

**Brighter
Futures for
Children**



Admissions to Infant, Junior & Primary School

September 2022 - 2023

Guide for Parents and Carers - Starting School

INTRODUCTION



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.

Starting primary school is an exciting time for children and their parents/carers. But it can also be a time of worry and concern.

Deciding on a school is probably one of the most important decisions a parent or carer has to make and we know this can be a new and daunting experience for many people.

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.

If you need help 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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EXPLANATION OF TERMS

The terms, abbreviations and legal extracts we need to use in this guide may sometimes be difficult to understand by those unfamiliar with the education sector. We hope these explanations will help but, if you are unsure about anything in this guide, please telephone the **School Admissions Team** on **0118 937 3777** for an explanation.

Admission Authority

The admission authority of a school determines the admission policy for the school. The admission authority for community primary schools is the local authority and the admission authority of a voluntary-aided school or Academy 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.

Application Form (CAF)

Also known as the Common Application Form (CAF). Parents/carers must apply for a Reception/Junior place to their home local authority. Reading Borough Council residents must apply to Reading either online at www.brighterfuturesforchildren.org/school-admissions or on the Reading application form.

Normal admission round

This is when children start school at the earliest entry point for that school. Normal admissions rounds are, as follows:

- Entry to primary or infant schools in Reception class
- Entry to junior schools in Year 3

- Entry to secondary schools in Year 7
- Entry to Year 10 for studio schools and university technical colleges (Year 9 for the Atrium School) and for those
- FE College and sixth forms with provision for students aged 14-16
- Year 12 for schools with a sixth form.

In-year admissions

An in-year admission is when you apply to a school outside the normal admissions round and at a time when your child should already be attending school.

You would normally be making an in-year application if you have recently moved, you have arrived from another country or you want to transfer your child to another school.

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 may be the governing body, applications for admission into Reception/Junior (Year 3) 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.

Academy Schools

An academy is a publicly-funded independent school established by the Secretary of State. The governing body is the admission authority and is responsible for the admission policy. The school enters into a funding agreement with a charitable company. The funding agreement



provides the framework within which the academy must operate. This funding agreement states that the academy must comply with the School Admissions Code and are included in the local authority coordinated admissions.

Community Schools

These schools are maintained by the local authority (LA). The LA is the admission authority and it is responsible for determining the admission arrangements and allocating school places.

Primary Schools

These schools cover the Reception to Year 6 age groups.

Infant Schools

These schools cover the Reception to Year 2 age groups.

Junior Schools

These schools cover the Year 3 to Year 6 age groups.

Voluntary-Aided (VA) Schools

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 agrees the admission policy which will normally be different from those used by the LA.

Department for Education (DfE)

This 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 manages 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/ Catchment Area

Catchment area (sometimes known as 'designated 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 catchment area will be given priority. Living in the catchment does not guarantee admission to that school.

The maps on pages 57-62 show the catchment areas of schools in the borough. Some voluntary-aided schools may use parish (or other) boundaries to prioritise admissions. Information about catchment areas for schools in other local authorities may be obtained from the authority in question.

Foundation Stage

The period of education from age three to five is known as the Foundation Stage. During the Foundation Stage children may be in a range of different educational settings, including nursery schools, schools, private nurseries, pre-schools, playgroups, independent schools, and some accredited childminders. The Foundation Stage finishes at the end of the reception year.

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 and pay council tax. This may be different from the LA in which your child attends school. Reading Borough Council (RBC) is the local authority for Reading.



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 School Policies

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 enough 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 at the time of application to be considered as part of the main allocation.

National Curriculum Tests

These are national performance tests set by the Qualifications and Curriculum Authority (QCA). At the end of Key Stages 1 and 2, children take statutory Standard Assessment Tests (SATs). The results of these tests are published in the school's prospectus or may be obtained from www.gov.uk/school-performance-tables

National Curriculum Year Groups

The National Curriculum is a programme of study laid down by law for all pupils aged three to 16 in state-maintained schools. It provides a balanced education for a child covering 11

subjects overall and is divided into Key Stages according to age.

Reception	Foundation	4-5 years
Year 1	Key Stage 1	5-6 years
Year 2	(infants)	6-7 years
Year 3	Key Stage 2	7-8 years
Year 4	(juniors)	8-9 years
Year 5		9-10 years
Year 6		10-11 years

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 and producing inspection reports on schools. 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 published admission number). The oversubscription criteria for each Reading 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).

SEND

SEND stands for special educational need and/or disability.

Sibling

The definition of sibling may 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 most cases, only siblings still attending the preferred school in September 2022 will qualify as siblings. You will need to check the definition of sibling in the policy of your preferred school(s).

A child who is part of a multiple birth (e.g. twins) is not classed a sibling for the purpose of ranking by oversubscription criteria. However, where application of the oversubscription criteria would result in splitting children from a multiple birth, the other child/children will usually be admitted to the school.

Straight-line distance – Tiebreaker

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 tiebreaker. 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.

Although rare, it is possible that two or more children may live at the same distance (as outlined above) from their preferred school (including, for example, flats within the same building). Where the school has insufficient places for each of these children, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from Committee Services Team for Reading Borough Council will supervise this.

Supplementary Forms

Some schools request extra information which they use to rank applications according to their oversubscription criteria. You may need to complete a supplementary form if you would like your child considered for a voluntary-aided school. These forms are available direct from the school or via the local authority admissions team. Supplementary forms can be downloaded from www.brighterfuturesforchildren.org/school-admissions. **Please note that supplementary forms should be returned to the relevant school(s).**

Pupil Premium/Supplementary forms

Some schools - such as community primary schools - give priority within a category to children who are in receipt of the Early Years Pupil Premium (EYPP) at the time of application. To be considered for this priority, parents/carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school or nursery confirming that they receive pupil premium for the child.



TIMETABLE

The following timetable applies to children applying for a school for the first time and children transferring to a junior school.

ACTION	DATE
Guide for Parents & Carers to be placed on Brighter Futures for Children website	By 12 September 2021
Reading parents/carers to receive application information (if they attend a Reading nursery/pre-school/ childminder)	November 2021
Online primary and junior admissions site open	12 November 2021
National closing date for receipt of applications	15 January 2022
Deadline for providing evidence to meet admissions criteria (please see individual school pages to see which schools requires additional information)	15 January 2022
Deadline for late applications, changes of preference and changes of address to be accepted with good reason (evidence of reason must be submitted)	1 February 2022
National Offer Day - offer letters posted second class to Reading residents who applied via a paper application	19 April 2022
Deadline for parents to accept	2 May 2022
Closing date for receipt of appeals	17 May 2022
Waiting lists activated	3 May 2022
Appeals to be heard if submitted by the deadline	June to July 2022
Coordination with other LAs ends	31 August 2022
Waiting lists held for Reading Borough schools	Until at least 31 July 2023

APPLYING FOR A RECEPTION PLACE AT A PRIMARY / INFANT SCHOOL

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

If your child was born between 1 September 2017 and 31 August 2018, you should apply for a place at an infant or primary school.

Most children start school before they reach the age of five and are known as 'Rising 5s' in the reception year of primary school. However, legally your child does not have to start school until the beginning of the term following their fifth birthday. This is called 'compulsory' school age and is the point at which they must attend school on a full-time basis.

For those children born between the 1 September 2016 and 31 August 2017, the table below shows when a child reaches compulsory (or statutory) school age and should be receiving full-time education.

Children born between	Statutory school age
01/09/2017 – 31/12/2017	January 2023
01/01/2018 – 31/03/2018	April 2023
01/04/2018 – 31/08/2018	September 2023

You may decide to start your child in school full-time from September 2022. Alternatively, depending on your child's date of birth, you may reserve the place offered and defer their start until January or April 2023. If you decide to defer, you must advise your child's allocated school of your intention when you are offered a place.

It is not possible to hold the offer of a place into the following school year. If your child reaches compulsory school age before September 2023, they must take up their place by April 2023. If you choose to defer your child's start until September 2023, they will miss reception year and you will be required to make a new application for their place in Year 1 (assuming places are available).

In some circumstances summer born (01.04.2018 - 31.08.2018) children may be admitted to a reception class in September 2023. This is called "offsetting". A formal application must be submitted in order to request an offset. The form can be downloaded from the primary page www.brighterfuturesforchildren.org/schools/admissions/primary/ or you can email the admissions team for a copy.

TRANSFERRING FROM AN INFANT SCHOOL TO A JUNIOR SCHOOL

This guide is designed to help you understand the admissions process and to give information about junior schools in the Reading borough. The junior school admission policies can be found later in this guide.

Children normally move from their infant school to the linked junior school. However, if the junior school receives more applications than it has spaces available, the move cannot be guaranteed. If your child is at an infant school (for example, All Saints Infants or Geoffrey Field Infants), you must still apply to join the linked junior school – it is not an automatic transfer.

This guide provides information on the timetable for completed forms and when you will hear from us, together with the facts about how your application will be considered against the oversubscription criteria.

You are required to complete the application form available from your home local authority regardless of the authority in which your preferred junior school is situated. If you live in the borough of Reading but wish to apply for a junior school in another local authority, you must apply to Reading School Admissions. We recommend that you read their admission policies to understand how your application will be considered. In some instances, additional forms may need to be completed.

If your child is not offered a place at the preferred junior school, your offer letter will inform you on what to do next. Your child will automatically be added to the waiting list for the school. The Admissions team will contact you to discuss next steps in finding your child a school place from September 2022. You do not need to list primary schools as preferences, as these are dealt with as in-year admission. If you would like your child to attend a primary school, you will need to complete an in-year application from June 2022.

WHAT YOU NEED TO CONSIDER BEFORE SUBMITTING AN APPLICATION

There is a coordinated admissions process in England with exchange of information between local authorities (LA). This means parents/carers must apply through their home LA for any state-maintained primary /junior school in England.

The main points of Reading Borough Council's coordinated scheme are:

- If you live in the borough of Reading, you must apply to Reading School Admissions either online or by completing a paper application form (CAF)
- You may name up to four preference schools
- You are advised to put more than one preference as you are not guaranteed a place at that school and if we are not able to offer a place, the School Admission Team will allocate a place to your child at the closest school to your home with places available
- The schools should be ranked in order of preference, i.e. with your most preferred school listed first (preference 1)
- You must include any state school you would like your child to attend, including schools in other local authorities e.g. Oxfordshire, West Berkshire, Wokingham. This includes voluntary-aided schools, foundation schools, free schools and academies
- You may also need a supplementary information form (SIF) for some schools. Failure to submit a SIF may result in your application being considered in a lower oversubscription category
- You should apply by 15 January 2022
- Applications are considered by the relevant admission authority for each preferred school without reference to the preference order listed by parents/carers. Where it is possible to offer more than one of the preferred schools listed, only the highest preference school will be offered on National Offer Day
- All parents/carers who have applied for a school place by the closing date will receive an offer of one school place
- Offer notifications will be distributed, to those who submitted "on time" applications, on National Offer Day
- The place offered must be accepted by the deadline as stated in the timetable at the beginning of this guide
- All schools will keep waiting lists until at least the end of July 2023.

How can I find out more about a school?

The School Admissions Team must remain impartial. It is up to the parent/carer to find out as much as possible about their preferred schools before submitting their application form. You may already have some idea of the things which are important to you or your child about a school. You may have talked to other parents/carers and, although their ideas may be helpful, you should always make your own judgement.

You may visit schools by attending open days/evenings or by appointment with the school. Information about open days/evenings for schools may be obtained from the school.

You can find out information about the school from the school's website, this includes:

- their aims and objectives
- the curriculum on offer
- the attainment and achievements of pupils
- attendance figures
- out of school activities and clubs, breakfast and after school care
- information on policies, such as behaviour and discipline.

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

You should consider the following points and use available information to decide the likelihood of your child securing 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 39 for details on Brighter Futures for Children's transport policy.
- Does the school give preference to faith or religious denomination?
- How many pupils are there and how many places are available in the year group?
- Was the school oversubscribed in previous years? There are pages (found later in this guide) giving information on how many applications there have been for each school in Reading and how places have been offered in the past. Other LAs also have this information in their guides for parents and carers. This information is provided only as a guide; admission authorities cannot accurately anticipate demand.
- Whether your preferred school is the catchment school for your home address. You can check this using Reading Borough Council's website: my.reading.gov.uk.

Be aware that some addresses do not have a catchment school, this is where a community school has converted to an academy.

- Although living in the catchment area does not guarantee admission to the school, it is important to consider naming your catchment school as one of your preferences. If you do not, and we are unable to offer one of your preferred schools, your catchment school may be full and you could be offered a place at a school some distance away. Even if you name the school as your lowest preference, your application will be given a priority for admission over other applications because you live in the catchment area.

When you have selected your preferred schools, you must submit an application to School Admissions by the 15 January 2022. While you have the right to express a preference for a school, your child does not have a right to a place at your chosen school. The admission authority for your preferred school(s) will consider your application with all others received and, if places are 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 as detailed at the back of this guide.



Where can I get help with my application?

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

- Telephone: 0118 937 3777
- Email: admissions@brighterfuturesforchildren.org

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

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

- General advice line: 0300 0115 142
- Website: www.ace-ed.org.uk

If your child has special educational needs or a disability (with or without an education, health and care plan), Reading Information Advice and Support Service for SEND (known as Reading IASS), can offer you free, confidential and impartial information, advice and support around secondary transfer.

- Telephone: 0118 937 3421
- Email: iass@brighterfuturesforchildren.org
- Website: www.readingiass.org



HOW TO APPLY

Apply online

- It is simple and convenient
- You can apply on most smartphones and tablets
- You can change your preferences at any time until the closing date – 15 January 2022
- You will receive an email confirming your application has been submitted
- You will receive an email on the morning of 19 April 2022 informing you to which school your child has been allocated.
- Places can be accepted online.

Reading residents apply online at
www.brighterfuturesforchildren.org/school-admissions

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.

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.

You can apply online or application forms are available from any Reading early years provider/primary school, the Civic Offices.

Paper application forms and online applications are treated the same and are not treated on a first come, first served basis.

If you applied using a paper application, your formal offer letter will be posted second class on the 19 April, to the home address provided on the application form. Please note this may take two to three days to arrive, so we recommend applying online.



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).

2. Home address

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 20 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.

3. 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 the council tax makes the application.

4. Preferences

You can name up to four preferences. The order of your preferences is very important, so make sure 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; however, we advise you to list more than one. This is because you are not guaranteed a place at your first-choice school.

A school should only be listed once. If you list only one preference school and we are not able to offer a place, the School Admission Team will allocate a place to your child at the closest school to your home with places available.

You must ensure you provide the relevant information if you feel your application should be considered under a certain oversubscription category. Please see the oversubscription section later in this guide.

5. Siblings

If your child has a sibling who will be attending a preferred school in September 2022 or is expected to transfer from an infant school and attend the junior school in September 2022, you must provide his/her name and date of birth. Please check the admission policy of your preferred school. Siblings who, in September, attend the nursery attached to a school will not be classed as a sibling for the purposes of oversubscription. Failure to declare a sibling on your application in the correct sibling box will result in your application not being ranked in that category.

A child who is part of a multiple birth (e.g. twins) is not classed a sibling for the purpose of ranking by oversubscription criteria. However, where application of the oversubscription criteria would result in splitting children from a multiple birth, the other child/children will usually be admitted to the school.



6. 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 your application unless you accept the terms and conditions box.

By signing the paper form or accepting the online terms and conditions, you are declaring that the information given on your application form is correct and that you have read our admissions guide. Where incorrect information is given, the School Admissions Team reserves the right to take away any place offered at any stage of the process.

7. Returning the Application Form

If you have chosen to complete the paper application form and your child is currently attending an early years provider in Reading, you may return the form to your child's early years provider. The early years provider will forward the form to the Admissions Team.

PLEASE NOTE: The Admissions Team aim to acknowledge all on-time paper applications within 15 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. When the late application has been processed you will receive confirmation.

If your child does not attend a Reading school, please return the form to: The School Admissions Team, Brighter Futures for Children, Civic Offices, Bridge Street, Reading, RG1 2LU.

Please remember A4 envelopes are not charged at the normal postage rate. Failure to pay the correct postage charge can delay receipt of your application.

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

The closing date for receipt of paper application forms is 15 January 2022.
The website will close at midnight on 15 January 2022.

Oversubscription criteria

Please consider whether any of the following apply to your child's application and provide the relevant information/evidence.

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. Please note, certain schools require evidence to specifically state why they are the only school that can meet the child/family's needs. If you do not provide evidence as outlined in the school's oversubscription criteria, your application will not be considered by the relevant panel for this category.

You should supply the evidence prior to 1 February 2022 to be considered for this category. Any submission after this date may not be considered on time. Neither the School Admission Team, nor the school will contact a professional to obtain any necessary evidence. Additional information produced late may also impact on a child's place on the waiting list.

Early Years Pupil Premium (EYPP), Pupil Premium and Service priority

Some schools (such as community primary schools) give priority within a category to children who are in receipt of the Early Years Pupil Premium (EYPP) at the time of application. To be considered for this priority, parents/carers are required to complete a Supplementary Information Form (which must be endorsed by the child's current school or early years provider) confirming that they receive pupil premium for the child. This form can be downloaded from the Brighter Futures for Children website or obtained from your child's current setting. These forms must be sent to the School Admissions Team in order for your child to be considered in this category.

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged three and four-year-olds.

Three and four-year-olds in state-funded early education will attract EYPP funding if they meet at least one of the following criteria:

Their family receives one of the following:

- Income support
- Income-based Job Seekers Allowance
- Income-related Employment Support Allowance
- Support under part VI of the immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit



- Child Tax Credit (provided they are not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run on, which is paid for four weeks after they stop qualifying for Working Tax 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) The child is currently being looked after by a local authority in England and Wales.

The child has left care in England and Wales through:

- An adoption
- A special guardianship order (SGO)
- A child arrangement order.

Children must receive free early education in order to attract EYPP funding. They do not have to take up the full 570 hours of early education they are entitled to in order to attract EYPP (see www.brighterfuturesforchildren.org).

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:

- those eligible for free school meals at any point in the past six years
- looked after children who have been looked after for one day or more
- adopted
- those who leave care under a special guardianship order or a residence order.

For more information about free school meals please visit www.brighterfuturesforchildren.org/schools/school-meals

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 three 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).



Religious or philosophical reasons

If you have selected a school for religious reasons (for example English Martyrs RC Primary, St Anne's RC Primary, St John's CE Primary and St Martin's RC Primary, you are advised to complete the school's supplementary information form (SIF).

Home Address

The definition of a child's home address may vary from one local authority to another. You should consult the admissions policies of the local authorities in which your preferred schools are located. The following definition is used to establish the home address for most schools in Reading.

Definition

Applications are processed using the child's single permanent home address, where the child lives with parent(s)/carer(s)/legal guardian(s). The child must live at this address on the closing date for applications and, when submitting their application form, the applicant is confirming the child will reside at the address on National Offer Day (i.e. 19 April 2022).

The application form should be completed using the address (owned, leased or rented) where the child lives for most of the school week. This is based on the number of school nights a child spends at the home (Sunday at 6pm to Friday at 9am). The applicant should consider whether their name is on the council tax records (or tenancy agreement) for the address. If the applicant's name is not showing on these documents, it may be more difficult to prove their liability at the address.

Reference will be made to council tax records in order to determine a single address for consideration 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. An address will not be accepted where the child is resident other than with a parent or carer (unless this was part of a private fostering or formal care arrangement).

Where the applicant is renting a property, the rental period must start before 1 February 2022 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 1 February 2022 the application will be marked late and considered after National Offer Day.

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.

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/council/feedback/whistleblowing/).

Temporary addresses

Some residential arrangements will be considered temporary. In such cases, the School Admissions Team will examine available evidence to determine whether, on balance, the declared home address may be considered the child's permanent home for the purpose of admission.

In cases where the declared address is rented, yet the applicant has no claim on another property, it may still be considered a temporary address where there is evidence to show the applicant is renting the property solely for the period necessary to secure admission to a school.

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

Multiple properties

Checks will be made to determine whether the home address declared is that of a second home (with the main home being elsewhere).

Any circumstance where the declared address is to be accepted as the permanent home, despite another home being owned or otherwise available for occupation, should be declared at the point of application. 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.

Changes of address

It is important to declare any expected change of address prior to the child starting school. If the applicant owns a property which is in the process of being sold, the School Admissions Team may accept the applicant's new address only on submission of the appropriate evidence (e.g. solicitor's letter of completion and, where possible, evidence showing disposal of the current property). The deadline for

submission of evidence to support a move is 1 February 2022. If a move takes place after this deadline, or evidence is submitted later, the application will be marked late and considered after National Offer Day.

Applicants must declare the address used is expected to be their place of residence beyond the date on which the pupil starts at their allocated school. Applicants must notify the School Admissions Team of any change in circumstance prior to the child starting school. If the applicant does not declare such changes, 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. This may result in the withdrawal of the offered place. In deciding whether a place was allocated as a result of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to National Offer Day.

Catchment area

If you need advice about the catchment area school for your home address you can look at the following website my.reading.gov.uk or you can contact the School Admissions Team.

You are strongly advised to consider naming your catchment area school, if you have one, as one of your preferences regardless of whether there is a history of that school admitting (or not admitting) all children from its catchment area. Places are not reserved for children living in the catchment 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 catchment area, will have priority for admission over those living within the catchment area, but who did not list the school. It is worth noting that not all addresses in Reading have a catchment/ designated area school. For example, where a school becomes an academy, the trust may decide to remove the catchment/ designated area from their policy.

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 6pm to Friday at 9am).

It is important to understand that where children live at two addresses, families cannot just use whichever address would advantage their application into a certain school.

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 allocating a school place. Where necessary, further information may be requested, for example:

- any legal documentation confirming residence
- the pattern of residence
- the duration of the current arrangement
- 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 their GP
- any other evidence the parents may supply to verify the position.

It is recommended that consensus is reached by both parties (and the child) regarding the school preferences listed. It should be noted that only one offer letter will be sent to the main applicant, unless otherwise requested and agreed by both parties.

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

Disputes between parents

When completing application forms, parents/carers must tick to confirm they have parental responsibility for the child and that their application is made with the agreement of all parties having 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 1 February 2022, 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. The home address used will be that of the parent receiving Child Benefit in respect of the child or, if no parent claims this, the address registered with the current school / Early Years Provider.

In the event of a dispute after National Offer Day, the allocated school will remain in place and the child's name will be removed from any waiting list. The parents/carers will then have to come to agreement about which schools are listed on the application form and both provide written confirmation of the preferences to the School Admissions Team.

Applications from abroad (excluding service personnel)

Following the new DfE guidance, the local authority must not refuse to process an application for a school place from a family living in another country but moving/returning to the UK.

It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Applicants are reminded that they should (where applicable);

- Check that they have the "right of abode" (www.gov.uk/right-of-abode)
- Ensure the conditions of their immigration status permit them to access a state-funded school.

By making an application, applicants are declaring they have checked their eligibility.

Having the "right of abode" means you are permitted to live or work in the UK without any immigration restrictions, as follows:

- You will not need a visa to come to the UK
- There is no limit on the length of time you can spend in the country.

All British citizens automatically have “right of abode” in the UK. Some Commonwealth citizens may also have “right of abode”.

You can prove you have “right of abode” if you have a UK passport describing you as a British citizen or British subject with right of abode. Otherwise, you need to apply for a ‘certificate of entitlement’.

Evidence required to accept an application for an overseas child;

- Copy of child’s passport
- Evidence of arrival into the UK
- Flight/Ferry/Bus ticket confirming child’s name and stating date of arrival
- Immigration stamp or stamped entrance clearance.

Evidence of ‘home’ address

- Where the Reading property is owned; a solicitor’s letter confirming completion of sale. In cases where the owned property is currently rented out, an ‘end of tenancy notice’ to the current occupiers should be supplied
- Council tax bill – naming applicant
- Driving license - naming applicant at address
- Where the Reading address is rented; a copy of tenancy agreement showing applicant at address and dates liable.

Additional checks may be made using the Reading Borough Council Tax system.

Families of Crown servants, returning from overseas to live in Reading, should also provide an official letter confirming the UK posting and their expected relocation date.

How the application will be considered

Upon receipt of the above “evidence for accepting an application”, the admissions team will consider any application from an overseas applicant received by the closing date for “on time” applications.

The application will not be processed based on a Reading address (i.e. for the purposes of ranking the application against a school’s oversubscription criteria) until evidence is received to show the applicant/child are both resident at the Reading address given. Until this time, the application will be considered without an address and will not be ranked by distance against a school’s oversubscription criteria.

As soon as the applicant/child are resident at the Reading address, they should advise the School Admissions team accordingly. Upon receipt of the “evidence of home address” (see above), the Reading address will be applied to the child’s application adding distance/catchment data for the purposes of ranking.



HOW THE 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 terms of preference 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 later in this guide.

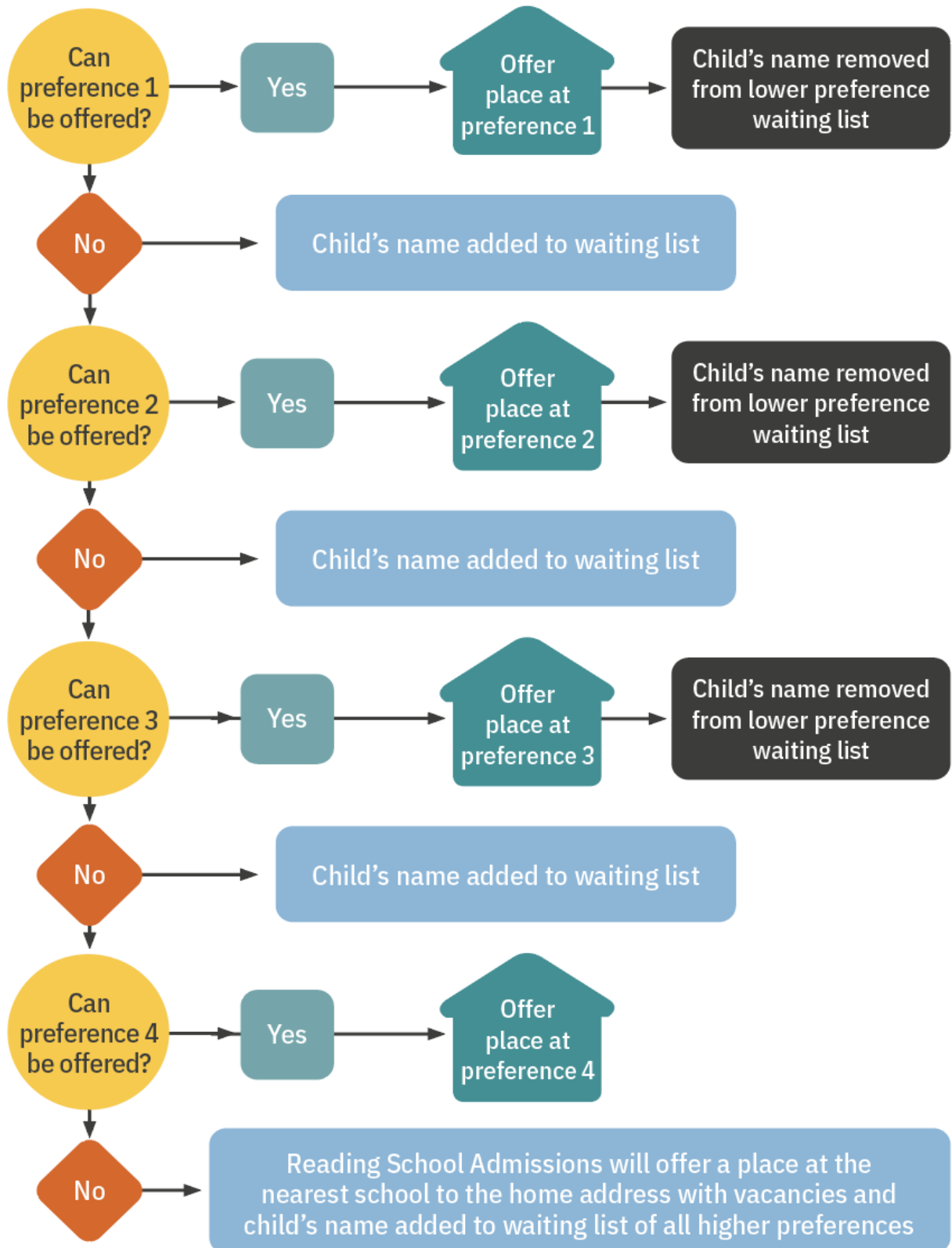
If you are applying for schools outside Reading you can get information on their oversubscription criteria from the local authority. Contact details can be found at the back of this guide.

Avoiding multiple offers rules

The main purpose of the coordinated admission scheme is 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. The diagram on the next page shows this process:



LATE APPLICATION / CHANGE OF PREFERENCE

Applications received after the deadline

An application received after the closing date for applications (15 January 2022) will be treated as a “late” application and be considered after all on-time applications have been allocated.

However, applications received late with good reason are treated as on time if received before 1 February 2022. A good reason 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 National Offer Day.

After 19 April 2022 and before 31 August 2022 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 LAs for information regarding their treatment of late applications.

Change of Preference

Changes of preference made in writing (and received between 15 January 2022 and 1 February 2022) 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 a timely application). In such cases, supporting evidence will be required. Any changes received after 1 February 2022 will be treated as late, regardless of whether supporting evidence is provided, and will be considered after National Offer Day.

An application with new preferences will replace any previous application, therefore it is important to list all the preferred schools (up to a max of four) for which your child is to be considered. After 3 May 2022, if you do not list a school that you have listed on a previous application, your child will be removed from the waiting list of that school.

WAITING LISTS

It is not always possible to offer a place at your first preference school or, in some cases, at any of your preferred schools. This will be because your preferred school(s) received more applications than there were places available. Where this occurs, each application is ranked according to the school's oversubscription criteria (found later in this guide) and places offered accordingly.

For example, a school may have 60 places and receive 100 applications. The applications are ranked (one to 100) using the school's oversubscription criteria and the top 60 pupils are offered places. The remaining 40 pupils may then be added to the waiting list.

Your child's name will automatically be added to the waiting list of any school(s) you list higher in preference to the school your child is offered. This is the case for the waiting lists of any Reading, Oxfordshire, Wokingham or West Berkshire schools listed on your application. You will need to check the policies of other local authorities. Waiting list information will not be made available until after 1 May 2022.

As previously mentioned, waiting lists are always ranked according to the published oversubscription criteria of the relevant school and not by the length of time a child's name has been on a list. As a result, your child's position on a waiting list may change as new applications are added or places are offered.

If you accept the offer of another school place, this will not affect your child's position on any waiting lists. When you receive your school offer, you will be asked to complete an acceptance form. If you applied through the citizen's portal, you will be able to accept your school offer via your portal account. If you submitted a paper application, you would need to accept your offer using the acceptance link found in your offer letter. When accepting, you will be asked whether you want your child's name to be removed from the waiting list(s) of any higher preference school(s). Your child's name will remain on a waiting list unless you ask for it to be removed.

Lodging an appeal for a place at a preferred school that was not offered to your child will not affect your child's waiting list position.

The School Admissions Team allocate places from waiting lists approximately once a month from the end of May. Please note this may be subject to change. When a place becomes available, it will be offered to the child ranked top of the waiting list. Positions on waiting lists can go up or down. A child who is top of the waiting list one day may not be top the next. 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 the same time, the existing offer of a place at a lower preference school is withdrawn. Following the new offer, any school(s) listed lower in preference to the offered school will be marked as no longer required. If, at any time after completing your acceptance form, you want your child's name to be removed from a waiting list, please confirm in writing to the School Admissions Team and your request will be actioned.

To find out your child's waiting lists position for any preferred schools you should contact the School Admissions Team in the appropriate local authority. Please note that some "own admissions" schools hold their own waiting lists. Contact details can be found at the back of the guide.

From 1 September 2022, all waiting lists will change to in-year waiting lists. Some schools coordinate their own In-Year admissions and will hold their own waiting lists from this date. Community schools in Reading will hold waiting lists until the end of July 2023.



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 17 May 2022 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. Appeals submitted after the deadline will be dealt with separately.

Information on how to submit an appeal will be sent out with offer notifications and is 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 must balance the effect 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, June - July 2022.

How many parts are there to an Appeals Hearing?

There are two stages to the decision-making process.

- **First Stage** – examining the decision to refuse admission. Sometimes, when there are multiple appeals for the same school and year group, stage 1 will be heard as a group stage meaning all the parents are invited to attend together.
- **Second Stage** – comparing cases. The panel must compare each appellant's case for their child to be admitted. This is done on an individual appeal basis.

Appeal decision making - infant class size appeals

This is the decision-making process followed in respect of appeals for places in Reception to Year 2 where the infant class size limit of 30 children per teacher applies.

The law limits the size of an infant class (Reception, Year 1 and Year 2) to a maximum of 30 children per teacher.

Your appeal will be considered as an infant class size appeal if the admission authority would breach the infant class size limit by admitting your child and there are no measures it could take to avoid this without prejudicing the provision of efficient education or the efficient use of resources (i.e. having a detrimental impact on the education provided at the school and on the use of school resources).

In an infant class size appeal, the appeal panel reviews the admission authority's decision to refuse your child a place at the school. There are only very limited circumstances in which an infant class size appeal can be allowed and, as such, only a limited chance of your appeal being successful.

The Appeal Panel can only allow an infant class size appeal, where:

- it finds that the admission of an additional child would not breach the infant class size limit;

- it finds that the school's admission arrangements are unlawful, or have not been properly applied, and your child would have been offered a place at the school if the arrangements were lawful or had been properly applied;
- it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case. To find a decision unreasonable, the appeal panel must determine the decision was one no reasonable admission authority would have made in the circumstances of your case, and the threshold for finding this is high. In this context, it is the legal meaning of "reasonableness" that applies, which means that an unreasonable decision is irrational or perverse.

In making your case in support of your appeal, you must show that: your child was refused a place as a result of admission arrangements which did not comply with the legal requirements of the School Admissions Code and the School Standards and Framework Act 1998; or that a mistake had been made by the admission authority, which if it had not happened, would have meant that your child would have been admitted to the school; or that the decision to refuse admission was not reasonable.

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 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 only appeal the decision not to be offered a school place for any schools listed as a higher preference, than the one you have been allocated. i.e. if you are offered your second preference you cannot appeal your third or fourth preferences.

How likely is it that I will win an appeal?

Each appeal is judged on the information provided at that appeal. Appeals for places in infant class year groups (i.e. Reception to Year 2) are won only in exceptional cases due to the laws governing infant class sizes. You will normally only be successful if it can be proven that a mistake has been made and your child would have been offered a school place had your application been processed correctly.

Will lodging an appeal affect the place at my allocated school?

No, appealing will not affect the place at the allocated school. Neither does accepting the allocated place. You still have the right to appeal the decision not to be offered a place at your preferred school.

QUESTIONS & ANSWERS

This section may help you with any questions that have arisen while reading this book. If you have any other questions, please contact the School Admissions Team.

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 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 at the back of this guide.

If, as a resident of the borough of Reading, you apply directly to another local authority, the application will not be accepted.

Do I have a choice regarding which school I send my child to?

While 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 found later in this guide.

Allocation tables for previous years, showing places offered for each school by categories and tiebreakers, may be found later in this guide. 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 most 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.

My child has an Education, Health and Care Plan (EHCP). How do I apply?

Although you will have discussed your child's primary school placement during their assessment or at their annual review, you must complete the SEND application form, this is available from the SEND Team.



My child doesn't have an EHCP but has special educational needs, how will my application be treated?

Your application will be treated the same as every other application. Some schools do have a medical/social category as part of their oversubscription criteria. If you wish to be considered under this category, please consult the relevant school's policy and provide evidence, as required.

My child already attends the nursery class at a school. Will they automatically be admitted to the reception class?

No. If your child has a place in the nursery class of a school, they will not necessarily remain at the same school when they reach school age. Schools are not permitted to give priority to those nursery class pupils who may wish to attend the school at a later date. You will need to apply for a school place via Reading School Admissions by 15 January 2022.

Will my child get a place at the same school as their sibling(s)?

Most children are able to attend the same school as their sibling(s). However, there have been more cases (in previous years) where out-of-catchment children have not gained entry to the same school as their sibling(s). Please refer to how places were allocated (later in this guide) to see whether that was the case for your preferred school.

Where parents/carers applied for a place at their catchment area school and it is not possible to offer their child a place at the school because it is oversubscribed, a "sibling protection" applies. In such cases, where the child is offered a lower preference Reading community primary school (or the authority offer a place at an alternative Reading community primary school), any younger siblings who subsequently apply for the offered school will be treated as "in-catchment" (i.e. considered under category 3).

Where a parent does not list their catchment area school(s) at the time of application and would have been offered a place had they listed it, they forfeit the right to "sibling protection". Parents/carers must inform the School Admissions Team at the time of application if they consider this right applies. You must declare the sibling in the relevant section on the form application.

What if I want my child to attend a church school?

There are different types of schools with different church affiliations. The criteria for admission may be different. Details of the admission arrangements for Reading schools start on page 63. You may wish to complete the School Supplementary Form to enable the school to rank your application correctly.

Details about schools in other local authorities can be found from the schools or on the appropriate local authority website.

Does living in a designated (catchment) area guarantee I will get a place for my child at that school?

Children living in the catchment 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 catchment area. Where there are more applicants from the catchment 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 catchment area for several years and places have been allocated using the tiebreaker.

Do I have to put my designated (catchment) area school as a preference?

No. However, if you do not list your catchment area school (or schools) your child will not be considered for a place at that school. Living in the catchment area of a school does not guarantee admissions to that school. Equally, it does mean you must send your child to that school. However, places will not be reserved for your child at your catchment area school. You must list the school as a preference in order for your child to be considered for admission. If you do not list your catchment area school as one of your preferences, and places are all allocated to those who did list it, your child will not be offered a place at the school (even where we cannot offer any of the schools you do list). You may then be offered a place at a school some distance from your home. As such, we suggest you consider listing your catchment area school as one of your preferences.

How will my application be considered if my home is in the catchment area of more than one school?

You must list all the schools, in order of preference, for your child to be considered. Your application for each school will then be ranked according to the oversubscription criteria of each school. Where it is possible to offer a place at more than one school, you will be offered a place at the school ranked highest in your preference order. If you list a catchment school, your application will be considered, however it does not guarantee your child will get a place at the school. Please note, some home addresses do not have a catchment school. This is where the community school has converted to an academy and has removed catchment from their oversubscription criteria.

What happens if I move?

Applications can only be processed on the basis of the child's current home address (refer to page 20 for definition). Places at oversubscribed schools cannot be reserved for children moving into the area.

If you move after the closing date, but before 1 February 2022, and can provide documentary evidence of the move (i.e. letting agreement valid for a year or a house purchase completion date showing that you will be resident by 1 February 2022), the new address will be accepted for the allocation of places. However, if you move after 1 February 2022 your application will be marked late and considered after National Offer Day.



What if I do not apply by the deadline because I was not living in the area?

If you move into Reading before 1 February 2022, your application will be treated as an “on time” application, providing you supply evidence that the move took place after 15 January but before 1 February. 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 after the 1 May 2022.

How will I know if the Admissions Team has received my form?

If you apply online, you will receive an email to confirm that you have submitted your form.

If you submit a paper form the School Admissions Team will write to let you know that it has been received. You should receive your letter within 10 school days of submitting the application form. However, this depends on the volume of applications received by the team. If you have not received a response regarding your paper application by 1 February 2022, please contact the Admissions Team.

Are places allocated on a first come, first served basis?

No. However parents should be aware that the first round of allocations only considers those applications received by the closing date.

What can I do if I am not offered a place at my preferred school(s)?

If you are not offered a place at your preferred school(s) you may:

- appeal to an Independent Appeal Panel against the decision to refuse a place; and
- accept the alternative place offered;
- ask about the availability of places at other schools
- keep your child’s name on the waiting list.

I don’t want to accept the place my child has been allocated, what should I do?

You must accept the allocated place. Doing so will not affect any higher preferences on the application or affect your right to appeal not getting a higher preference.

However, if you don’t want to accept because you are moving out of the borough or have an alternative arrangement in place (e.g. your child will be attending an independent school) you must inform the School Admissions Team of this in writing, providing full details (e.g. the new area you are moving to, with full address or the name of the independent school).

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/schools/elective-home-education or telephone 0118 937 3840 (Wednesday to Friday during school terms). You must also inform the school in writing of this decision.

Will my child start full time immediately in September?

Individual schools will have a programme of induction that will be explained to parents before their child starts.

What if I don't want my child to start school in September 2022?

Your child does not have to start school in September 2022. However, you must apply for a place by the 15 January 2022. Once you have secured a place at a school it is possible to delay your child's start until they become statutory school age (see table on page 9). This is known as deferring entry. It is important to note that if you defer your child's entry into Reception, they may have only one or two terms in Reception before transitioning into Year 1. If you decide to defer entry into Reception, you should discuss this with your child's school and they will hold the place for your child to start in either January (spring term) or April (summer term), as appropriate.

You may also wish to discuss your intentions with your child's current setting (i.e. nursery or child minder) in order to determine whether they have space available for your child to remain.

Can my child attend school part-time?

Parents/carers may ask for a part-time place until their child reaches statutory school age.

Parents cannot insist that a school provide a part-time place which is individually tailored to their child. Parents/carers must discuss this with the headteacher. Most parents and schools will be able to organise an arrangement that is amenable to both parties. If parents/carers are considering this option, they should consider what it will mean to their child in terms of what he/she will be missing out on.

Can my child start school outside their normal year group?

Parents may seek a place for their child outside their normal age group. This is called "offsetting" and might be requested where a child is gifted and talented or because they have experienced problems such as ill health. In addition, the parents of a summer born child might wish their child start school in the September following their fifth birthday. In such cases, they may request that their child is admitted out of their normal age group, e.g. to reception rather than Year 1.



In order to be considered, you must complete an application form as normal and also complete the Reading Offset request form (available on the website at the following link www.brighterfuturesforchildren.org/schools/admissions/primary) and return it to the School Admissions Team. The team will then coordinate the request with all your preferred schools, including those out of borough.

If the request is agreed and the 2022 application is withdrawn by the parent, a new application must be submitted for September 2023 entry. A place cannot be held in reception for 2023 entry. A child whose application is withdrawn due to offset is only entitled to their normal early years funding. If they only receive 15 hours, this is all they will get for the year. If a child receives 30 hours early years funding, they will continue to receive that amount.

The decision made by an admission authority is not binding on any other admission authority

By law, a child may leave school on the last Friday in June of the academic year they turn 16, i.e. by the end of the summer holidays (www.gov.uk/know-when-you-can-leave-school). As such, this has implications for children who are offset in that they may legally leave school at this time, perhaps without any GCSE qualifications. This would result in children receiving one year less education that is typically provided.

If a request is refused, parents must decide whether to accept the offered place, or refuse it and make an in-year application for a Year 1 place starting in September 2023.

Parents of children born between 01/09/2017 and 31/08/2018 should still apply before 15 January 2022 even if they are requesting that their child start school in Reception 2023.

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 National Offer Day. 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.
- b) Where a place has been offered in error, that place may be withdrawn.
- c) If a parent/carers has not responded to the offer of a place after receiving a reminder, the place offered may be withdrawn.

IN-YEAR ADMISSIONS

In-year admission is the term used for applications for children who are requiring admission after the start of the school year in Reception to Year 6.

Parent/carers who are seeking admission to a Reading borough school because they have moved to Reading, are new to the UK or simply wish to move their child to another school, must apply to the School Admissions Team by completing an 'in-year application form'. This form can be completed online or a paper form is available from the School Admissions Team upon request.

If you are a Reading resident, or moving into the borough, and you wish to apply for a school in Reading, you can do so by completing an in-year application form.

If you live in Reading and wish to apply for schools in neighbouring authorities, you should apply directly to the appropriate local authority. If you are Reading residents and your child is unplaced and they gain admission at a school outside of Reading, you must inform us of the allocation in writing.

Some schools in Reading coordinate their own in-year admissions. If you are interested in your child attending, All Saints CE Junior, Christ the King RC Primary, Churchend Academy, St Johns CE Primary, St Mary & All Saints CE Primary and The Heights Primary School, please apply directly to the schools.

If your child is unplaced and you are eligible to apply than an In-Year application should be completed as soon as possible.

More information on in-year admission can be found at:

www.brighterfuturesforchildren.org/schools/admissions/in-year

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.

Some parents/carers may be entitled to help with transport to school. Free home to school transport is based on the distance the pupil has to travel to school and, in some cases, the financial circumstances of the parent/carer. It is the local authority where a pupil or student lives – the 'Home LA' – that is responsible for any financial help with transport (not the LA where they attend school). This means we can only provide free home to school transport to eligible Reading Borough Council residents. We cannot provide free home to school transport to pupils who attend a Reading school, but who live outside the borough.

For pupils aged below eight years, transport assistance will only be considered where your child's home address is further than two miles safe walking distance from the school and meets one of the following criteria:

- 1) attends the nearest appropriate school;
- 2) attends a school that they were directed to by Brighter Futures for Children because the catchment area school was full.

For children over eight years the safe walking distance is over three miles from the child's home to the school.

Children aged over eight but under 11, from low-income families, may qualify for transport assistance if the home address is more than two miles from their nearest suitable primary school. The government defines children from low-income families as those who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit.

Some children with Education, Health and Care Plans may also be entitled to assistance; again, please contact the transport manager for details. Where pupils do qualify for school transport assistance, it is usually provided in the form of a bus pass (with a companion pass for an adult to accompany).

For further information regarding the 'School Transport Service', please contact:

Telephone: (0118) 937 2542

Email: school.transport@brighterfuturesforchildren.org

Address: School Transport Service, Brighter Futures for Children, Civic Offices, Reading, RG1 2LU

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.

Free school meals

All schools within the borough of Reading deal with the administration of free school meals for pupils in attendance.

Who is eligible?

Your child may be eligible for free school meals after this time, if you receive any of the following:

- 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)
- Income Support
- income-based Jobseekers Allowance
- income-related Employment Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit) and have an annual income of no more than £16,190
- the guarantee element of State Pension Credit.

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.

Each term, parents/carers must demonstrate 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.

Can I get help with school uniform?

There is no support currently provided by Reading. Please contact your child's current school as they may be aware of support in this area. The Family Information Service (FIS) also has a list of charities that provide grants towards school uniforms (dependent on need and parent carer situation). They can be contacted as below.

Reading Services Guide

The Family Information Service provides free individually tailored information, advice and guidance on any family matter. The service is available to any family member taking care of children or young people aged 0-19 years of age inclusive (up to 25 years for children and young people with special needs, known as the SEND Local Offer) as well as professionals working with families in Reading.

They can also provide information on early years funding and childcare providers in Reading.

Tel: 0118 937 3777 (option 2)

Email: fis@reading.gov.uk

Website: www.reading.gov.uk/fis



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

What are special educational needs (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 experience barriers to learning at some time in their education. These are often short term and support will be put in place by the school, using resources already available to schools.

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 Education, Health and Care Plans (EHCP)

In most cases, schools will ensure that your child gets all the help they need. 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 needs (such as hearing or visual impairment, physical difficulties, autism, learning needs, social emotional and mental health needs or speech, language and communication). If you think your child needs to attend a school with specialist support, you can contact the SEND Team for more information or check the Reading SEND Local Offer on www.readingsendlocaloffer.org or you can contact Reading IASS (Information Advice & Support Service) on 0118 937 3421 or at www.readingiass.org.

Applying for primary school or transfer to junior school

If your child has an EHCP, their 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 most 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 and ultimately will have the right to appeal to the SEND tribunal. The SEND team wish to work with you, so please do contact them to discuss placement.

The Reading IASS is also available to offer impartial advice and support to parents of children with special educational needs.

Mainstream schooling

Most 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, if your child has an EHCP, for consideration. If your child does not have an EHCP, you will be contacted to advise you that you cannot choose the school. A move to a special school or to a resourced base in a mainstream school can only be considered 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 resourced base 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 resourced base 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 2021. 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 on or before 15 February 2022. 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 (IASS), which 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 2021

Admissions to Community Primary Schools 2021

Brighter Futures for Children allocated these community schools and places using Reading Borough Council's published oversubscription criteria. Nevertheless, the tables below give a helpful indication as to how places are allocated.

School name	Admission number	Children in care, previously in care or have an EHCP	Children with strong social or medical grounds	Children in catchment area with a sibling at the school in Sept.	Children living in the catchment area of the school	Children not living in catchment area with a sibling at the school in Sept.	Children in receipt of EYPP attending the nursery at the school	Other children	Total	Diverts	Places available on National Offer Day	Number of children not offered place on National Offer Day
Alfred Sutton Primary School	90	0	0	19(1)	19	15(1)	1	36(1) (1.026)	90	0	0	10
Caversham Park Primary School	30	0	0	2	1	3	-	-	6	0	24	-
Caversham Primary School	60	0	0	13	7	12	0	28 (0.998)	60	0	0	17
Coley Primary School	30	0	0	5	12(1)	2	2	9(1) (0.693)	30	0	0	3
E P Collier Primary School	60	0	0	7	8	5(1)	0	7	27	0	30	-
Emmer Green Primary School	60	1	0	20	15(1)	5	0	18 (2.008)	60	0	0	3
Geoffrey Field Primary School	90	0	0	29(1)	30(1)	12(1)	0	19(1) (0.999)	90	0	0	11
Katesgrove Primary School	90	0	0	17(1)	41	11(1)	0	13	82	1	8	-
Manor Primary School	45	1	0	9(4)	9(4)	7(5)	2	4	32	1	13	-
Micklands Primary School	60	1(1)	0	14	11(2)	13	0	6	45	0	15	-
Moorlands Primary School	60	0	0	4	2	9	0	7	22	0	38	-
Oxford Road Community Primary School	30	1(1)	1	13(3)	15(4) (0.142)	-	-	-	30	0	0	40
Park Lane Primary School	60	0	0	12	12(1)	10(1)	0	22	56	0	4	-
Redlands Primary School	30	0	0	10	10	2	0	8(1.242)	30	0	0	0
Southcote Primary School	90	0	0	18(2)	29(3)	16(5)	-	17(1)	80	0	10	-
St Michael's Primary School	60	0	0	4	6	16	-	15(2)	41	2	19	-
Thameside Primary School	60	1	0	18(1)	28	6	0	7(1.173)	60	0	0	2
The Hill Primary School	60	0	0	13	14	6(1)	0	18	51	0	9	-
The Ridgeway Primary School	90	0	0	4	8	20(1)	0	9	41	0	19	-
Whitley Park Primary School	90	0	0	16(1)	18	13(1)	0	7	54	1	36	-
Wilson Primary School	60	1	1	18(1)	40(3) (0.308)	-	-	-	60	0	-	47

Admissions to Voluntary-Aided and Academy Schools 2021

The places at these schools were allocated according to the admission policy of the governing body of the schools. Where it was not possible to allocate all the children in one category (Cat), the tiebreaker was applied, and the last distance offered is in brackets. The distance was measured in miles using digital mapping software.

School name	Admission number	Cat 1 or have EHCP	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Total	Diverts	Places available on National Offer Day	No. of children not offered place on National Offer Day
All Saints CE Primary School	20	0	10	2	8 (0.316)	-	-	-	-	-	20	0	0	22
Battle Primary Academy	60	0	0	0	25	2	33 (0.445)	-	-	-	60	0	0	6
Christ the King Catholic Primary	45	0	13	0	15	7	-	-	-	-	35	1	10	0
Churchend Academy	60	1	0	1	24	10	24 (1.125)	-	-	-	60	0	0	11
Civitas Academy	60	0	0	14	0	27	-	-	-	-	41	11	19	0
English Martyrs' Catholic Primary	60	0	12	12	0	19	4	7	0	-	60	0	-	2
Green Park Village Academy	60	0	0	0	0	21	-	-	-	-	21	0	39	0
Meadow Park Academy	60	3	19	0	25	-	-	-	-	-	47	5	13	0
New Christ Church CE Primary	30	1	9	1	9	0	-	-	-	-	20	1	10	0
New Town Primary	60	0	0	10	21	0	0	5	-	-	36	0	24	0
Ranikhet Academy	30	0	0	6	0	11	-	-	-	-	17	3	13	0
St Anne's Catholic Primary	30	0	4	2	0	0	1	7	7	-	21	0	-	0
St John's CE Primary School	60	0	10	1	4	24	-	-	-	-	39	3	21	0
St Martin's Catholic Primary	30	0	1	0	2	2	0	3	8	-	16	0	9	0
St Mary and All Saints CE Primary	60	The school received fewer applications than the number of places available and therefore the applications were not ranked						-	-	-	31	7	29	0
The Heights Primary School	50	1	0	18	0	26	0	5 (1.414)	-	-	50	0	-	9
The Palmer Academy	60	0	0	15	0	25	-	-	-	-	40	2	20	0

Admissions to Junior Schools 2021

School name	Admission Number	Students with EHCP / Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Diverts	Total	Places available on National Offer Day	Number of children not offered place on National Offer Day
All Saints Junior School	25	1	0	18	-	1	-	-	-	0	20	5	0
Geoffrey Field Junior School	90	0	1	0	21 (2)	38	14	9	2	0	85	5	0

The places at these schools were allocated according to the admission policy of the governing body of the schools. Where it was not possible to allocate all the children in one category (Cat), the tiebreaker was applied, and the last distance offered is in brackets. The distance was measured in miles using digital mapping software.

PAST ALLOCATIONS 2020

Admissions to Community Primary Schools 2020

Brighter Futures for Children allocated these community schools and places using Reading Borough Council's published oversubscription criteria. Nevertheless, the tables below give a helpful indication as to how places are allocated.

School name	Admission number	Children in care, previously in care or have EHCP	Children with strong social or medical grounds	Children in catchment area with a sibling at the school in Sept.	Children living in the catchment area of the school	Children not living in catchment area with a sibling at the school in Sept.	Children in receipt of EYPP attending the nursery at the school	Other children	Total	Diverts	Waiting list
Alfred Sutton Primary School	90	-	-	23	20	24	-	23(2) (0.729)	90	-	17
Caversham Park Primary School	30	-	-	7	3	8	-	8	26	-	-
Caversham Primary School	60	-	-	15	12	6	-	27 (0.874)	60	-	15
Coley Primary School	30	1	-	8	14	5	-	2 (0.203)	30	-	17
E P Collier Primary School	60	-	-	8	12	7	-	6	33	-	-
Emmer Green Primary School	60	1	-	22	26	2	-	9 (0.796)	60	-	14
Geoffrey Field Primary School	90	1	-	31	46	12(2) (0.857)	-	-	90	-	53
Katesgrove Primary School	90	-	-	15	39	5	-	31 (1.934)	90	-	2
Manor Primary School	45	1	-	5	8	5	1	5	28	3	-
Micklands Primary School	60	1	-	20	11	7	-	9	48	-	-
Moorlands Primary School	60	2	-	3	5	16	-	23	50	1	-
Oxford Road Community Primary School	30	-	2	5	23(6) (0.221)	-	-	-	30	-	61
Park Lane Primary School	60	-	-	20	19	13	-	8(0.464)	60	-	10
Redlands Primary School	30	3	-	16	11 (0.301)	-	-	-	30	-	24
Southcote Primary School	90	-	-	12	23	28	-	27 (0.797)	90	-	13
St Michael's Primary School	60	-	-	9	4	21	-	26(1) (0.744)	60	-	17
Thameside Primary School	60	-	-	14	18	7	-	10	50	1	-
The Hill Primary School	60	-	-	15	21	1	-	15	52	-	-
The Ridgeway Primary School	60	-	-	8	11	8	-	30	58	1	-
Whitley Park Primary School	90	2	-	13	20	16	2	10	73	10	-
Wilson Primary School	60	3	1	23	33(2) (0.288)	-	-	-	60	-	89

Admissions to Voluntary-Aided and Academy Schools 2020

The places at these schools were allocated according to the admission policy of the governing body of the schools. Where it was not possible to allocate all the children in one category (Cat), the tiebreaker was applied and the last distance offered is in brackets. The distance was measured in miles using digital mapping software.

School	Admissions Number	Students with EHCP / Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Cat 8	Cat 9	Diverts	Total	Waiting list
All Saints C.E Infant School	20	1	8	3	8 (0.191)	0	0	0	-	-	-	20	20
Battle Primary Academy	60	2	-	18	1	39 (0.582)	-	-	-	-	-	60	7
Christ the King Catholic Primary	45	1	19	-	8	17 (2.98)	-	-	-	-	-	45	-
Churchend Academy	60	1	-	2	32	9	16 (0.556)	-	-	-	-	60	38
Civitas Academy	60	-	22	-	24	-	-	-	-	-	13	59	-
English Martyrs' Catholic Primary	60	-	18	21	1	9	2	5	-	4 (0.712)	-	60	8
Green Park Village Academy	60	-	-	-	21	-	-	-	-	-	1	22	-
Meadow Park Academy	60	0	-	17	28	-	-	-	-	-	3	48	-
New Christ Church C.E Primary	30	-	10	3	13	-	-	-	4 (0.973)	-	-	30	2
New Town Primary	60	-	-	12	18	-	-	6	-	-	8	44	-
Ranikhet Academy	30	-	6	-	8	-	-	-	-	-	16 (0.734)	30	-
St Anne's Catholic Primary	30	-	7	6	6	-	-	-	9	-	-	28	-
St John's CE Primary School	60	-	23	2	1	32	-	-	-	-	-	58	0
St Martin's Catholic Primary	30	-	1	-	4	4	-	5	7	-	-	21	-
St Mary and All Saints C.E Primary	60	-	-	12	17	5	-	6	-	-	12	52	-
The Heights Primary School	50	-	1	22	-	27 (0.48)	0	0	-	-	-	50	21
The Palmer Academy	60	1	26	-	33 (0.767)	-	-	-	-	-	-	60	5

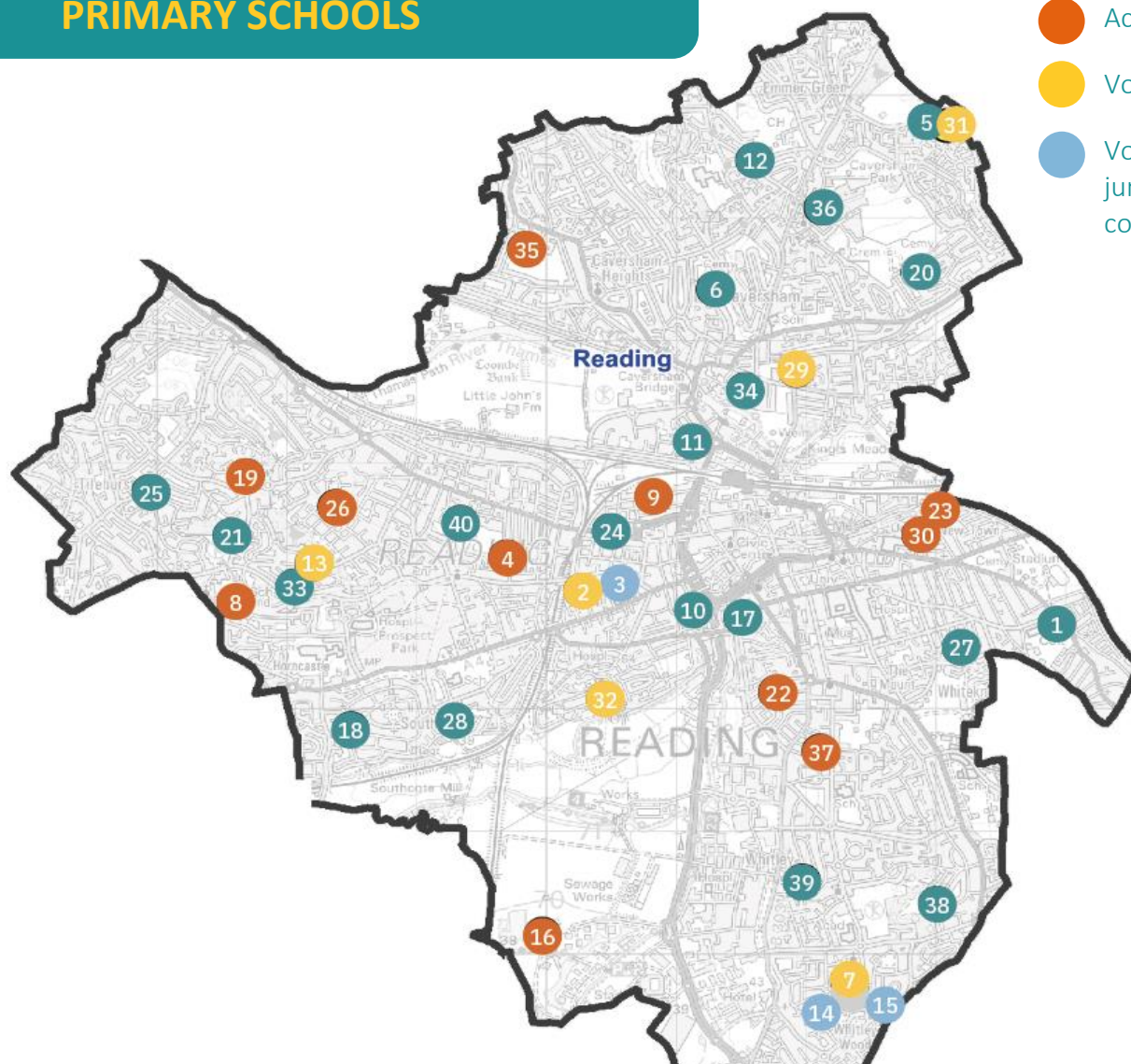
Admissions to Junior Schools 2020

The places at these schools were allocated according to the admission policy of the governing body of the schools. Where it was not possible to allocate all the children in one category (Cat), the tiebreaker was applied and the last distance offered is in brackets. The distance was measured in miles using digital mapping software.

School	Admission Number	Students with EHCP / Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Diverts	Total	Waiting list
All Saints Junior School	25	2	-	17	1	-	-	3	0	23	0
Geoffrey Field Junior School	90	3	-	0	18	37	12	20(5.38)	0	90	2

READING INFANT, JUNIOR AND PRIMARY SCHOOLS

- Community primary
- Academy
- Voluntary-aided
- Voluntary-aided junior or community junior



ID	School	ID	School
1	Alfred Sutton Primary School	21	Moorlands Primary School
2	All Saints CE Infant	22	New Christ Church CE Primary
3	All Saints CE Junior	23	New Town Primary School
4	Battle Primary Academy	24	Oxford Road Community School
5	Caversham Park Primary School	25	Park Lane Primary School
6	Caversham Primary School	26	Ranikhet Academy
7	Christ the King RC Primary	27	Redlands Primary School
8	Churchend Primary Academy	28	Southcote Primary School
9	Civitas Academy	29	St Anne's RC Primary School
10	Coley Primary School	30	St John's CE Primary School
11	E P Collier Primary School	31	St Martin's CE Primary School
12	Emmer Green Primary School	32	St Mary & All Saints CE Primary
13	English Martyrs RC Primary	33	St Michael's Primary School
14	Geoffrey Field Infant School	34	Thameside Primary School
15	Geoffrey Field Junior School	35	The Heights Primary School
16	Green Park Village Academy	36	The Hill Primary School
17	Katesgrove Primary School	37	The Palmer Primary Academy
18	Manor Primary School	38	The Ridgeway Primary School
19	Meadow Park Academy	39	Whitley Park Primary School
20	Micklands Primary School	40	Wilson Primary School

LIST OF INFANT, JUNIOR AND PRIMARY SCHOOLS IN THE READING BOROUGH

INFANT & PRIMARY SCHOOLS

Alfred Sutton Primary School					C
148 Wokingham Road, Reading, RG6 1JR			Headteacher:	Mr Robert Howell	
Telephone:	0118 937 5411		www.alfredsuttonprimary.co.uk		
Age range:	4-11		Admission number:		90
School day:	8.50am – 3.10pm		DfE NO:		2000
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

All Saints Church of England Aided Infant School					VA
Brownlow Road, Reading, RG1 6NP			Headteacher:	Mrs Susannah Daniel	
Telephone:	0118 901 5413		www.allsaints.reading.sch.uk		
Age range:	4-7		Admission number:		20
School day:	8.55am – 3.05pm		DfE NO:		3000
Breakfast club:	No	After school club:	No	Nursery:	No

Battle Primary Academy					A
Cranbury Road, Reading, RG30 2TD			Headteacher:	Ms Louise Burridge	
Telephone:	0118 937 5421		www.battleprimary.co.uk		
Age range:	4-11		Admission number:		60
School day:	8.45am – 3.15pm		DfE NO:		2011
Breakfast club:	Yes	After school club:	No	Nursery:	Yes

Caversham Park Primary School					C
Queensway, Caversham Park Village, Reading, RG4 6RP			Headteacher:	Miss Gail Ray	
Telephone:	0118 937 5433		www.cavershamparkprimaryschool.co.uk		
Age range:	4-11		Admission number:		30
School day:	8.50am – 3.15pm		DfE NO:		2233
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Caversham Primary School					C
Hemdean Road, Caversham, Reading, RG4 7RA			Headteacher:	Mrs Ruth Perry	
Telephone:	0118 937 5454		www.cavershamprimary.org		
Age range:	4-11		Admission number:		60
School day:	8.40am – 3.10pm		DfE NO:		2003
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Christ the King Catholic Primary School (with special unit for autism)					VA
Lulworth Road, Reading, RG2 8LX			Headteacher:	Mrs Nikki McVeigh	
Telephone:	0118 937 5434		www.christthekingreading.co.uk		
Age range:	4-11		Admission number:		45
School day:	8.50am – 3.20pm		DfE NO:		3305
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

Churchend Primary Academy						A
Usk Road, Tilehurst, Reading, RG30 4HP				Headteacher:	Mr Howard Seymour	
Telephone:	0118 937 5450			www.churchendacademy.com		
Age range:	4-11			Admission number:		60
School day:	8.55am – 3.15pm			DfE NO:		2031
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

Civitas Academy					A
90a Great Knollys Street, Reading, RG1 7HL			Executive Head:	Mrs Sal Ducker	
Telephone:	0118 467 6720		www.civitasacademy.co.uk		
Age range:	4-11		Admission number:		60
School day:	8.50am – 3.15pm		DfE NO:		2015
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Coley Primary School					C
Wolseley Street, Caversham, Reading, RG1 6AZ			Headteacher:	Mrs Sarah Pengelly	
Telephone:	0118 937 5461		www.coleyprimary.reading.sch.uk		
Age range:	4-11		Admission number:		30
School day:	8.50am – 3.15pm		DfE NO:		2005
Breakfast club:	No	After school club:	No	Nursery:	Yes

Emmer Green Primary School					C
Grove Road, Emmer Green, Reading, RG4 8LN			Headteacher:	Mrs Tonia Crossman	
Telephone:	0118 937 5464		www.emmergreenprimary.com		
Age range:	4-11		Admission number:		60
School day:	8.50am – 3.00pm		DfE NO:		2026
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

English Martyrs' Catholic Primary School					VA
Dee Road, Tilehurst, Reading, RG30 4BE			Headteacher:	Mrs Catherine Doberska	
Telephone:	0118 937 5466		www.englishmartyrs.reading.sch.uk		
Age range:	4-11		Admission number:		60
School day:	8.45am – 3.15pm		DfE NO:		3304
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

E P Collier Primary School (with special unit for speech and language)						C
Ross Road, Reading, RG1 8DZ				Headteacher:	Mrs Justine McMinn	
Telephone:	0118 937 5470			www.epcollier.reading.sch.uk		
Age range:	4-11			Admission number:	60	
School day:	8.40am – 3.15pm			DfE NO:	2006	
Breakfast club:	No	After school club:	Yes	Nursery:	Yes	

Geoffrey Field Infant School						C
Exbourne Road, Reading, RG2 8RH				Headteacher:	Miss Zoe Dean	
Telephone:	0118 937 5473			www.geoffreyfieldinfant.co.uk		
Age range:	4-7			Admission number:		90
School day:	8.50am – 3.05pm			DfE NO:		2008
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

Green Park Village Primary Academy						A
2 Flagstaff Road, Green Park, Reading, RG2 6AX				Headteacher:	Miss Gemma Jackson	
Telephone:	0118 467 6720			www.greenparkvillageacademy.com		
Age range:	From September 2022, reception and Year 1 (4-6 years) age only			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2039
Breakfast club:	Yes	After school club:	No	Nursery:	No	

Katesgrove Primary School						C
Dorothy Street, Reading, RG1 2NL				Executive Head:	Mrs Lisa Telling	
Telephone:	0118 937 5490			www.katesgroveprimaryschool.co.uk		
Age range:	4-11			Admission number:		90
School day:	8.55am – 3.20pm			DfE NO:		2226
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

Manor Primary School					C
110 Ashampstead Road, Reading, RG30 3LJ			Headteacher:	Mrs Fiona Swain	
Telephone:	0118 937 5494		www.manorprimary.net		
Age range:	4-11		Admission number:		45
School day:	8.45am – 3.15pm		DfE NO:		2253
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

Meadow Park Academy						A
Norcot Road, Reading, RG30 6BS				Headteacher:	Ms Stieve Butler	
Telephone:	0118 937 5562			www.meadowpark.anthemtrust.uk		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2004
Breakfast club:	Yes	After school club:	No	Nursery:	No	

Micklands Primary School					C
Micklands Road, Reading, RG4 6LU			Headteacher:	Mr Mark Frost	
Telephone:	0118 937 5500		www.micklands.reading.sch.uk		
Age range:	4-11		Admission number:		60
School day:	8.45am – 3.15pm		DfE NO:		2234
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Moorlands Primary School						C
Church End Lane, Tilehurst, Reading, RG30 4UN				Executive Head:	Mrs Nicola Browne	
Telephone:	0118 937 5505			www.moorlandsps.org.uk		
Age range:	4-11			Admission number:		60
School day:	8.55am – 3.15pm			DfE NO:		2034
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

New Christ Church, Church of England Primary School						A
Milman Road, Reading, RG2 0AY				Headteacher:	Mrs Alison Crooks / Mrs Joss Kitching	
Telephone:	0118 937 5437			www.newchristchurch.reading.sch.uk		
Age range:	4-11			Admission number:		30
School day:	8.50am – 3.15pm			DfE NO:		2254
Breakfast club:	No	After school club:	Yes	Nursery:	No	

New Town Primary School						A
School Terrace, Reading, RG1 3LS				Headteacher:	Miss Polly Cornish	
Telephone:	0118 937 5509			www.newtown.reading.sch.uk		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2028
Breakfast club:	Yes	After school club:	No	Nursery:	Yes	

Oxford Road Community School					C
146 Oxford Road, Reading, RG1 7PJ			Headteacher:	Mrs Claire Hurst	
Telephone:	0118 937 5511		www.oxfordroad.reading.sch.uk		
Age range:	4-11		Admission number:		30
School day:	8.50am – 3.00pm		DfE NO:		2016
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

Park Lane Primary School					C
School Road, Tilehurst, Reading, RG31 5BD			Headteacher:	Mrs Nicola Brown	
Telephone:	0118 937 5518 (infant) 0118 937 5515 (junior)		www.parklaneps.org.uk		
Age range:	4-11		Admission number:		60
School day:	8.55am – 3.15pm		DfE NO:		2021
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Ranikhet Academy						A
Spey Road, Reading, RG30 4ED				Headteacher:	Miss Louisa Sanghera	
Telephone:	0118 937 5520			www.ranikhetacademy.co.uk		
Age range:	4-11			Admission number:		30
School day:	8.45am – 3.15pm			DfE NO:		2025
Breakfast club:	No	After school club:	No	Nursery:	Yes	

Redlands Primary School						C
Lydford Road, Tilehurst, Reading, RG1 5QH			Headteacher:	Mrs Shabana Aslam		
Telephone:	0118 937 5527		www.redlandsschool.co.uk			
Age range:	4-11		Admission number:		30	
School day:	8.50am – 3.15pm		DfE NO:		2018	
Breakfast club:	No	After school club:	No	Nursery:	Yes	

Southcote Primary School						C
Silchester Road, Reading, RG30 3EJ				Headteacher:	Mrs Lisa Telling	
Telephone:	0118 937 5533			www.southcoteprimary.co.uk		
Age range:	4-11			Admission number:		90
School day:	8.45am – 3.10pm			DfE NO:		2027
Breakfast club:	Yes	After school club:	Yes	Nursery:	No	

St Anne’s Catholic Primary School					VA
Washington Road, Reading, RG4 5AA			Headteacher:	Mrs Sarah Bernto	
Telephone:	0118 937 5466		www.st-annes.reading.sch.uk		
Age range:	4-11		Admission number:		30
School day:	8.45am – 3.15pm		DfE NO:		3302
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes

St John's Church of England Primary School					A
121-147 Orts Road, Reading, RG1 3JN			Headteacher:	Ms Martina Parsons	
Telephone:	0118 937 5540		www.stjohns.reading.sch.uk		
Age range:	4-11		Admission number:		60
School day:	8.50am – 3.10pm		DfE NO:		3300
Breakfast club:	No	After school club:	Yes	Nursery:	Yes

St Martin's Catholic Primary School						VA
Pendennis Avenue, Caversham Park Village, Reading, RG4 5AA				Headteacher:	Ms Erika Kirwan	
Telephone:	0118 937 5544			www.stmartinscaversham.co.uk		
Age range:	4-11			Admission number:		30
School day:	8.40am – 3.15pm			DfE NO:		3360
Breakfast club:	Yes	After school club:	Yes	Nursery:	No	

St Mary & All Saints Church of England Primary School						A
Wensley Road, Reading, RG1 6DU				Headteacher:	Miss Alexandra Butler	
Telephone:	0118 937 5545			www.stmaryandallsaints.co.uk		
Age range:	4-11			Admission number:		60
School day:	8.40am – 3.05pm			DfE NO:		2035
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

St Michaels Primary School					C
Dee Road, Tilehurst, Reading, RG30 4AS			Headteacher:	Mrs Kate Parietti	
Telephone:	0118 937 5550		www.stmichaels.reading.sch.uk		
Age range:	4-11		Admission number:		60
School day:	8.50am – 3.05pm		DfE NO:		2029
Breakfast club:	Yes	After school club:	Yes	Nursery:	No

Thameside Primary School						C
Harley Road, Caversham, Reading, RG4 8DB				Headteacher:	Mrs Sophie Greenaway	
Telephone:	0118 937 5551			www.thamesideprimary.co.uk		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2036
Breakfast club:	Yes	After school club:	Yes	Nursery:	No	

The Heights Primary School						A
Upper Woodcote Road, Caversham, Reading, RG4 7LH				Headteacher:	Mrs Karen Edwards	
Telephone:	0118 357 0123			www.stmaryandallsaints.co.uk		
Age range:	4-11			Admission number:		50
School day:	8.50am – 3.30pm			DfE NO:		2017
Breakfast club:	Yes	After school club:	Yes	Nursery:	No	

The Hill Primary School						C
Peppard Road, Caversham, Reading, RG4 8TU				Headteacher:	Dr Natasha Crellin	
Telephone:	0118 937 5560			www.thehillprimary.org.uk		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2019
Breakfast club:	Yes	After school club:	Yes	Nursery:	No	

The Palmer Primary Academy						A
70 Northumberland Avenue, Reading, RG2 7PP				Headteacher:	Mr Dom Prendergast	
Telephone:	0118 937 5481			www.thepalmeracademy.com		
Age range:	4-11			Admission number:		60
School day:	8.45am – 3.15pm			DfE NO:		2012
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

The Ridgeway Primary School						C
Hillbrow, Reading, RG2 8JD				Headteacher:	Ms Jackie Steele	
Telephone:	0118 937 5530			www.theridgewayprimary.net		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2020
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

Whitley Park Primary and Nursery School						C
Brixham Road, Reading, RG2 7RB				Headteacher:	Mr Nathan Butler-Broad	
Telephone:	0118 937 5566			www.whitleyparkprimaryschool.co.uk		
Age range:	4-11			Admission number:		90
School day:	8.45am – 3.15pm			DfE NO:		3361
Breakfast club:	No	After school club:	Yes	Nursery:	Yes	

Wilson Primary School						C
Wilson Road, Reading, RG30 2RW				Headteacher:	Mrs Claire Hurst	
Telephone:	0118 937 5573			www.wilsonprimary.co.uk		
Age range:	4-11			Admission number:		60
School day:	8.50am – 3.15pm			DfE NO:		2024
Breakfast club:	Yes	After school club:	Yes	Nursery:	Yes	

JUNIOR SCHOOLS

All Saints Junior School						A	
August House, Brownlow Road, Reading, RG1 6NP				Headteacher:	Mrs Susannah Daniel		
Telephone:		0118 939 3362		www.allsaintsjunior-school-reading.co.uk			
Age range:		7-11		Admission number:		25	
School day:		9.00am – 3.00pm		DfE NO:		2002	
Breakfast club:		No	After school club:		No	Nursery:	No

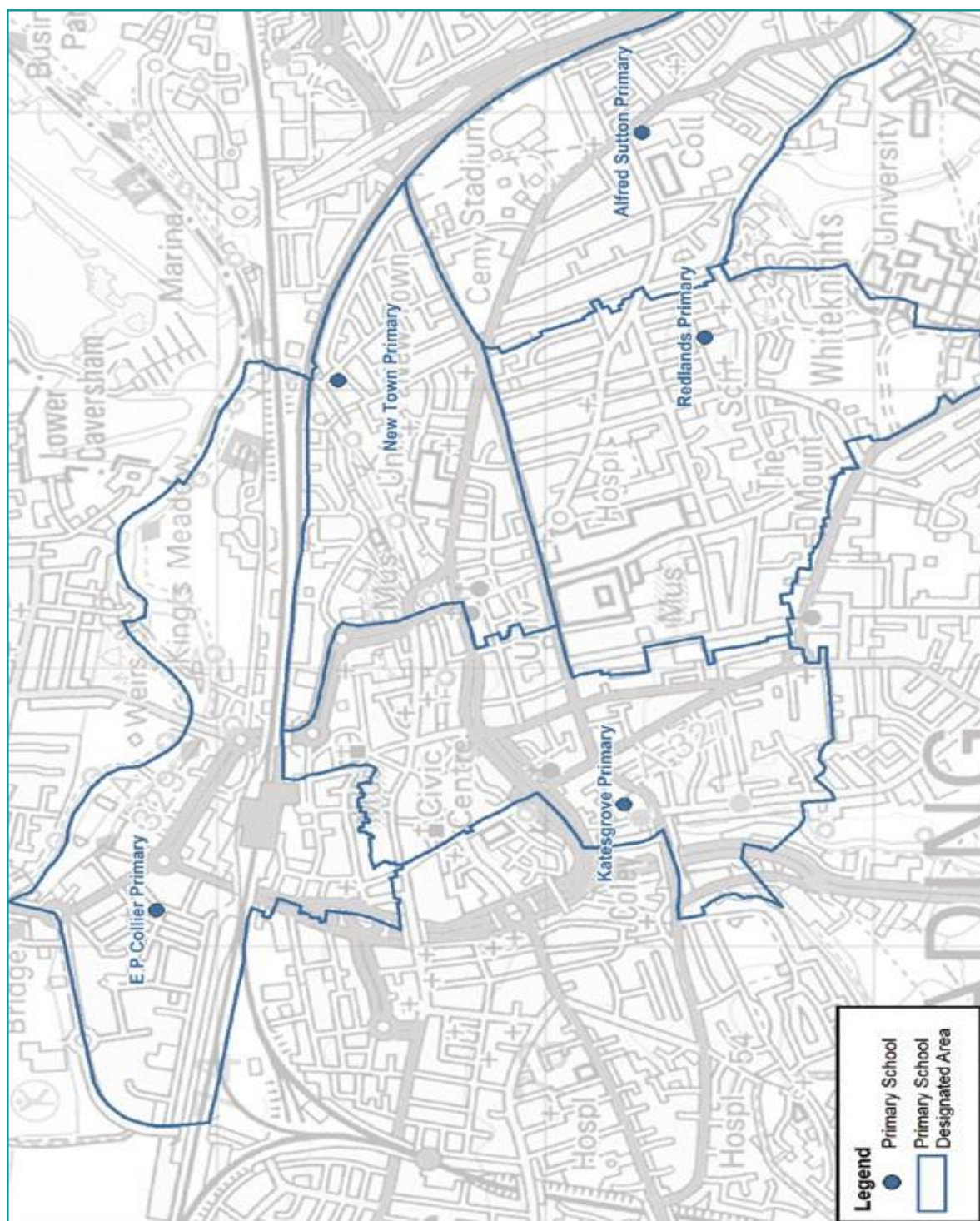
Geoffrey Field Junior School					C
Exbourne Road, Reading, RG2 8RH			Headteacher:	Miss Shelley Hancock	
Telephone:	0118 937 5475		www.geoffreyfieldjuniorschool.co.uk		
Age range:	7-11		Admission number:		90
School day:	8.45am – 3.00pm		DfE NO:		2007
Breakfast club:	Yes	After school club:	No	Nursery:	No



SCHOOL MAPS

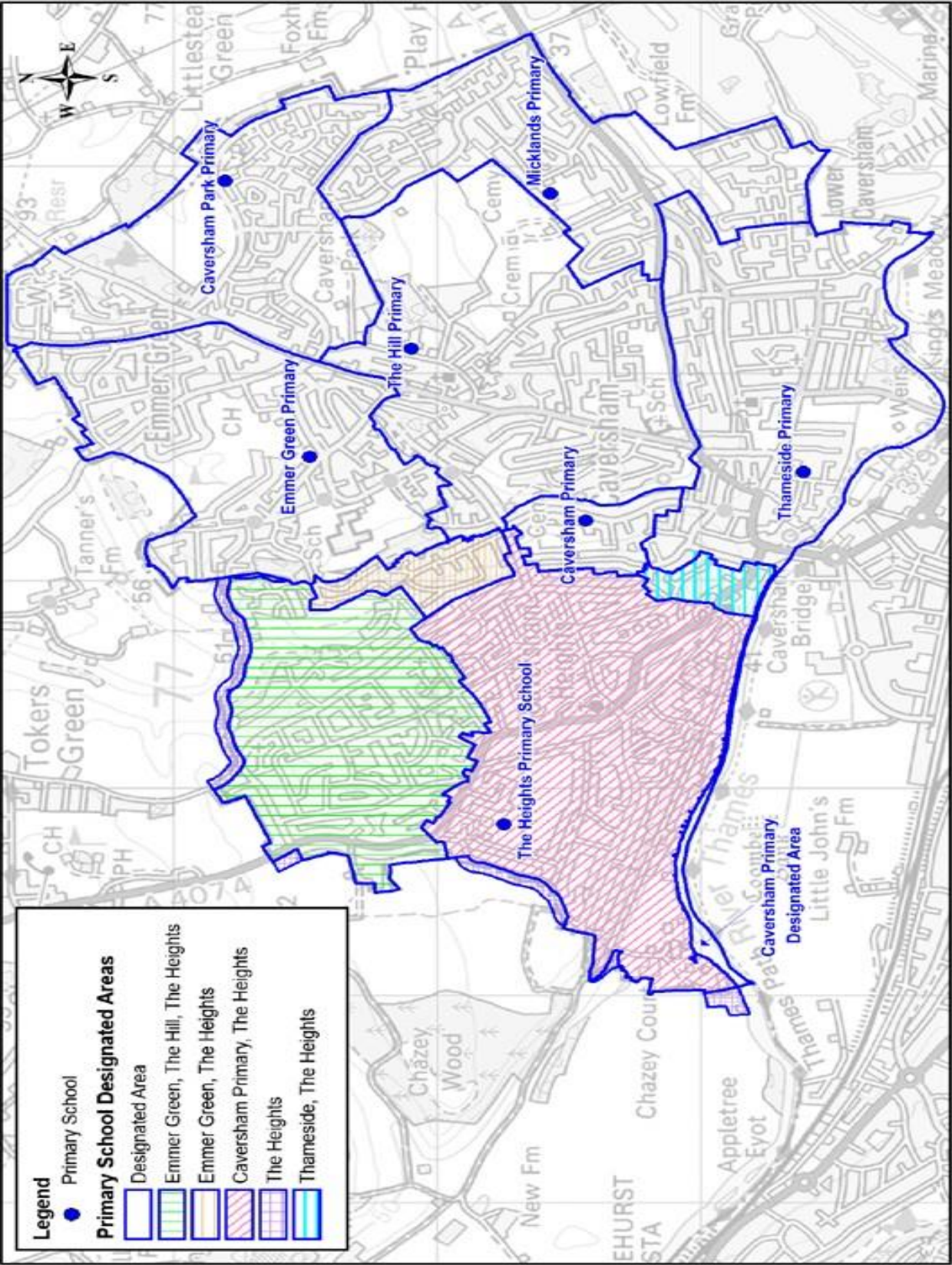
The following maps show the catchment area for the community primary / infant schools in Reading and include any schools who consider 'catchment' within their oversubscription criteria.

Central and East Reading Primary Schools



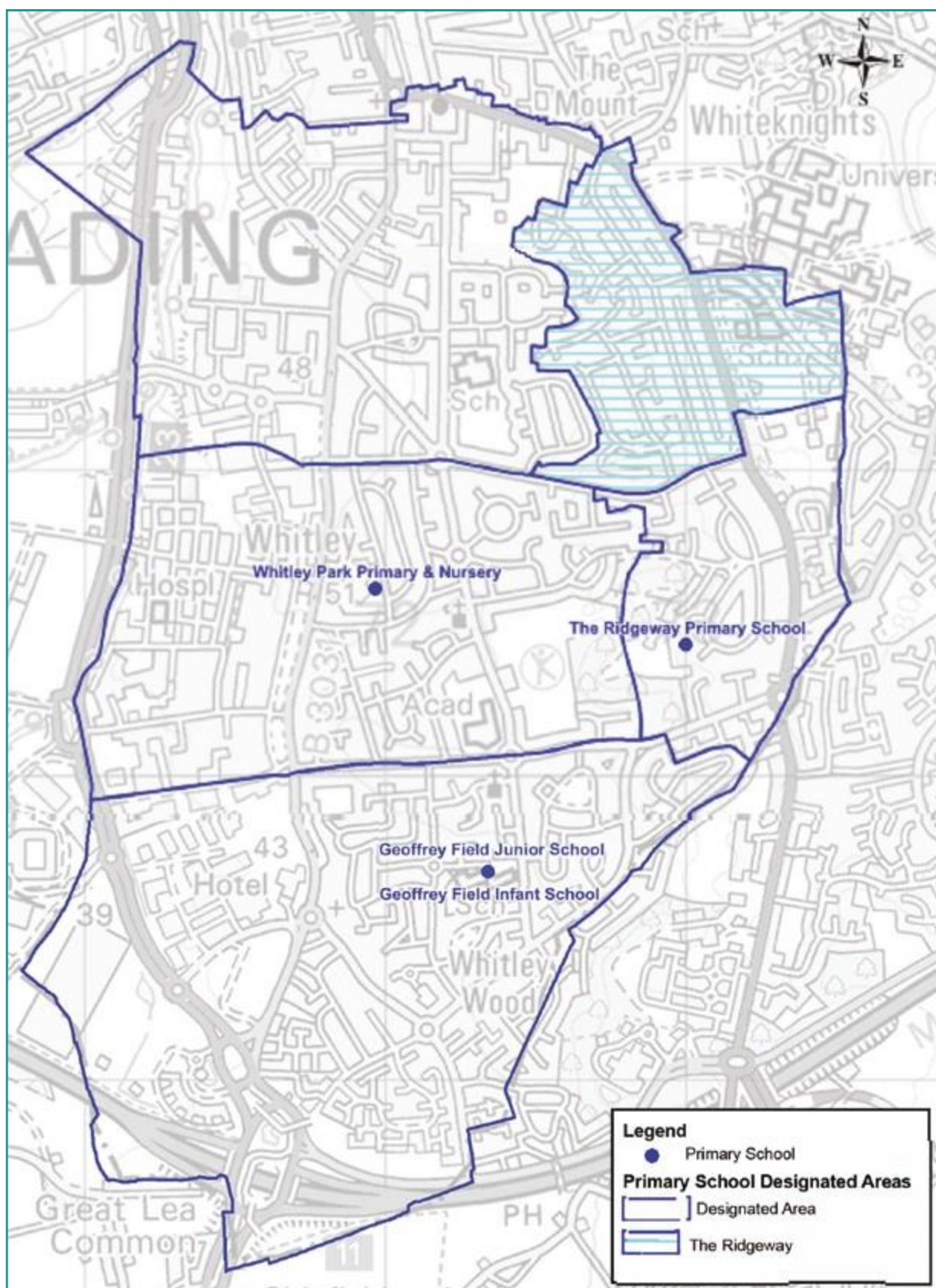
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North Reading Primary Schools



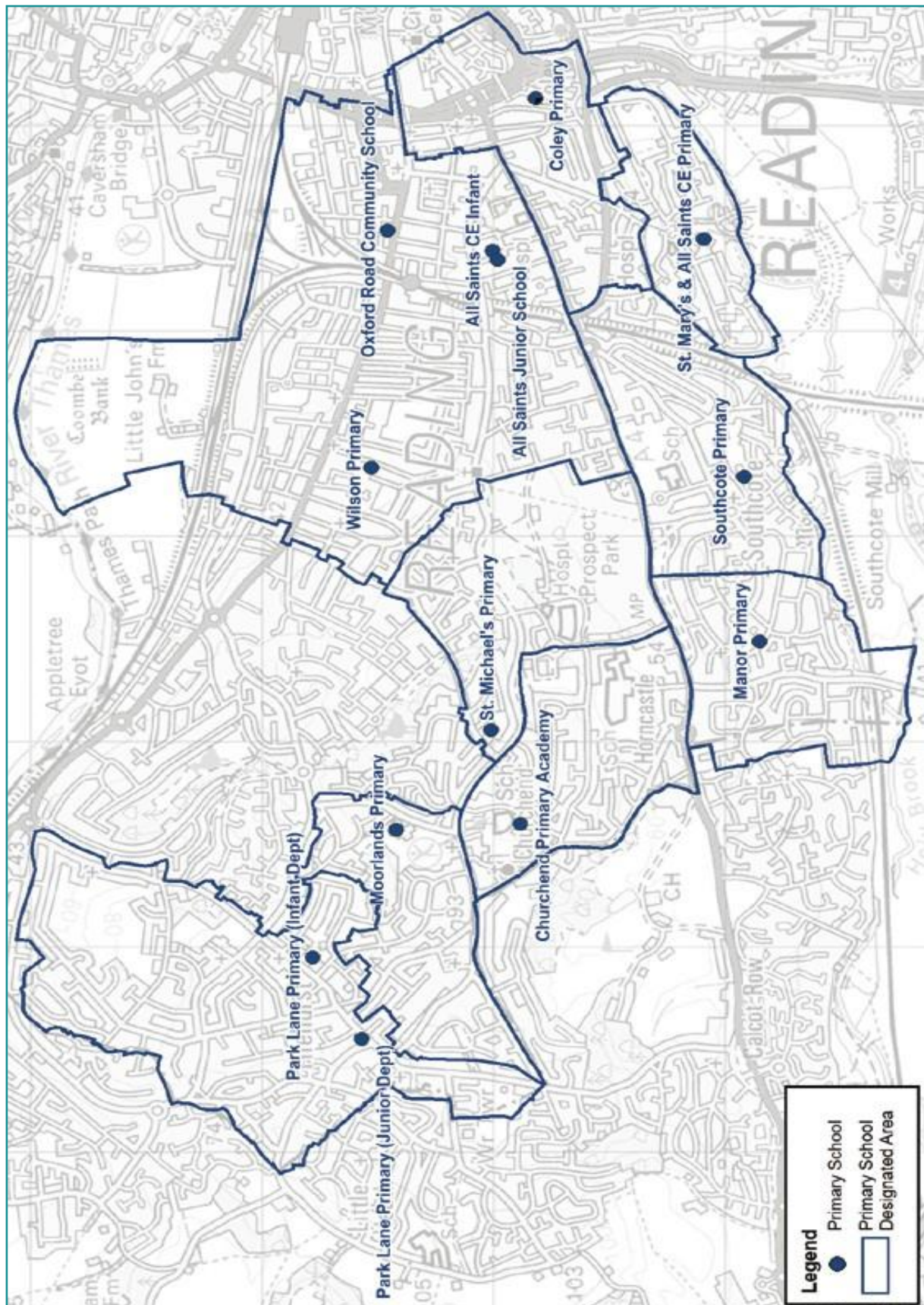
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South Reading Primary Schools



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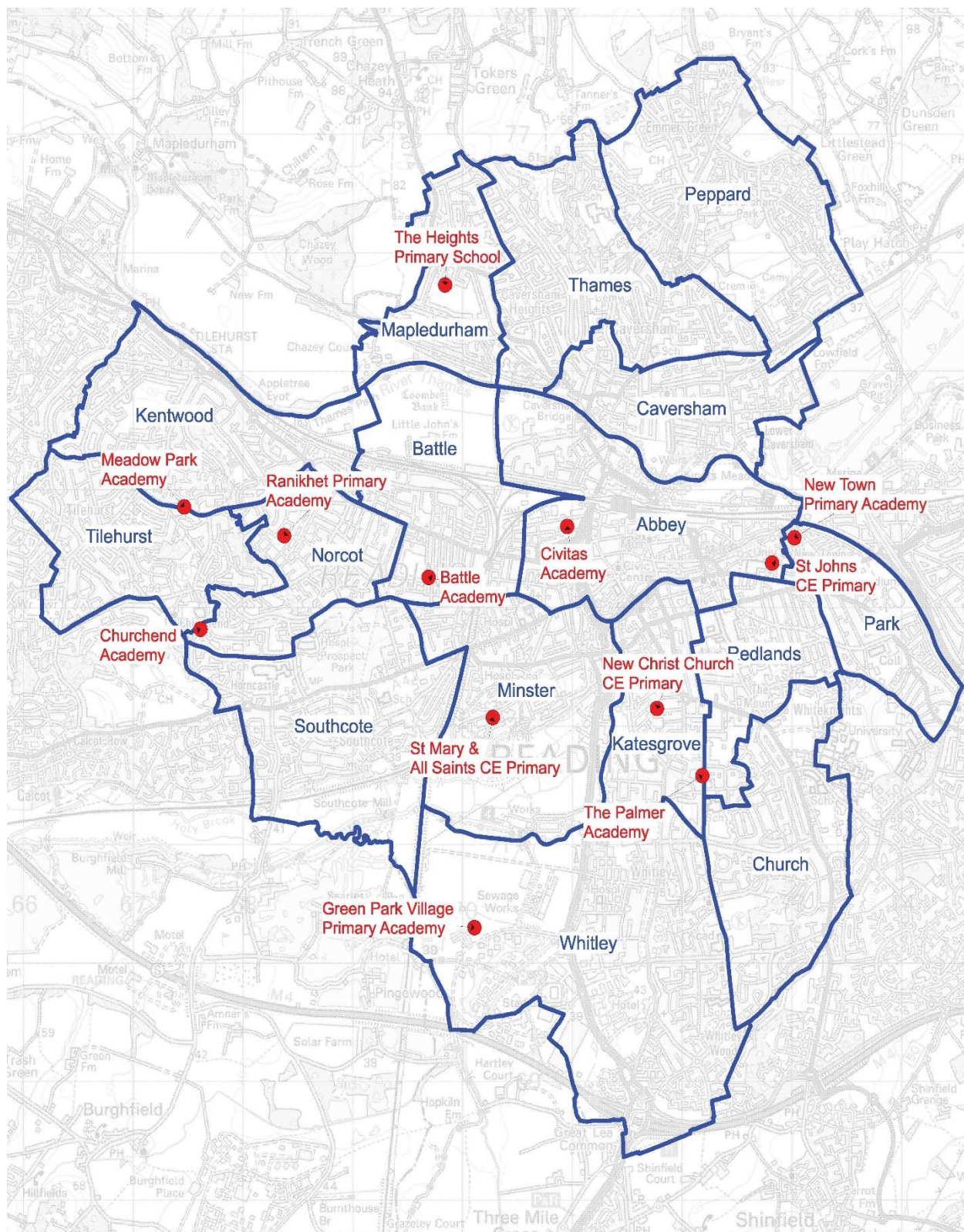
West Reading Primary Schools



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Academies

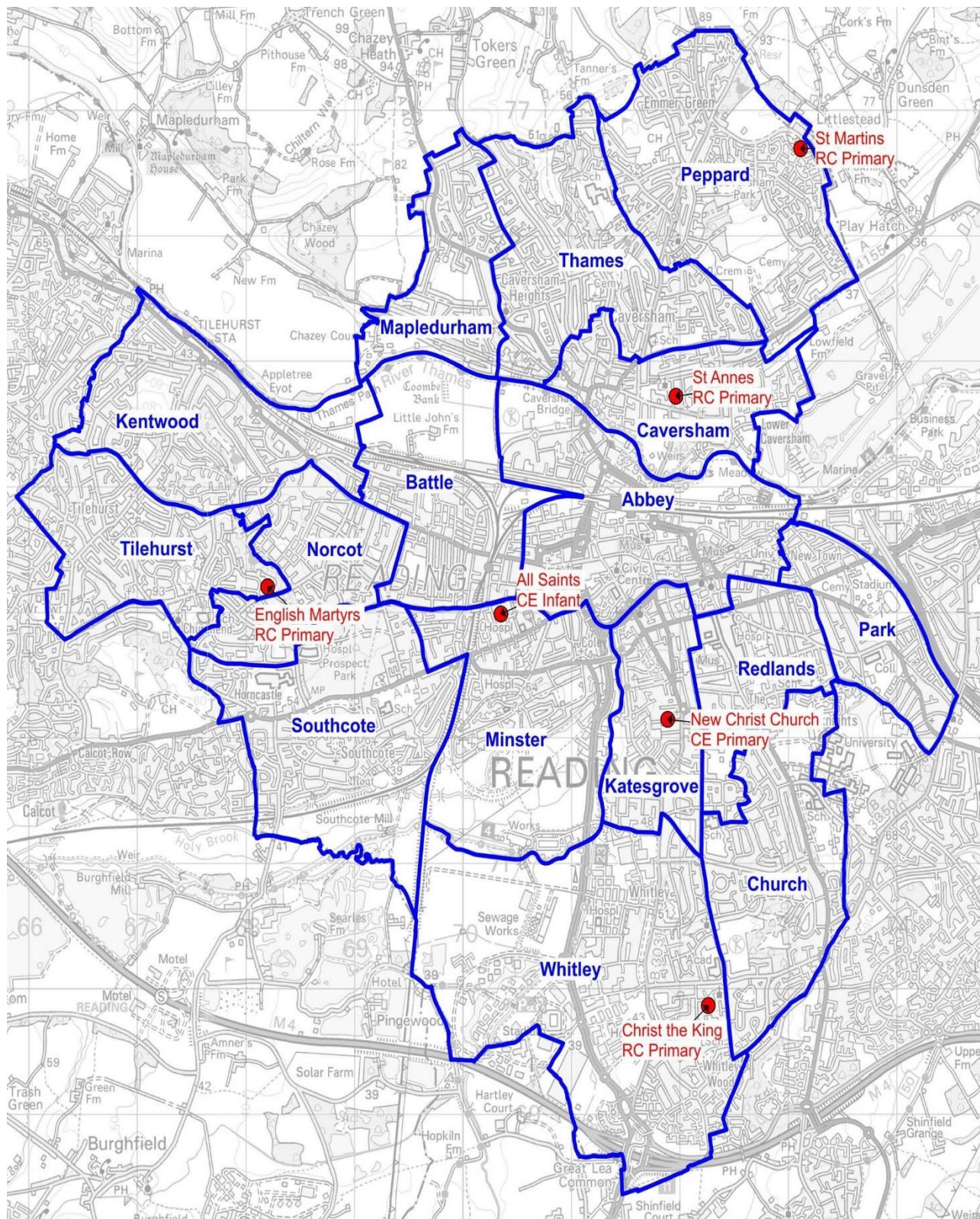
This map shows academies in Reading in relation to the borough wards.



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VA Schools

This map shows VA schools in Reading in relation to the borough wards.



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COMMUNITY SCHOOLS ADMISSIONS POLICIES

Community Infant and Primary Schools

Alfred Sutton Primary School

Caversham Park Primary School

Caversham Primary School

Coley Primary School

Emmer Green Primary School

E P Collier Primary School

Geoffrey Field Infant School

Katesgrove Primary School

Manor Primary School

Micklands Primary School

Moorlands Primary School

Oxford Road Primary School

Park Lane Primary School

Redlands Primary School

Southcote Primary School

St Michaels Primary School

Thameside Primary School

The Hill Primary School

The Ridgeway Primary School

Whitley Park Primary and Nursery School

Wilson Primary School

Oversubscription criteria

The oversubscription criteria take no account of the order of preference indicated by the parent/carer. The application for each community school named by the parent/carer will be considered and ranked according to the criteria below.

Admissions policies on school's website or in their prospectus may not reflect the current admission policy. Reading Borough Council is the admission authority for all community primary/infant schools and Reading Borough Council policy will be used to allocate school places, which is managed by Brighter Futures for Children.

Children with an Education, Health and Care Plan (EHCP) naming a preferred community primary or infant school will be allocated a place above all other children.

The oversubscription criteria take no account of the parents/carers order of preference. Applications for each school named by the parents/carers will be ranked according to the criteria set out below if there are more applications than places available.

Category	Notes	Notes
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).	Provided appropriate evidence is submitted - see note 1
2	Families who have strong medical or social grounds for their child's admission to a particular school.	See note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	This category may apply in other circumstances - see notes 3 and 4
4	Children whose permanent home address is in the catchment area of the school.	
5	Children whose permanent home address is not in the catchment area of the school but have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	See note 4
6	Children in receipt of Early Years Pupil Premium (EYPP) at the time application who attends the nursery unit at the school.	
7	Other children.	

Priority within the oversubscription criteria

Within each of the above categories 1-5 and 7, priority will be given to children who are in receipt of the Early Years Pupil Premium (EYPP), Service Premium or Pupil Premium (PP) at the time of application. To be considered for these priorities, parents/carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school or nursery confirming that they receive Early Years Pupil Premium (EYPP), Service Premium or Pupil Premium (PP) for the child. This form must be completed and returned to the School Admissions Team prior to 1 February 2022 in order to be awarded

this priority on time for the routine admissions round. Any applications received later than this date will be awarded the priority after the 3 May 2022.

Notes relating to the above oversubscription criteria

Note 1 – Category 1 – Looked After Children and Previously Looked After Children

A 'Looked After' child 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 as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

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 will be 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:

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

Children who were previously in state care outside England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The care may have been provided in an orphanage or other setting, but the child may have been adopted and is no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the admissions authority will work closely with BfC Virtual School for Children Looked After to make a pragmatic decision based on the information available so that there is a local consistent approach.

Note 2 – Category 2 - Medical / Social Reasons

When submitting an application under criterion 2, families who have strong medical or social grounds for their child's admission to a particular school must provide written evidence. This may come from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must: be specific to the school in question; show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. It is not enough for the professional to report what the parent/carer has told them.

If failure in awarding this priority would result in no appropriate school being allocated, the panel, after taking into account the evidence submitted, the parental preference and the catchment school, will allow categorisation of medical/social grounds to the most appropriate school. This applies to those children whose social/medical needs can be met by one than one school but not many schools. For example, when

reasons are due to mobility issues and a number of schools are equal distance and failure to award this would result in no appropriate school being allocated.

In addition, this category includes children who are subject to a child arrangement order or special guardianship order awarded to a family member in order to prevent the child being taken into care by a local authority. A copy of the order must be provided.

No individual officer will take responsibility for determining whether a case is ranked in the category. A panel of officers in the form of the School Admissions Panel will make the final decision. Evidence must be provided by 1 February 2022 to be considered as on time for National Offer Day. If evidence is received by the team after this date, then it is at the discretion of the panel whether to accept these documents for “on time” allocations. The admissions team will not prompt parents to send evidence to support admission under this category, but they may ask for further evidence if this is required to make a decision. If evidence is received before the 1 February 2022 parents will be informed, in writing, before National Offer Day as to whether this has been granted. This is not a guarantee of a place at a particular school.

Note 3 – Category 3 – Siblings

Children whose home address is in the former catchment area of a school and have a sibling at the school and that sibling was admitted to the school from the same address will be treated as category 3 of the oversubscription.

Note 4 – Category 3 – Siblings

If parents/carers applied for a place at their catchment area school for their child and it was not possible to offer a place at that school because the school was oversubscribed, a sibling protection applies. Where the child was admitted to a lower preference Reading community primary school or allocated a place by the authority at an alternative Reading community primary school, the application for any younger siblings for that school will be treated as “catchment area” and considered under category 4. Where a parent does not list all schools in the catchment area for the home address at the time of application and a place would have been offered at a catchment area school had it been listed, they forfeit the right to sibling protection. Parents/carers must inform the admissions team at the time of application if they consider this exemption applies.

Where a space is allocated as part of an in-year admission at a school listed second preference or lower, or if a school closer to the child’s home address was available to parents and was refused, parents forfeit the right to this sibling protection for future admissions. Parents will be informed at the time of allocation if this right has been forfeited.

Tiebreaker

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child’s home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement, the place will be offered using random allocation. A member of Committee Services staff for Reading Borough Council will supervise the selection process.

Multiple births

Places are offered according to the oversubscription criteria. In the event that this would result in splitting multiple birth families, in the majority of cases the other child/children will be offered a place. In very exceptional circumstances, where the admission of more than one additional child to the year group causes prejudice to the provision of efficient education and efficient use of resources it may not be possible to offer a place to all multiple birth children.

In the event that siblings with a different date of birth, but in the same year group, are split by the oversubscription criteria, only one child will be offered a place. This applies to children during Key Stage 1, up to and including Year 2, if admission would take a class over 30. Selection will be made randomly by a representative of Reading Borough Council's Committee Services.

It is open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings. The other sibling(s) name(s) will put on the waiting list. If the admission is in Key Stage 2 or admission of the other siblings will not contravene infant class size regulations, then each case will be considered and, in most cases, the other child/ children will be offered a place (on the condition that the admission will not prejudice the provision of efficient education and efficient use of resources).

A full copy of this policy can be obtained from www.brighterfuturesforchildren.org/school-admissions



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BATTLE PRIMARY ACADEMY

Battle Primary Academy is a welcoming, caring school, where adults are committed to the education of our pupils. Our children are happy and positive about their school and talk with enthusiasm for their learning. Our staff are dedicated to providing high standards of education for all; where pupils are well prepared for the next stage of their education careers and are responsible contributors to society. The school were graded as 'Good' by Ofsted in May 2019.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Category	
1	Looked after children – that is, children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children's Act 1989 and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) immediately after they had been looked after. Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders: a) adoption order, b) residence order, c) special guardianship order.
2	Priority will next be given to children with exceptional medical, social, or other needs that can only be met by providing a place at Battle Primary Academy rather than any other school.
3	Priority will next be given to children of staff at the school, in either of the following circumstances: a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4	Priority will next be given to children who attend our school nursery
5	Priority will next be given to children with siblings at the school. Siblings include stepsiblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

Tiebreaker

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tiebreaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Cranbury Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

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

CHURCHEND PRIMARY ACADEMY

At Churchend we are committed to ensuring that all our children will succeed at school and do well. Through a broad range of lessons and extracurricular activities we expect to support children in discovering their particular strengths and passions. Whether that be maths, science, music, sport or a wealth of other activities they will be involved in, we intend to help children develop interests and skills that will remain with them throughout their lives.

Oversubscription criteria

The governing body will use the following oversubscription criteria to determine admissions. The criteria are fully compliant with the School Admissions Code.

Children with a statement of special educational needs / Education, Health and Care Plan (EHCP) that names the school will be allocated a place above all other applicants.

Category		Note
1	Looked after children in the care of a local authority or children who were looked after but ceased to be so because they were adopted or be (to a child arrangement order or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted. Including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted	See note below
2	Children who have strong medical or social grounds for admission.	See medical or social grounds below
3	Children of staff at the school where either or both of the following circumstances apply: a) where the member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	
4	Children who have sibling(s) who will still be attending the school in September 2022	
5	Children whose permanent home address is in the designated area of the school;	
6	Other children.	

Tiebreaker

If a school does not have enough places for all applicants in a particular category, places will be allocated to those living nearest the school. Distance is measured as a straight line between the Ordnance Survey data point for the home address and the school using Reading Borough Council digital mapping. In the rare event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from Committee Services Team for Reading Borough Council will supervise the selection process.

Multiple births

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family one of the following rules will apply:

Where this occurs each case will be considered and in the majority of cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources e.g. if the application of this resulted in a class of 36 children with one teacher in a small classroom this could have serious implications to the school.

In the event that sibling with a different date of birth but in the same year group are split by the oversubscription the following will apply. During Key Stage 1 when admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee services. (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). – the other sibling(s) names(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations, then each case will be considered and, in most cases, the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources

Definitions

Medical/Social Reasons

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional person (i.e. social worker, Doctor) supporting the child or family is submitted. The request must state that the named school is the only school for the child because of the medical or social reasons and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. Children with identified special educational needs will not be considered in this category as they will be assessed by the regulations in the Special Educational Needs Code of Practice 2001. No individual officer will take responsibility for determining whether a case is ranked category. A panel of three officers will make the final decision.

Siblings

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/carer(s). Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings

Note

A 'Looked After' child is a child who 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 as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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:

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

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.

Confirmation from the local authority that the child is in care or was in care from the local authority that last looked after the child must be submitted with the application.

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

CIVITAS ACADEMY

Civitas Academy is a primary academy in Reading and is part of REAch2 Academy Trust.

Civitas Academy is a forward-thinking school located in state-of-the-art facilities in central Reading. The school opened in September 2015 and was rated as good in all areas in its first OFSTED inspection in September 2018. We are part of the Reach2 Reading Cluster, which also includes the Green Park Village, Ranikhet and The Palmer Academies. The school motto is 'Hand in hand we learn' and we are fully committed to working in partnership with families and our community to provide exceptional opportunities for learning. Our exciting and engaging curriculum is further enhanced through our programme of educational visits and extra-curricular clubs. Being part of Reach2 Academy Trust means that each child will have the opportunity to participate in the 11b411 promises. These promises have been designed to give the children 11 unique experiences before they leave primary school at 11 years old. We welcome visits and tours to the school, please contact the school office to make an appointment.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

Category		Note
1	Looked after children, previously looked after children, as set out in definition 1	As set out in definition 1
	and previously looked after children outside of England, as set out in definition 2	As set out in definition 2
2	Children with siblings in the school	As set out in definition 3
3	Children of school staff fulfilling a skills shortage role	As set out in definition 4
4	All other children.	As set out in definition 5

Definitions relating to the criteria

- 1) **‘Looked after children’** are (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, in England (see definition in Section 22(1) of the Children Act 1989). **‘Previously looked after children’** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
- 2) **‘Previously looked after children outside of England’** who were in state care outside England and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) **‘Siblings’** - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent’s co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
- 4) This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage
- 5) **‘All other children’** refers to all applicants who do not fall into any of the categories above.

Tiebreaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the school, with those living nearer receiving higher priority. Where it is not possible to separate two or more applications because the children concerned live an equal distance from the school, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Multiple births

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

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

GREEN PARK VILLAGE PRIMARY ACADEMY

Green Park Village Primary Academy is a brand-new school, which opened in September 2020 in state-of-the-art facilities, situated in the heart of the new Green Park Village development. It is part of REAch2, the largest primary multi-academy trust. We are part of the Reach2 Reading Cluster, which also includes the Civitas, Ranikhet and The Palmer Academies. Our experienced, warm and caring team, offer a safe, nurturing and creative learning environment, enabling us to ensure that our children are supported, challenge, inspired and motivated through a broad and balanced range of learning experiences and opportunities. We aim for our vision of 'enabling excellence for exceptional futures' to exude through our bespoke and innovative curriculum.

We would love to show you our stunning school and we welcome tours with the headteacher, Gemma Jackson. Please contact the school office by phone or email to arrange.

Oversubscription criteria

Category		Note
1	Looked after children, previously looked after children, as set out in definition 1 and previously looked after children outside of England, as set out in definition 2,	As set out in definition 1 As set out in definition 2
2	Children with siblings in the school	As set out in definition 3
3	Children of school staff fulfilling a skills shortage role	As set out in definition 4
4	All other children	As set out in definition 5

Definitions relating to the criteria

- 1) **'Looked after children'** are (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, in England (see definition in Section 22(1) of the Children Act 1989). **'Previously looked after children'** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
- 2) **'Previously looked after children outside of England'** who were in state care outside England and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) **'Siblings'** - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.
- 4) This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage
- 5) **'All other children'** refers to all applicants who do not fall into any of the categories above.

Tiebreaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the school, with those living nearer receiving higher priority. Where it is not possible to separate two or more applications because the children concerned live an equal distance from the school, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Multiple births

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

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

MEADOW PARK ACADEMY

Meadow Park Academy is a Good and Outstanding school with an imaginative curriculum aimed to enhance children's understanding and experiences. We operate a restorative and therapeutic approach to behaviour and hold inclusivity at the heart of everything we do. The school opened its Forest School provision in September 2019 and is hoping to develop a STEM resource for the community in the future. As a school, our core values aim to develop the individual as a whole –mind, body and spirit, by celebrating each child's unique skills and qualities and targeting personal development alongside achievement and progress. We encourage our pupils to be creative, take risks and build character in order to maximise achievement in all areas. In doing so they develop a lifelong love of learning through nurture and adventure as well as the resilience to follow their own paths and contribute to our communities as responsible global citizens.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

Category		Note
1	Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.	See note 1
2	Children with a sibling attending the school at the time of application. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots.	See note 2
3	Children of staff at the school, in either of the following circumstances: a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	
4	Other children by distance from the school.	See note 3

Note 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). 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). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 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).

Note 2

Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child at the time of application and/or at the time of admission.

Note 3

Priority for admission given to children who live nearest to the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Tiebreaker

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used. In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by someone who does not work at the school.

Multiple births

In the case of multiple births (e.g. twins, triplets) and where there is only one place available in the school, these will be considered together as one application and the school is authorised to exceed its admission number. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

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

NEW CHRIST CHURCH, CHURCH OF ENGLAND PRIMARY

"We, at New Christ Church School, are a large 'family' of children and adults supporting one another. In partnership with the Parish of Christ Church and the community we celebrate our long history and achievements and strive for excellence in all that we do.

Together we aim to provide a nurturing environment, based on Christian values, where all individuals are treated with fairness, respect and equality".

Berkshire School Trust was formed in June 2016 and encompasses New Town Primary School, St John's CE Primary School and New Christ Church CE Primary School. For more information on the trust please visit www.berkshireschooltrust.org or email Clare Hails, Trust Secretary, at trustsecretary@berkshireschooltrust.org.

Oversubscription criteria

Category		Note
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to New Christ Church to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).	Provided appropriate evidence is submitted – see note 1
2	Children with a sibling on the roll of the school at the time of application and who is expected still to be in attendance in the year in which they enter and who has a normal home address within the ecclesiastical parish of Christ Church, Reading.	See note 2
3	Children with a sibling already in the school at the time of application and who is expected still to be in attendance in the year in which they enter.	See note 2
4	Children with a normal home address within the ecclesiastical parish of Christ Church, Reading.	
5	Other children.	

Notes relating to the above oversubscription criteria

Note 1 – Category 1 – Looked After Children and Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to New Christ Church to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Note 2:

By “sibling” we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling: in this incident if children do not live at the same address, then they are not treated as siblings for the purposes of admission.

Catchment area

Our catchment area is the ecclesiastical parish of Christ Church, Reading. A map of this is found at the end of this document. Further information about the exact nature of our catchment area can be found at the school.

Tiebreaker

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child’s home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation.

Multiple births

Places are offered according to the oversubscription criteria. In the event that this would result in splitting multiple birth families, in the majority of cases the other child/children will be offered a place. In very exceptional circumstances, where the admission of more than one additional child to the year group causes prejudice to the provision of efficient education and efficient use of resources it may not be possible to offer all multiple birth children a place.

In the event that siblings with a different date of birth, but in the same year group, are split by the oversubscription criteria, during Key Stage 1, if admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council’s Committee services. It is open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings. The other sibling(s) name(s) will be put on the waiting list. If the admission is in Key Stage 2 or admission of the other siblings will not contravene infant class size regulations then each case will be considered and, in most cases, the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

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

NEW TOWN PRIMARY SCHOOL

New Town Primary School is a very special place, and we believe all of our children, whatever their background, have a right to good quality education and to shine as young people. We are very proud to be part of the Berkshire Schools Trust, which is a Multi Academy Trust. Our school is almost in its 140th year of providing for the children of New Town, and so we are very lucky to be located next to the canal in a beautiful Victorian building, filled with light, space and fantastic opportunity. We develop our children academically, behaviourally and spiritually throughout our school, and the staff are committed to working hard and doing the best for everyone who belongs to our school family.

New Town is blessed to have a wide range of children and families from different nationalities, and we celebrate our diversity of faiths and experiences of different cultures throughout our school.

Berkshire School Trust was formed in June 2016 and encompasses New Town Primary School, St John's CE Primary School and New Christ Church CE Primary School. For more information on the trust please visit www.berkshireschoolstrust.org or email Clare Hails, Trust Secretary, at trustsecretary@berkshireschoolstrust.org.

Oversubscription criteria

Children with a statement of special educational needs or Education, Health and Care Plan (EHCP) that names the school will be allocated a place above all other children. The oversubscription criteria take no account of the parents/carers order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below if there are more applications than places available.

Category		Note
1	Looked after children in the care of a local authority or children 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) immediately after they had been looked after.	Provided appropriate evidence is submitted – see note 1
2	Children who have strong medical or social grounds for admission.	See note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	This category may apply in other circumstances – see note 3
4	Children whose permanent home address is in the catchment area of the school.	
5	Children whose permanent home address is not in the catchment area of the school but have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	See note 3
6	Children in receipt of Early Years Pupil Premium (EYPP) at the time application who attends the nursery unit at the school.	
7	Other children.	

Priority within the oversubscription criteria

Within each of the above categories 1-5 and 7, priority will be given to children who are in receipt of the Early Years Pupil Premium (EYPP). To be considered for this priority parents/carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school or nursery confirming that they receive EYPP for the child. This form must be completed and returned to the admissions team prior to 2 February 2022 in order to be awarded this priority on time for the routine admissions round, any applications received later than this date will be awarded the priority after 1 May 2022.

Notes relating to the above oversubscription criteria

Note 1 – Category 1 – Looked After Children and Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

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).
- The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.
- Confirmation from the local authority that the child is in care or was in care from the local authority that last looked after the child must be submitted to the School Admission Team.

Note 2 – Category 2 Medical / Social Reasons

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e. educational psychologist, social worker, doctor) supporting the child or family is submitted. The request must state that the named school is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer has told them.

In addition this category includes children who are subject to a child arrangement order or special guardianship order awarded to a family member in order to prevent the child being taken into care by a local authority. A copy of the order must be provided.

No individual officer will take responsibility for determining whether a case is ranked category. A panel of officers will make the final decision. Evidence must be provided by 2 February 2022 to be considered as on time for National Offer Day. If evidence is received after this date, it is at the discretion of the panel as to whether to accept these documents for on time allocations. The academy will not prompt parents to send

evidence to support admission under this category, but they may ask for further evidence if this is required to reach a decision. If evidence is received before 2 February 2022, then parents will be informed, in writing, before National Offer Day as to whether this has been granted. This is not a guarantee of a place at the school.

Note 3 – Category 3 – Siblings

If parents/carers applied for a place at their catchment area school for their child and it was not possible to offer a place at that school because the school was oversubscribed a sibling protection applies. Where the child was admitted to New Town as a lower preference or allocated a place by the authority at an alternative, the application for any younger siblings for that school will be treated as catchment area and considered as category 3. Parents/carers must inform the School Admission Team at the time of application if they consider this exemption applies.

Catchment area

Exact catchment area information for individual address can be found on Reading Borough Council's website under my.reading.gov.uk.

Tiebreaker

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation. A member of committee services staff for Reading Borough Council will supervise the selection process.

Multiple births

Places are offered according to the oversubscription criteria, in the event that this would result in splitting multiple birth families, in the majority of cases the other child/children will be offered a place. In very exceptional circumstances, where the admission of more than one additional child to the year group causes prejudice to the provision of efficient education and efficient use of resources it may not be possible to offer all multiple birth children a place.

In the event that siblings with a different date of birth, but in the same year group, are split by the oversubscription criteria, during Key Stage 1, if admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee Services. It is open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings. The other sibling(s) name(s) will put on the waiting list. If the admission is in Key Stage 2 or admission of the other siblings will not contravene infant class size regulations, then each case will be considered and, in most cases, the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

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

RANIKHET ACADEMY

Ranikhet is a two-form entry school serving the children and families of Tilehurst, Reading and the surrounding area. We are part of the Reach2 Reading Cluster, which also includes the Civitas, Green Park Village and The Palmer Academies. We are a highly inclusive school where everyone is equally valued. Our teams work closely with our community to bring about the best possible provision for our children, ensuring they are 'Proud to Belong'.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

Category		Note
1	Looked after children, previously looked after children, as set out in definition 1 and previously looked after children outside of England, as set out in definition 2,	As set out in definition 1 As set out in definition 2
2	Children with siblings in the school	As set out in definition 3
3	Children of school staff fulfilling a skills shortage role	As set out in definition 4
4	All other children	As set out in definition 5

Definitions relating to the criteria

- 1) 'Looked after children'** are (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, in England (see definition in Section 22(1) of the Children Act 1989). **'Previously looked after children'** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
- 2) 'Previously looked after children outside of England'** who were in state care outside England and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) 'Siblings'** - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application

and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

- 4) This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage
- 5) **'All other children'** refers to all applicants who do not fall into any of the categories above.

Tiebreaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the school, with those living nearer receiving higher priority. Where it is not possible to separate two or more applications because the children concerned live an equal distance from the school, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Multiple births

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

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

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

St John's is a multi-cultural, multi-faith, Church of England Primary School in the midst of a richly diverse community. We have a strong school ethos where 'Everyone Matters', and the unique integral placement of our church at the heart of our school allows us easy access for our collective worship where we celebrate our rich cultural heritage and explore our gifts and talents as a school family.

Allied to this are our fantastic children who are whole-heartedly committed to St John's. They are proud of their school and of their learning and achievements they make. As such they are committed to education and want to improve their learning. They are the greatest asset and achievement of St John's and integral to all that happens at our school.

Berkshire School Trust was formed in June 2016 and encompasses New Town Primary School, St John's CE Primary School and New Christ Church CE Primary School. For more information on the trust please visit www.berkshireschooltrust.org or email Clare Hails, Trust Secretary, at trustsecretary@berkshireschooltrust.org.

Oversubscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHCP) plan naming St Johns Church of England Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

Category		Note
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).	See note 2
2	A child who usually lives at the same normal home address as his or her sibling, if that sibling is attending St John's Primary School, at the time of the application and is expected still to be in attendance at the time of admission. Attendance at St John's Nursery does not qualify older siblings' entry into school.	Home address – see note 4 Sibling - see note 5
3	A child, one of whose parents/carers regularly worships at St John's and St Stephen's Church, Reading or Wycliffe Baptist Church, Kings Road, Reading. This will need to be supported by a pre-printed form stating church attendance, obtainable from the school and which will need to be returned to the school, after signature by the Vicar or Pastor. Regular worship is defined as 'on average attending St John's Church or Wycliffe Baptist Church on at least one occasion in each of the calendar months in the previous year preceding the application date'.	
4	A child, one of whose parents/carers, regularly worships at a Christian church other than St John's & St Stephen's or Wycliffe Baptist Church that is a member of 'Churches Together in Britain and Ireland'. This will need to be supported by a pre-printed form, obtainable from the school, from the appropriate Minister of Religion. (This form must be returned to the school with an official letterhead from the church concerned, clarifying both the church and the clergy who has signed the form). Regular Worship is defined as 'on average attending the named church on at least one occasion in each of the calendar months in the previous year preceding the application date'. Aggregate attendance from parents, for those families who have moved areas or churches, will be accepted, with dates clearly detailed from all churches that the applicant's parents have attended. All churches attended must be members of 'Churches Together in Britain and Ireland'. Aggregate attendance at St John's and St Stephen's Church or Wycliffe Baptist Church (if attendance at these churches is less than 12 months) will also be considered under this criterion.	
5	All other children.	

Priority within each criterion 2-5 will be given to children, or parents with whom the child resides (normal home address (see note 4), with very exceptional medical or social reasons (see Note 3).

PLEASE NOTE: Attendance at St John's Nursery does not, therefore, guarantee a place at St John's Primary School, as the Nursery Admissions are subject to a separate admissions policy.

Tiebreaker for any of the above criteria:

The proximity of the child's normal home address (see Note 4) to the school as measured as a straight-line distance, using the data point of the home and the school. This is measured by the Geographical Information System (computerised address system) of Reading Borough Council. Those living nearer will be accorded the higher priority. In the event that there is more than one identical distance measurement and there is only room to offer one place, random allocation in the presence of an independent person will take place by Reading Borough Council. (See Note 6).

Notes

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2

By a "looked after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). 'Looked after' will also apply to those who have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Note 3

When applying under the priority criterion 'exceptional medical or social needs', you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John's Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social

worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent council tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 5

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/carers' partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6

The proximity of the child's home to the school as measured as a straight line distance, using the data point of the home and the school. This is measured by the Geographical Information System (computerised address system) of Reading admissions authority. Those living nearer will be accorded the higher priority. In the event that there is more than one identical distance measurement and there is only room to offer one place, random allocation in the presence of an independent person will take place by Reading admissions authority.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for Reception 2022/23 or the number of places, 60 in other year groups.

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

ST MARY & ALL SAINTS CE ACADEMY

St Mary & All Saints is a happy and stimulating place to work and to learn. You will see that we have beautiful, spacious buildings, wide corridors which we can use to display the lovely work our pupils produce, and extensive landscaped grounds which are the envy of schools around us. Our children are happy and motivated to learn, and the school is well resourced and a bright and vibrant learning environment. We have recently given our outside areas a facelift, so that they too reflect the importance we give to the whole environment.

Oversubscription criteria

Children with a statement of Special Educational Needs or an Education, Health and Care Plan naming St Mary & All Saints School will always be offered places. If there is then a greater demand for admission than there are places available, then the following criteria will apply in the order set out below:

Category		Note
1	A looked after child or previously looked after child, and those that have been in state care outside of England. A looked after child or a child that was previously looked within England and outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)	See note 1
2	Children who have, or one or both of whose parents/carers have, exceptional medical or social needs that make it essential that the children attend St Mary and All Saints School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.	See note 2
3	Children living in the designated area agreed with Reading Borough Council who have a sibling or siblings either a) on the roll of the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and, in either case, c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.	See note 3 – sibling See note 4 – DA
4	Children who live in the designated area.	See note 4
5	Children who do not live in the designated area, but who have a sibling or siblings either a) on the roll of the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and in either case c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.	
6	Children who live outside the designated area and who do not meet any of the criteria set out above.	

Tiebreaker

In any case where two or more children rank equally under any of the criteria above and there is only one place available, the tiebreaker is the distance measured in a straight line between the school and the child's home (see Measuring Distance, in the school's policy). In the event that two distance measurements are identical, the school will use random allocation to decide which child will be offered the place. The process will be conducted in the presence of a person independent of the school.

Multiple births

The governors will admit all siblings from a multiple birth where one such sibling is the 60th child to be admitted into the class. In that case the infant class legal maximum of 60 pupils with a single teacher may be exceeded by the number of the siblings of the 60th child. In all other year groups where there is a place available the agreed number of 60 for each year group may be exceeded by the number of siblings of the 60th child.

Note 1 Looked after Children, Adoption, Child Arrangements and Special Guardianship Orders

A "looked after child" is a child in the care of a local authority or a child who is being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is an order made under the Adoption Act 1976 (section 12) or the Adoption and Children Act 2002 (section 46.) A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, section 8 as amended by the Children and Families Act 2014, section 14) A special guardianship order is an order appointing one or more individuals to be a child's special guardian/s (Children Act 1989, section 14A)

Note 2 Exceptional Medical or Social Needs

When applying under Criterion 2 the application must be fully supported by written evidence from the appropriate independent professional person involved with the family (e.g. doctor, social worker, early years professional or family support worker) and should state why the school is considered the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be submitted with the application form and be returned by the closing date.

Note 3 Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Note 4 Designated Area

Parents/carers are advised to check with the school as to whether their house is in the designated area.

It should be noted that the designated area of this school is not the same as the Ecclesiastical Parish boundary. Plans of the Parish boundary and of the designated area are attached to this policy and are displayed on the school's website.

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

THE HEIGHTS

The school is scheduled to move to its permanent location at Mapledurham Playing Fields (at the heart of the catchment area) during the summer of 2021. Following the original ethos of the Founding Trust Members, The Heights promotes sustainable travel to and from school and parents will be strongly encouraged to support the school's travel plan.

The Heights has a vision to ensure all children ASPIRE: Achieve Success while Providing Individual Responsibility and Excellence. The Heights aims to be an innovative and dynamic place to stimulate young minds and ensure the best quality teaching staff and resources are used to achieve ambitious targets.

Oversubscription criteria

If there are more applications than places available priority for places will be given according to the following oversubscription criteria. The oversubscription criteria take no account of the parents'/carers' order of preference and applications for each school named by the parents/carers.

Please note that children with a statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) that names The Heights Primary School will be allocated a place above all other applicants.

Category		Note
1	Looked after children or previously looked after children	See note 1
2	Children who have strong medical or social grounds for admission to The Heights School in particular.	See note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling who is expected to be attending the school when the child starts school.	See note 3
4	Children who have a sibling who was attending the school on 3 October 2014 (the first national school census day for 2014/2015) and have a sibling (not necessarily the same sibling) who is expected to be attending the school when the child starts school.	See note 4
5	Children whose permanent home address is in the catchment area of the school.	
6	Children whose permanent home address is not in the catchment area of the school but have a sibling who is expected to be attending the school when the child starts school.	See note 3
7	Other children.	

Notes relating to the oversubscription criteria

Note 1 – Category 1 – Looked after and previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). Appropriate evidence needs to be submitted.

Note 2 – Category 2 – Medical / social reasons

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e. educational psychologist, social worker, doctor) supporting the child or family is submitted. The request must state that The Heights is the only school suitable for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not sufficient for the professional to report what the parent/carer told them.

Note 3 – Category 3 and 6 – Divert rule

Where the child was admitted to The Heights Primary School as a lower preference school to their catchment area school, or the parents/carers did not apply for a place for their child at The Heights but were allocated a place at The Heights by Reading Borough Council, and, in either case, at the date the place was offered the child's home address was outside the catchment area of The Heights, the application for any younger siblings for The Heights will be treated as within the catchment area of The Heights and within category 3.

However, please note that the usual tiebreaker will continue to apply, so in the case of more applicants than places in category 3, places will be allocated to those living closest to the data point of the area.

The divert rule does not apply if the older sibling joined the school as an in-year transfer. Please mention this category on your application form if it applies to your child.

Note 4 – Category 4 – Siblings of founder pupil

Please mention this category on your application form if it applies to your child.

Catchment Area and Data Point

The catchment area is shown on the school website. The data point will be the school building at the new address Upper Woodcote Road, Caversham, Reading, RG4 7LH.

Tiebreaker

If it is not possible to offer a place to all children in a particular category, places will be allocated to those living nearest to the data point of the area, as defined in the above Catchment Area section. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the identified data point above. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation.

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

THE PALMER ACADEMY

The Palmer Academy is a two-form entry school for children aged 3-11 serving the children and families of Whitley, Reading and the surrounding area. We are part of the Reach2 Reading Cluster, which also includes the Civitas, Green Park Village Ranikhet Academies. Children at The Palmer Academy develop enquiring minds through discovering new concepts and challenging their own ideas. We are an inclusive school, working with other schools, providers and professionals in supporting our children to find success.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

Category		Note
1	Looked after children, previously looked after children, as set out in definition 1 and previously looked after children outside of England, as set out in definition 2,	As set out in definition 1 As set out in definition 2
2	Children with siblings in the school	As set out in definition 3
3	Children of school staff fulfilling a skills shortage role	As set out in definition 4
4	All other children	As set out in definition 5

Definitions relating to the criteria

- 1) **'Looked after children'** are (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, in England (see definition in Section 22(1) of the Children Act 1989). **'Previously looked after children'** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
- 2) **'Previously looked after children outside of England'** who were in state care outside England and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) **'Siblings'** - For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as

a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

- 4) This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage
- 5) **'All other children'** refers to all applicants who do not fall into any of the categories above.

Tiebreaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the school, with those living nearer receiving higher priority. Where it is not possible to separate two or more applications because the children concerned live an equal distance from the school, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Multiple births

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Children at the School's Nursery

Parents should note that children who attend the school's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

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

VOLUNTARY-AIDED SCHOOLS' ADMISSIONS POLICIES

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ALL SAINTS CE INFANT

All Saints Infants is a safe, welcoming, fun and forward-looking school community where a culture of high expectations, creativity and hard work enable our children to become confident, happy and caring. We encourage our pupils to achieve their full potential through a broad and balanced curriculum. We have mutual respect and care for our pupils, their parents/carers, all members of our community and each other.

Our purpose is to present to the vibrant local community a happy school which is a living example of Christian values and principles. We welcome people from all faiths and cultures to become part of the 'caring family' of our school. We put each child at the heart of our work.

Following the teachings of Jesus Christ and through our daily act of collective worship, we ensure that pupils learn, play and grow together thriving in the foundation of our Christian faith.

Oversubscription criteria

In the event of there being a greater demand for admission than there are places available, then children with an Education, Health and Care (EHC) plan have priority and will always be admitted. Once places have been offered to these children, the following criteria or rules will be applied in the order set out below.

Category		Note
1	Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.	See note 2
2	Families who have exceptional medical or social needs that make it essential that their child attends All Saints Infants School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.	see note 3
3	Children with a sibling on the roll of All Saints Infants or All Saints Junior School at the time of application and who is expected to be in attendance at the time of entry.	see note 4
4	Children who live nearest to the school	

Proximity of the child's home, as measured by the straight-line distance (see Note 5) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 4 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Notes

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2

By a "looked after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). This also applies to children who were previously in state care outside England. These are children who were previously in state care outside England (children who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting) but the child may have been adopted and is no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested.

Note 3

When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring All Saints Infants School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc., who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the

application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 5

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent council tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information, and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme. We would not accept an address where the one given is that of a second

home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading LA's digital mapping software. This distance is measured to three decimal places.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the published admission number of 20 for Reception 2022/23 or the number of places (20) in other year groups.

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

CHRIST THE KING RC PRIMARY

Christ the King is a voluntary-aided Catholic primary school provided by the Roman Catholic Diocese of Portsmouth. We base our work on the Gospel values of freedom and charity. We are proud of our children and their achievements; we are proud of our academic standards and the selfless commitment of our staff; we are proud of the warm and strong community that we serve, and proud that we serve the whole of that community. We believe in working closely with parents, parishioners and the wider community to provide the very best for our children spiritually, morally and academically, but individual parents must take the decision as to whether what we offer is right for their children.

Oversubscription criteria

If there are more applications than places available, then they will be prioritised according to the following criteria.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan in which Christ the King School is named will take priority over all other applicants.

Category		Note
1	Catholic children in care of a local authority and Catholic children who have previously been in care of a local authority	See 'in care' and 'catholic children' definitions
2	Catholic children	See 'Catholic children' definition
3	Children in care of a local authority and children who have previously been in care of a local authority	See 'in care' definition
4	Children who will have a sibling in the school at the time of admission	See 'sibling' definition
5	Other children.	

Tiebreaker

If there is over subscription in any of the above categories, the governing body will give priority to those living closest to the school. This will be determined by the shortest straight-line distance measured from the data point of the home and the school using Reading Borough Council's digital mapping service. In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the local authority.

Definition of terms

Home

The child's home means the child's normal home address and is the child's permanent address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home will be where the child sleeps for most of the nights between Sunday and Thursday.

Sibling

- A brother or sister sharing the same parents
- Half-brother or sister, where two children share one common parent
- Stepbrother or stepsister, where two children are related by a parent's marriage
- The child of a parent or carer's partner where the child is living in the same family unit at the same address
- Adopted or fostered child living in the same family unit at the same address.

Children in care

Children in care of a local authority and children who have previously been in care of a local authority. 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 the local authority or (b) being provided accommodation by them in the exercise of children's services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Catholic children

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

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

ENGLISH MARTYRS RC PRIMARY

English Martyrs is a Catholic voluntary-aided school, based in extensive wooded grounds which provide ideal opportunities for outside learning. We are proud to have a very diverse and inclusive community that welcomes families of all faiths and no faith, from Tilehurst, West and Central Reading. We have a Breakfast Club and After School Club, which means we can offer wrap-around care from 7.30am to 6.00pm. In addition, we have a 30-place nursery, accepting 30-hour funding (separate application required). We welcome applications from everyone.

Oversubscription criteria

All applications which have named English Martyrs on the common application form will be considered equally according to the criteria below.

Should there be more applications than places available the governing body will offer places, up to the published admissions number, in the following category order:

Category		Note
1	Baptised Catholic ‘looked after children’ and previously ‘looked after children’	See ‘in care’ and ‘catholic children’ definitions
2	Baptised Catholic children with a sibling attending the school at the time of the proposed admission of the applicant	See ‘Catholic children’ definition
3	Other baptised Catholic children	
4	Other ‘looked after children’ and previously ‘looked after children’	See ‘in care’ definition
5	Other children with a sibling attending the school at the time of the proposed admission of the applicant	See ‘sibling’ definition
6	Children with a baptised Catholic parent/carer	See ‘Catholic children’ definition
7	Children of families who are members of other Christian denominations	
8	Children of other religious faiths	
9	Any other children.	

Priority within oversubscription criteria

Priority in any oversubscribed category will be given to those children living nearest the school. Distance will be measured using Reading Borough Council's digital mapping software which works using Ordnance Survey data points for the home address and school.

Multiple births

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family the following rule will apply:

All multiple birth siblings will be offered a place, even if this means exceeding the Published Admission Number of the school and / or exceed the infant class size regulations.

Tiebreaker for siblings but not from multiple births

In the event that siblings with a different date of birth but in the same year group are split by the oversubscription the following will apply:

During Key Stage 1 when admission of all the siblings would take the Published Admission Number over 60 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee Services. (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). The other sibling(s) name(s) will be put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations, then all siblings born in the same year group will be offered a place even if that means exceeding the admission number of the school.

Tiebreaker in other cases

In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the local authority.

Definitions

Catholic: 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Children with an Education, Health and Care (EHC) Plan: Children with an EHC Plan that name this school will automatically be admitted to the school and will count towards the admission number.

Looked after children: Children who are registered as being in the care of a local authority or are being provided with accommodation by a local authority in England in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made.

Previously looked after children: 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 Act 2002 (see Section 46 Adoption Orders) or became subject to a Child Arrangements Order or Special Guardianship Order. Child Arrangements Orders are defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders and any Residence Order in force prior to 22nd 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).

Previously looked after children also includes internationally adopted previously looked after children. That is, those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Home address: Where a child lives with parents with shared responsibility each part of the week, the home address will be considered as the address of the person whose name is on the child benefit notification.

Members of other Christian denominations: 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.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

A list of member churches can be found at www.cte.org.uk

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

ST ANNE'S RC PRIMARY

St Anne's is a voluntary-aided school under the trusteeship of the Archdiocese of Birmingham. An inclusive and dynamic community, we welcome children of every faith and no faith and strive to develop our own identities, to build our school community and to make the world a better place. We follow in Jesus's footsteps by being kind and compassionate, respectful and responsible and by being hard-working and humble. Confident in the love of God, we are safe to explore, to contribute and to take risks.

Our teachers expertly guide and facilitate every child's unique learning journey and strive for excellence. Adults work alongside children to help them develop inquisitive minds and to become self-motivated learners through broad and fun opportunities. All success is celebrated and our vibrant community is bound by a life-long love of learning.

Oversubscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the governing body will give priority to children living closest to the school determined by the shortest distance (see note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2022/2023.

Category		Note
1	Baptised Catholic children who are looked after or previously looked after	Baptised Catholic children – see note 2 Previously looked after children – see note 3
2	Baptised Catholic children living in the parish of Our Lady and St Anne's who have a brother or sister attending St Anne's Primary School at the time of admission	Baptised Catholic children – see note 2 Sibling – see note 4
3	Baptised Catholic children living in the parish of Our Lady and St Anne's	See 'in care' definition
4	Other baptised Catholic children who have a brother or sister attending St Anne's Primary School at the time of admission	Baptised Catholic children – see note 2 Sibling – see note 4
5	Other baptised Catholic children	See note 2
6	Non-Catholic children who are looked after or previously looked after	See note 3
7	Non-Catholic children who have a brother or sister attending St Anne's Primary School at the time of admission	See note 4
8	Non-Catholic children.	

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This is not an oversubscription criterion.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic baptism or reception into the church will be required. For a definition of a baptised Catholic, see the appendix. Those who face difficulties in producing written evidence of Catholic baptism or reception into the church should contact their Parish priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

"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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic."

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A stepbrother or stepsister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children.

The children must be living permanently in the same household.

The brother or sister must be attending the main school, i.e. Reception to Year 6. Where the brother or sister is attending the nursery, then the applicant will not be classed as having a brother or sister in the school.

Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the front gate. The local authority uses a computerised system, which measures all distances in miles to three decimal places. Ordnance Survey supplies the coordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. 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 Published Admission Number for the child's year group to be exceeded, the local authority, on behalf of the governing body, will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the governing body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Definition of a "baptised Catholic"

A "baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or

in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The governing bodies of Catholic schools and boards of directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic baptism/reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism/reception due to persecution or fear, the destruction of the church and the original records, or where baptism/reception was administered validly but not in the Parish church where records are kept.

Governors and boards of directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic church, (i.e. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not.)

For the purposes of this policy, a looked after child (see note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

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

ST MARTIN’S RC PRIMARY

St. Martin’s is a small school with a strong sense of community. We have a Catholic ethos but welcome children of all faiths and no faith. We emphasise the education of the whole child and our pupils are encouraged to develop self-confidence and a sense of responsibility for themselves, others and the world around them. We value academic achievement, but we also celebrate the wide range of talents our children bring to our school. We offer a wide range of extra-curricular activities, including an award-winning Glee Club. Our children enjoy a well-stocked library, a large playground and a ‘copse’ which is regularly used for outdoor learning. Our school day starts at 8.40am and finishes at 3.15pm and an outside provider, ‘Little Stars’, runs a breakfast club on site in the morning and an after-school club in the afternoon (off site). If you are interested in your child joining us at St. Martin’s, please call us to arrange a visit.

Oversubscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the governing body will give priority to children living closest to the school determined by the shortest distance (see note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2022/2023. Details of the parish border are available at the school and parish or by post on request.

Category		Note
1	Baptised Catholic children who are looked after or previously looked after	Baptised Catholic children – see note 2 Previously looked after children – see note 3
2	Baptised Catholic children living in the parish of St Michael's who have a brother or sister attending St Michael's Primary School at the time of admission	See note 2 and 4
3	Baptised Catholic children living in the parish of St Michael's	See note 2
4	Other baptised Catholic children who have a brother or sister attending St Michael's Primary School at the time of admission	See note 2 and 4
5	Other baptised Catholic children	See note 2
6	Non-Catholic children who are looked after or previously looked after	See note 3
7	Non-Catholic children who have a brother or sister attending St Michael's Primary School at the time of admission	See note 4
8	Non-Catholic children.	

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This is not an oversubscription criterion.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic baptism or reception into the church will be required. For a definition of a Baptised Catholic, see the appendix. Those who face difficulties in producing written evidence of Catholic baptism or reception into the church should contact their Parish priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting

documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

"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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic."

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A stepbrother or stepsister, where two children are related by a parents' marriage or where they are unrelated, but their parents are living as partners
- Adopted or fostered children.

The children must be living permanently in the same household.

The brother or sister must be attending the main school, i.e. Reception to Year 6.

Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the front gate. The local authority uses a computerised system, which measures all distances in miles to three decimal places. Ordnance Survey supplies the coordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. 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 published admission number for the child's year group to be exceeded, the local authority, on behalf of the governing body, will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the governing body that the child lives at the address put forward by the parents. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Definition of a "baptised Catholic"

A "baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878)

OR

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic baptism/reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism/reception is to be resolved and how written evidence is to be produced in accordance with the law of the church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism/reception due to persecution or fear, the destruction of the church and the original records, or where baptism/reception was administered validly but not in the Parish church where records are kept.

Governors and boards of directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic church, (i.e. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not.)

For the purposes of this policy, a looked after child (see note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

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



JUNIOR SCHOOLS' ADMISSIONS POLICIES

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ALL SAINTS JUNIOR SCHOOL

All Saints Junior School, Reading, is a school, which thrives at the heart of its local community, born out of a local aspiration for a feeder school to All Saints Infant School.

Established as one of the first Free Schools in the country in September 2011, the school was founded through a partnership with local families and CfBT Schools Trust, a Reading-based education charity.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

Category		Note
1	Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted	See note 1
2	Children of staff at the school in either of the following circumstances: a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage	
3	Children who are attending All Saints Infant School, a named feeder school, at the time of application	
4	Children with a sibling attending All Saints Infant or Junior School at the time of application	See note 2
5	Other children by distance from the school.	See note 3

Note 1

Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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). 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). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2021. Child arrangements orders replace residence orders and any residence order in force prior 22 April 2021 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).

Note 2

'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lot

Note 3

With priority for admission given to children who live nearest to the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Tiebreaker

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used. In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tiebreaker to decide between applicants.

This process will be independently verified by someone who does not work at the school or the local authority.

Multiple births

In the case of multiple births (e.g. twins, triplets) and where there is only one place available in the school, these will be considered together as one application and the school is authorised to exceed its admission number.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

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

GEOFFREY FIELD JUNIOR SCHOOL

Oversubscription criteria

Children with an Education, Health and Care Plan (EHCP) naming the school will be allocated a place above all other children.

The oversubscription criteria take no account of the parents/carers order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below if there are more applications than places available.

Older siblings still attending the linked junior school, or due to transfer to the junior school will be considered as siblings for admission to the infant school.

Category		Note
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).	Provided appropriate evidence is submitted – see note 1
2	Families who have strong medical or social grounds for their child's admission to a particular school	See note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school, or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the child is due to start school	This category may apply in other circumstances – see notes 3 and 4
4	Children whose permanent home address is in the catchment area of the school	
5	Children whose permanent home address is not in the catchment area of the school but have a sibling at the school or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the is due to start school	See note 4
6	Children who are attending Geoffrey Field Infant School at the time of application	
7	Other children.	

Priority within the oversubscription criteria

Within each of the above categories 1-7, priority will be given to children who are in receipt of Pupil Premium (PP) or Service Premium at the time of application. To be considered for this priority, parents/carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school confirming that they receive pupil premium or Service Premium for the child. This form must be completed and returned to the School Admissions Team prior to 1 February 2022 in order to be awarded this priority on time for the routine admissions round. Any applications received later than this date will be awarded the priority after the 3 May 2022.

Notes relating to the above oversubscription criteria

Note 1 – Category 1 – Looked after children and previously looked after children

A 'looked after' child 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 as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

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 will be 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.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

Children who were previously in state care outside England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The care may have been provided in an orphanage or other setting but the child may have been adopted and is no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the admissions authority will work closely with BFFC Virtual School for Children Looked After to make a pragmatic decision based on the information available so that there is a local consistent approach.

Note 2 – Category 2 - Medical / Social Reasons

When submitting an application under criterion 2, families who have strong medical or social grounds for their child's admission to a particular school must provide written evidence. This may come from an independent professional aware of the case relating to the child, parent/carers or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must: be specific to the school in question; show why that school is the most suitable; what facilities will benefit the

child, and why no other school can offer the same support. It is not enough for the professional to report what the parent/carer has told them.

If failure in awarding this priority would result in no appropriate school being allocated, the panel, after taking into account the evidence submitted, the parental preference and the catchment school, will allow categorisation of medical/social grounds to the most appropriate school. This applies to those children whose social/medical needs can be met by one than one school but not many schools. For example, when reasons are due to mobility issues and a number of schools are equal distance and failure to award this would result in no appropriate school being allocated.

In addition, this category includes children who are subject to a child arrangement order or special guardianship order awarded to a family member in order to prevent the child being taken into care by a local authority. A copy of the order must be provided.

No individual officer will take responsibility for determining whether a case is ranked in the category. A panel of officers in the form of the School Admissions Panel will make the final decision. Evidence must be provided by 1 February 2022 to be considered as on time for National Offer Day. If evidence is received by the team after this date, then it is at the discretion of the panel whether to accept these documents for “on time” allocations. The admissions team will not prompt parents to send evidence to support admission under this category, but they may ask for further evidence if this is required to make a decision. If evidence is received before the 1 February 2022 parents will be informed, in writing, before National Offer Day as to whether this has been granted. This is not a guarantee of a place at a particular school.

Note 3 – Category 3 – Siblings

Children whose home address is in the former catchment area of a school and have a sibling at the school and that sibling was admitted to the school from the same address will be treated as category 3 of the oversubscription.

Geoffrey Field Junior School, which will consider a younger sibling at Geoffrey Field Infant School. In-year applications will consider younger siblings, but not a sibling attending the nursery class of a school.

Note 4 – Category 3 – Siblings

If parents/carers applied for a place at their catchment area school for their child and it was not possible to offer a place at that school because the school was oversubscribed a sibling protection applies. Where the child was admitted to a lower preference Reading community primary school or allocated a place by the authority at an alternative Reading community primary school, the application for any younger siblings for that school will be treated as catchment area and considered as category 4. Where a parent does not list all schools in the catchment area for the home address at the time of application and a place would have been offered at a catchment area school had it been listed, they forfeit the right to sibling protection. Parents/carers must inform the School Admission Team at the time of application if they consider this exemption applies.

Where a space is allocated as part of an in-year admission at a school listed second preference or lower, if a school closer to the child’s home address was available to parents and was refused, parents forfeit the right to this sibling protection for future admissions. Parents will be informed at the time of allocation if this right has been forfeited.

Catchment area

The catchment area of the schools can be seen from attached maps. These are a guide only. Exact catchment area information for individual addresses can be found on Reading Borough Council's website my.reading.gov.uk

Tiebreaker

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement, the place will be offered using random allocation. A member of Committee Services staff for Reading Borough Council will supervise the selection process.

Multiple births

Places are offered according to the oversubscription criteria. In the event that this would result in splitting multiple birth families, in the majority of cases the other child/children will be offered a place. In very exceptional circumstances, where the admission of more than one additional child to the year group causes prejudice to the provision of efficient education and efficient use of resources it may not be possible to offer a place to all multiple birth children.

In the event that siblings with a different date of birth, but in the same year group, are split by the oversubscription criteria, only one child will be offered a place. This applies to children during Key stage 1, up to and including Year 2, if admission would take a class over 30. Selection will be made randomly by a representative of Reading Borough Council's Committee Services.

It is open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings. The other sibling(s) name(s) will put on the waiting list. If the admission is in Key Stage 2 or admission of the other siblings will not contravene infant class size regulations then each case will be considered and, in most cases, the other child/children will be offered a place. (On the condition that the admission will not prejudice the provision of efficient education and efficient use of resources).

A full copy of this policy can be obtained from www.brighterfuturesforchildren.org/school-admissions

USEFUL NUMBERS AND CONTACT DETAILS

School Admissions Team	0118 937 3777 (option 1) admissions@brighterfuturesforchildren.org
Reading Family Information Centre	0118 937 3777 (option 2) fis@reading.gov.uk
Education / Complaints Helpline	0118 937 2905 complaints@reading.gov.uk
Clerk to the Appeal Panel	0118 937 2532
Special Educational Needs Helpline	0118 937 2674 sen@brighterfuturesforchildren.org
School Transport Service	0118 937 2542 School.transport@brighterfuturesforchildren.org
Reading Information, Advice & Support Service for SEND	0118 937 3242 iass@reading.org.uk

OTHER LOCAL AUTHORITIES

Local authority	
Bracknell Forest Borough Council	01344 354 023 School.admissions@bracknell-forest.gov.uk
Buckinghamshire County Council	01296 395 000 admissions@buckscc.gov.uk
Hampshire County Council	0300 555 1377 Admissions.team@hants.gov.uk
Oxfordshire County Council (South Division)	0345 241 2487 Admissions.school@oxfordshire.gov.uk
Royal Borough of Windsor & Maidenhead Council	01628 638870 Rbwm.admissions@achievingforchildren.org.uk
Slough Borough Council	01753 875728 admissionshelpline@slough.gov.uk
West Berkshire Council	01635 551111 admissions@westberks.gov.uk
Wokingham Borough Council	0118 974 6000 admissions@wokingham.gov.uk

OTHER USEFUL TELEPHONE NUMBERS

Independent Schools Council (ISC)	020 7766 7070
Local Government Ombudsman – Advice Line	0300 061 0614
Diocese of Oxford – Board of Education	01865 208 200
Catholic Diocese of Portsmouth	01329 835 363

USEFUL WEBSITES

Brighter Futures for Children	www.brighterfuturesforchildren.org
Reading Borough Council	www.reading.gov.uk
DfE (Department for Education)	www.education.gov.uk
Ofsted (The Office for Standards in Education)	www.ofsted.gov.uk
Qualifications and Curriculum Authority	www.qca.org.uk
National Curriculum Information	www.gov.uk/national-curriculum/overview
GOV.UK	www.gov.uk
ACE (Advisory Centre for Education)	www.ace-ed.org.uk

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

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