RG5, RG6 and RG30

c) 30% of places allocated to applicants within Area 2 which will include all postcodes in RG7, RG8, RG9, RG10, RG12, RG27, RG31, RG40, RG41, RG42, RG45, GU46 and GU47

d) 30% of places allocated to applicants within Area 3 which will include all postcodes in RG14, RG18, RG19, RG21, RG22, RG23, RG24, RG26, SL1, SL2, SL4, SL5, SL6, SL7, GU14, GU15, GU17, GU18, GU19, GU20 and GU51

e) Remaining 10% of places will be allocated to pupils living outside the areas listed in b to d above with those living closest to the front gates of UTC Reading (straight line distance - using Ordnance Survey Data points of school and property) being admitted.

If the number of applicants within any one area exceeds its allocated number of places, places will be allocated randomly to the applicants within that area. UTC Reading will ensure that someone independent of the UTC supervises the random allocation processes.

In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining post code areas by random allocation.

If there is the same number or fewer applicants than places available, then all applicants will be offered a place. Any unfilled places after all applicants in the oversubscription criteria, (a) to (e) above, have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.

Applications from sets of twins or other children from multiple births will be treated as individual applicants. This may result in one child being allocated a place under random allocation and another not.
If we are unable to distinguish between applicants on the basis of distance under criteria (a) to (e) (because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

**Late Applications**
Applications received after the closing date will only be considered alongside those applicants who have applied on time if places have not been allocated and there are exceptional reasons for the late application, i.e. a major change of circumstance. A late application will not affect the right of appeal or the right to be placed on the waiting list.

*A full copy of their policy can be obtain from their website*

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**OTHER LA UTC/STUDIO SCHOOLS**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Tel</th>
<th>Website</th>
<th>Principal</th>
<th>School Type</th>
<th>Age Range</th>
<th>Specialisms</th>
<th>PAN: 90 Classification</th>
<th>DFE Number</th>
<th>No. pupils at the school</th>
<th>Waiting lists</th>
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<tr>
<td>UTC OXFORDSHIRE</td>
<td>Greenwood Way, Harwell, Didcot OX11 6BZ</td>
<td>01235 391587</td>
<td><a href="http://www.utcoxfordshire.org.uk/">www.utcoxfordshire.org.uk/</a></td>
<td>Mr Owain Johns</td>
<td>Science/Engineering</td>
<td>14-19</td>
<td>Computer Science and Engineering</td>
<td>UTC / Free School</td>
<td>931 4008</td>
<td>Y10 120, Y11 90</td>
<td>Held until July 2021</td>
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<tr>
<td><strong>BICESTER TECHNOLOGY STUDIO</strong></td>
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<td><strong>Address:</strong></td>
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<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.bicestertechstudio.org.uk/">www.bicestertechstudio.org.uk/</a></td>
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<tr>
<td><strong>Principal:</strong></td>
<td>Mr Richard Brown</td>
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<td><strong>Age Range:</strong></td>
<td>14-19</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Specialisms:</strong></td>
<td>Computer Science and Engineering</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>PAN: 60 Classification:</strong></td>
<td>Academy School</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>DFE Number:</strong></td>
<td>931 4012</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>No. pupils at the school:</strong></td>
<td>275 inc sixth form</td>
<td></td>
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</tr>
<tr>
<td><strong>Waiting lists:</strong></td>
<td>Held until July 2021</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>SPACE SCHOOL BANBURY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>Ruskin Road, Banbury, OX16 9HY</td>
</tr>
<tr>
<td><strong>Tel:</strong></td>
<td>01295 257942</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.spacestudiobanbury.org">www.spacestudiobanbury.org</a></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:office@spacestudiobanbury.org">office@spacestudiobanbury.org</a></td>
</tr>
<tr>
<td><strong>Principal:</strong></td>
<td>Sylvia Thomas</td>
</tr>
<tr>
<td><strong>School Type:</strong></td>
<td>Co-educational, Non-Selective</td>
</tr>
<tr>
<td><strong>Age Range:</strong></td>
<td>14-19</td>
</tr>
<tr>
<td><strong>Specialisms:</strong></td>
<td>Studio School</td>
</tr>
<tr>
<td><strong>PAN: 75 Classification:</strong></td>
<td>Academy School</td>
</tr>
<tr>
<td><strong>DFE Number:</strong></td>
<td>931 4006</td>
</tr>
<tr>
<td><strong>No. pupils at the school:</strong></td>
<td>325</td>
</tr>
<tr>
<td><strong>Waiting lists:</strong></td>
<td>Held until July 2020</td>
</tr>
</tbody>
</table>
# USEFUL PHONE NUMBERS AND CONTACT DETAILS

<table>
<thead>
<tr>
<th><strong>School Admissions Team</strong></th>
<th>(0118) 937 3777</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education / Complaints Helpline</strong></td>
<td>(0118) 937 2905</td>
</tr>
<tr>
<td><strong>Clerk to the Appeal Panel</strong></td>
<td>(0118) 937 2532</td>
</tr>
<tr>
<td><strong>Special Educational Needs Helpline</strong></td>
<td>(0118) 937 2674 <a href="mailto:SEN@brighterfuturesforchildren.org">SEN@brighterfuturesforchildren.org</a></td>
</tr>
<tr>
<td><strong>School Transport Service</strong></td>
<td>(0118) 937 2542</td>
</tr>
<tr>
<td><strong>Reading Information, Advice &amp; Support Service for SEND</strong></td>
<td>(0118) 937 3242 <a href="mailto:iass@reading.gov.uk">iass@reading.gov.uk</a></td>
</tr>
</tbody>
</table>

## Other Local Authorities

<table>
<thead>
<tr>
<th><strong>Bracknell Forest Borough Council</strong></th>
<th>01344 354 023 or 01344 354 144 <a href="mailto:school.admissions@bracknell-forest.gov.uk">school.admissions@bracknell-forest.gov.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buckinghamshire County Council</strong></td>
<td>01296 395 000 <a href="mailto:admissions@buckscc.gov.uk">admissions@buckscc.gov.uk</a></td>
</tr>
<tr>
<td><strong>Hampshire County Council</strong></td>
<td>0300 555 1377 <a href="mailto:admissions.team@hants.gov.uk">admissions.team@hants.gov.uk</a></td>
</tr>
<tr>
<td><strong>Oxfordshire County Council (South Division)</strong></td>
<td>01865 815 175 <a href="mailto:admissions.school@oxfordshire.gov.uk">admissions.school@oxfordshire.gov.uk</a></td>
</tr>
<tr>
<td><strong>Royal Borough of Windsor &amp; Maidenhead Council</strong></td>
<td>01628 683870 <a href="mailto:rbwm.admissions@achievingforchildren.org.uk">rbwm.admissions@achievingforchildren.org.uk</a></td>
</tr>
<tr>
<td><strong>Slough Borough Council</strong></td>
<td>01753 875728 <a href="mailto:admissionshelpline@slough.gov.uk">admissionshelpline@slough.gov.uk</a></td>
</tr>
<tr>
<td><strong>West Berkshire Council</strong></td>
<td>01635 519780 <a href="mailto:admissions@westberks.gov.uk">admissions@westberks.gov.uk</a></td>
</tr>
<tr>
<td><strong>Wokingham Borough Council</strong></td>
<td>(0118) 974 6000 <a href="mailto:admissions@wokingham.gov.uk">admissions@wokingham.gov.uk</a></td>
</tr>
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</table>
### Other useful telephone numbers

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Schools Council (ISC)</td>
<td>020 7766 7070</td>
</tr>
<tr>
<td>Local Government Ombudsman - Advice Line</td>
<td>0300 061 0614</td>
</tr>
<tr>
<td>Diocese of Oxford – Board of Education</td>
<td>01865 208 200</td>
</tr>
<tr>
<td>Catholic Diocese of Portsmouth</td>
<td>01329 835 363</td>
</tr>
</tbody>
</table>

### Useful websites

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brighter Futures for Children</td>
<td><a href="http://www.brighterfuturesforchildren.org">www.brighterfuturesforchildren.org</a></td>
</tr>
<tr>
<td>Reading Borough Council</td>
<td><a href="http://www.reading.gov.uk">www.reading.gov.uk</a></td>
</tr>
<tr>
<td>DfE (Department for Education)</td>
<td><a href="http://www.education.gov.uk">www.education.gov.uk</a></td>
</tr>
<tr>
<td>Ofsted (The Office for Standards in Education)</td>
<td><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></td>
</tr>
<tr>
<td>Qualifications and Curriculum Authority</td>
<td><a href="http://www.qca.org.uk">www.qca.org.uk</a></td>
</tr>
<tr>
<td>National Curriculum Information</td>
<td><a href="http://www.gov.uk/national-curriculum/overview">www.gov.uk/national-curriculum/overview</a></td>
</tr>
<tr>
<td>GOV.UK</td>
<td><a href="http://www.gov.uk">www.gov.uk</a></td>
</tr>
<tr>
<td>ACE (Advisory Centre for Education)</td>
<td><a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a></td>
</tr>
</tbody>
</table>

Every effort has been taken to ensure that the information in this booklet is correct at the time of going to press, but some details may be subject to change.

School Admissions Team, Brighter Futures for Children
Civic Offices, Bridge Street, Reading, RG1 2LU

Tel: 0118 937 3777
email: admissions@brighterfuturesforchildren.org
School Admissions Team,  
Brighter Futures for Children  
Civic Offices,  
Bridge Street  
Reading  
RG1 2LU  

Tel: 0118 937 3777  

email: admissions@brighterfuturesforchildren.org