



PARENTS'/CARERS' GUIDE TO IN-YEAR SCHOOL ADMISSIONS 2021-22

Introduction

School admissions in Reading are delivered by Brighter Futures for Children, on behalf of Reading Borough Council.

This guide is designed to assist you in applying for a school place in the Reading Borough in-year. An 'in-year' application is required when you are applying for a place in a year group that is already established i.e. years 1 - 6 and 7– 11. For places in Reception, Year 3 admission to a Junior School or Year 7 in the following September these are routine admissions.

Applications for places in nursery schools or nursery classes of schools must be made directly to the school.

Applications for Y12 and Y13 (sixth form) should be made direct to the sixth form or college.

Please note this is a guide for In-Year admission and should be read in conjunction with the relevant primary or secondary Guide for Parents and Carers which can be viewed on the Brighter Futures for Children Website. Due to the changes in the School Admissions Code September 2021 you will need to refer to your preferred school's admission policy. For community schools please refer to the appendix 1 at the end of this guide. For own Admission authority schools, please refer to the school's website.

Who needs to complete a Reading in-year application form?

You will need to apply for In-Year admission if you wish to apply for a school in Reading because;

- Your child is arriving from overseas
- You have moved to Reading from another part of the country
- You are moving to a new address within the Borough
- Your child already attends a school in the Borough, but you wish to transfer your child to another local school

If you are moving your child to another school because your child is unhappy, we recommend that you talk to the school before deciding to change schools as this can be disruptive to your child's education.

We will not process applications for schools outside of Reading. If you wish to include another Local Authority school as one of your preferences, please include them on the Reading In-Year form (for reference) but you **MUST** also apply to the appropriate Local Authority. If you gain admission to a school out of borough and your child is unplaced, you should inform the School Admissions Team in writing, so the child's record is kept up-to-date.



How early can I apply for my child to be considered for a school?

We accept In-year applications a **maximum of 4 weeks in advance of the place being required**. This is because places cannot be reserved for children who are not ready to take up their place at a school.

Which schools can I apply for and who will consider my application?

Many Reading Borough schools are popular so it is likely that a preferred school may be full. It is recommended that parents express more than one preference in order to maximise the extent to which preferences can be met.

You may apply for any school appropriate to your child's age group. Your application will be considered by the admission authority for the school. The admission authority is Reading Borough Council for community schools and the governing body of academies, foundation and voluntary aided schools. If you would like a place at the following schools, you should list this school on your application form and also apply directly to the school.

- Christ the King RC Primary School
- Churchend Primary Academy
- St John's CE Primary School
- The Heights Primary School

- Kendrick School
- Prospect School
- Reading School
- UTC Reading (Y10 and Y11)

If you apply for one of the schools listed above, you will receive a response to your application directly from the school.

Where can I get a list of schools?

A list of Reading schools can be on the website at

<https://brighterfuturesforchildren.org/schools/schools-in-reading/primary/> - Primary Schools

<https://brighterfuturesforchildren.org/schools/schools-in-reading/secondary/> - Secondary Schools

You should also view the school's own website for more information.

How do I know which is the appropriate year group?

Children are taught according to their chronological age and follow the national curriculum for that age group.

The table below gives the age groups for each year group. Children are always taught according to the correct national curriculum year group for their age unless there are exceptional circumstances that have been identified by an educational professional and, in some circumstances a medical professional which confirms that it is in the child's best interest to place them in a different year group.

If you wish for your child to be considered in a different year group, please contact the school admissions team before making an in-year application, they will send you the relevant information. It is up to the appropriate admission authority to make the decision in the best interest of a child.

National Curriculum Year Groups				
Reception	1/9/2016	-	31/8/2017	Primary
Year 1	1/9/2015	-	31/8/2016	
Year 2	1/9/2014	-	31/8/2015	
Year 3	1/9/2013	-	31/8/2014	
Year 4	1/9/2012	-	31/8/2013	
Year 5	1/9/2011	-	31/8/2012	
Year 6	1/9/2010	-	31/8/2011	
Year 7	1/9/2009	-	31/8/2010	Secondary
Year 8	1/9/2008	-	31/8/2009	
Year 9	1/9/2007	-	31/8/2008	
Year 10	1/9/2006	-	31/8/2007	
Year 11	1/9/2005	-	31/8/2006	

When can I make an application?

New to the area or Moving House

If you are already in Reading and your child does not have a school place, you must make an application immediately as your child is missing school.

If you are making an application because of a change of address you will need to provide evidence of the address you are leaving (or have left) AND the address you are moving to (or have moved to). Applications can be made 4 weeks in advance of a place being required. Please inform your child's current school that you are moving. If you have not yet moved and apply because you are moving to a new address you must provide us with evidence of your new property for the application to be considered from this address.

If you have moved within the Borough and need an alternative school, please apply as soon as you know you will be moving (within 4 weeks) and can provide evidence of your new address. If you do not have the evidence, you can still apply for a new school, but the application will be considered from the child's current home address until appropriate evidence is provided.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Reading Borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. A school will be offered in advance of a move and held until the appropriate time.

New to the country

From 1 January 2021 overseas nationals (including those from the EU) entering the UK who wish to apply for a state-funded school need to check that they have a right of abode or check that the conditions of their visas permit them to [access a state-funded school](#). You may need to apply for a [certificate of entitlement](#). Having a [right of abode](#) means you're allowed to live in the U.K. without any immigration restrictions

Having right of abode means you're allowed to live or work in the UK without any immigration restrictions, which means:

- you will not need a visa to come to the UK
- there's 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'.

There will be no change to the residence rights and status of EU citizens currently living in the UK until 30 June 2021. If you were living in the UK by 31 December 2020, you can apply to the EU Settlement Scheme to continue living here after 30 June 2021. If you come to the UK on or after 1 January 2021, you may need to apply for a visa.

Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enroll as a pupil at a school. You should not apply for school admission if this applies.

In-Year applications will not be considered any earlier than 4 weeks before arrival to the United Kingdom. This is because places cannot be reserved for children who are not ready to take up their place at a school. Applications received before this will not be processed, with the exception of children of crown servants, service families or looked-after children.

The UK address will only be used as the admission address once the child is residing at that address.

If the child does not attend school on the expected first day, the offer may be withdrawn if no contact/evidence is provided, as to why the child did not arrive. The local authority and admission authority will contact the parent to give them an opportunity to explain why there has been a delay in taking up the place and confirm the new expected start date.

Please also read the Guidance for parents applying for admission for overseas children.

How many schools can I apply for?

The application form allows you to list up to four schools and your application for all the schools you list will be considered by the appropriate admission authority on an equal preference basis. We will allocate a place at the highest preference possible if it is possible to allocate more than one of your listed preferences. If we cannot provide any of your preferred schools, we may contact you to discuss alternatives. During busier times, to avoid further delays, we will allocate a 'divert' school without consulting the applicant. We would recommend you list four schools if possible as this speeds up the process. It does not decrease your chances of being offered your first preference school.

Do I need to provide any other documents to support my application?

If your child is arriving from overseas or you are living in the UK and are moving to a new address you should view the required documents stated from page 9 of this guide. In the case of returning Crown Servants who already own property within the Borough or Service Personnel, evidence of posting e.g. Assignment Order or a letter from the Commanding Officer or garrison headquarters confirming the living arrangements.

If the child is in care, previously in care and/or adopted, will need to send the appropriate documents to support the application. You should read the policy for the preferred school to check how they consider such children. The evidence will allow us to rank the application appropriately for oversubscribed schools. You can attach the evidence to the application or send a copy to the School Admissions team email; admissions@brighterfuturesforchildren.org. Children who were previously in state care outside of England and/or now adopted may also be considered. Please refer to the policy of the preferred school.

If you are requesting a place based on medical or social needs, you will need to provide supporting evidence from a professional supporting your application. Please note not all schools consider Medical or Social needs in their oversubscription criteria, you will need to refer to each school's admissions policy for more information. If you request that the application be considered under these grounds but do not provide appropriate evidence to support the request, it cannot be considered on Medical or Social grounds.

Things to consider when applying for a school

Applicants should read the policy for each preferred school to understand how applications are considered for each school.

Applying on medical grounds

Where parents are applying on medical or social grounds, please ensure that the appropriate professional information is provided to support the application as stated in the admissions policy for the preferred school. Applications cannot be taken to panel for consideration under medical/social grounds if the required evidence is not submitted with the application.

The application will be considered by the relevant admission authority. Applicants will receive an official outcome from the admission authority once the panel have made a decision.

Parental Preference

If you are applying because you prefer a different school for your child, you can apply at any time. We recommend that you discuss this with your child's current school. Your child would be expected to take the place as close to the new school term.

In Reading we are concerned about the number of in-year applications that parents make for their children to change schools due to unresolved problems and not because they are moving to a new house. We want to encourage parents to engage with their current school so that perceived problems are not compounded by changing schools. If you are requesting a school for this reason you should tell your child's current Headteacher, so they are aware you are wishing for your child to move.



Pupil Premium (PP)

If your child is eligible you should complete an In-Year Supplementary Form which can be found on our website. If you declare receipt of PP on the application form but do not provide the document your application may not be ranked accordingly

Siblings already at preferred school

If you apply for admission and one of your children already attends a school, you must make sure you name the sibling details on the application, for it to be considered under the appropriate category. Failure to do so may result in your application being ranked in the wrong category.

Do I need to apply to the school as well?

No - unless you are requesting a place at voluntary-aided school and that school gives priority to children on church denominational grounds or faith. If that is the case then you are advised to complete the school's supplementary form. You can find this information at

<https://brighterfuturesforchildren.org/schools/admissions/in-year/>

Schools who consider religion when ranking are;

All Saints Infant School
Christ the King Catholic Primary School
English Martyrs Catholic Primary School
St John's Church of England Primary School
St Anne' Catholic Primary School
St Martin's Catholic Primary School
Blessed Hugh Faringdon Catholic School- Secondary

These forms must be returned to the school.

What is Pupil Premium?

Pupil Premium (PP) gives schools extra funding to raise the attainment of disadvantaged pupils by assisting families to receive places at oversubscribed schools.

Community schools in Reading use this to prioritise students who are eligible for Pupil Premium, i.e. a child in receipt of Pupil Premium who is outside the catchment area of their chosen school will receive priority over child who is also outside the catchment area but is not eligible for the premium.

Eligibility criteria:

- Children 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 children
- Children who have left care under a Special Guardianship Order or a Residence Order

I have a sibling at the school; can you guarantee a place to my other child?

No, having one child attend a school does not guarantee admission for your other child. Applications are ranked according to the oversubscription criteria for each preferred school.

A sibling at a school already may rank the other sibling's application in a higher category but does not guarantee admission.

Should an application be submitted for siblings and a place is available for only one child, the School Admissions Team will not normal split the family. However, in some cases it is not possible to allocate both children places so the team may have no choice but to split children between two schools. If this happens the School Admissions team will contact you.

If I go into a school to request a place for my child will they be able to offer my child a place without applying to Reading School Admissions Team?

No. Most schools in Reading require you to apply directly to the School Admissions team. Some schools do coordinate their own In-Year admission and you are required to apply directly to the schools. These schools are;

Primary

- Christ the King RC Primary School
- Churchend Primary Academy
- St John's CE Primary School
- St Mary and All Saints CE (VA) Primary School
- The Heights Primary School

Secondary

- Kendrick School
- Prospect School
- Reading School
- UTC Reading (Y10 and Y11)

If you apply directly to any other school in Reading, they will direct you to apply to the School Admissions Team.

How will my application be considered and how many places are available?

Every school has a published admission number (PAN) and that is the number places available in each year group. The published admission number is given in the appropriate Primary and Secondary Guide. These guides are available on request.

Between the reception year and year 2, the government has set a maximum class size of 30 children to 1 qualified teacher and extra children are not admitted under normal circumstances.

If the school has places available at the time the application is processed, then your child will be offered a place. If the school has limited places and more applications than places available the Admission Authority will consider the application according to their published over-subscription criteria. The over-subscription criteria, for Reading Borough Council's community primary schools can be found in the amended policy under 'School Admission arrangements' on our website.

My child is in Year 11, are they guaranteed a school place?

An application for a child to move in this year will be processed. However, unplaced children in Year 11 who require a school place are harder to place.

If your child is already attending a local school, the preferred school will process and confirm if they are able to offer a place or not. It may not be in the best interest of the child to move to a new

school. Children who want to transfer schools after their exam subjects have been chosen are likely to find that they cannot do the same subjects, or that the exam board and courses are different

If your child is new to the country and has never attended a school in the UK before, a school may offer a place in a lower year group. This is often the case if you apply after the 1 January and your child is unplaced. There is a formal process for children being offset into a lower year group.

My child has a statement of special educational needs or Education, Health and Care Plan – do I need to submit an in-year application form?

It is not necessary but if you do, the School Admission Team will pass your application to the SEND team as your application will be processed differently.

You should contact the SEND Team to discuss moving schools.

Tel: 0118 937 2674 or at sen@brighterfuturesforchildren.org.

My child has additional needs and I wish to apply for a special School or mainstream school for their particular needs, do I need to submit an in-year application form?

Yes. As your child does not have a special educational needs or Education, Health and Care Plan you will need to make an In-Year application for your child to be considered for a mainstream school. We can not process application for Special Schools, only children with EHCP can apply for these types of Schools

If you have moved to Reading and your child was under assessment, you should still apply for mainstream schools under the standard admissions process and should also provide evidence (from their previous LA) that their assessment has started. BFFC SEND team may need to begin the assessment process from the start and have 20 weeks to decide whether an EHCP will be issued for the child.

Children who move to Reading with a draft EHCP will need to liaise with the BFFC SEND team. The SEND team will contact the child's previous home authority for evidence of their draft plan. The SEND team will update the School Admissions team as to whether a mainstream school placement is required.

Whilst the SEND teams process this request we will continue to process the In-Year application for your child. If your child is of statutory school age, does not have an Educational Health Care plan (EHCP) and is required to be in school we will continue to seek admission at a mainstream provision. In-Year applications can take up to 15 school days to process, however, there may be a delay in processing this request whilst we liaise with the SEND team. If you are offered a mainstream school, both school and applicant are expected to accept this allocation.

Should an EHCP be agreed then the SEND team would take over the application.

What evidence is required for Admission?

You should not submit an In-Year application if you do not have the evidence stated below. There will be a delay processing the application if the required evidence is not submitted. If you are eligible to apply but cannot provide the evidence, you should email the School Admissions Team explaining why the evidence cannot be provided. Please email admissions@brighterfuturesforchildren.org

The evidence should name the parent/carer applying for admission.

Moving address:

If you are new to the area or moving address within Reading you should provide one of the following copies with your application to show you are liable at the new address;

- Evidence required to verify 'home' address.
We will accept;
 - o If property is owned; Solicitor's letter confirming contracts have been exchanged AND stating proposed completion date (date within next 4 weeks) or Solicitor letter confirming completion on property.

If they own the property and it is currently rented they must also provide copy of letter 'end of tenancy notice' for current occupiers.
 - o If 'home' address is rented; copy of tenancy agreement, This must show the home address, dates liable and the page signed by landlord and tenant. We do not require the full tenancy agreement.
 - o RBC Council tax bill – naming applicant and dated within last month.
 - o Driving license - naming applicant at address.
 - o Letter from applicants new employer (e.g. University college) where accommodation is being provided by them and is tied to the new post/job.

An address will not be verified without suppling of one of the above documents.

New to the country

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

Applicants should refer to the GOV website for guidance on admission for children arriving from Overseas <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

In-Year applications will not be considered any earlier than 4 weeks before an anticipated move to the United Kingdom. The following should be provided when submitting an application;

- Copy of childs passport
- Evidence of arrival into the UK (if have child has not arrived it must state their arrival within 4 weeks), please provide one of the following;
 - o Flight or other travel booking confirming childs name and stating date of arrival
 - o Boarding pass (if already in UK)
 - o Immigration or entrance clearance stamp (if already in UK)

- If applicable, Visa confirmation
 - o UK Entrance Clearance passport sticker
 - o Biometrics residence permit (BRP) card

The UK address will only be used as the admission address once the child is residing at that address. You should email us to confirm that your child has arrived in the UK.

If your child leaves the UK and then returns, you will be required to submit the above evidence when submitting a new application.

All evidence will be reviewed on receipt. There may be a delay processing your application if there is a problem with the evidence submitted. The allocated school may ask for additional evidence.

Please check your eligibility for applying in the routine round (Children joining Reception, Year 3 at a Junior school or Secondary school for the first time in September) if a child is not in the UK. Please refer to the Guide to admissions for 22/23.

How do I find out which school is the catchment school for my home address or the address to which I plan to move?

Confirmation of school catchment areas for each address in the Reading borough is provided at: <http://my.reading.gov.uk/>. You can personalise the page with your address and see information about designated schools under the 'Education' section. It will show you the catchment school for your address for both primary and secondary. Please contact the school admissions team if you have problems with this page

Please note that some areas in Reading do not have a catchment school. This may be where a community school has become an Academy and the Academy has removed catchment area from their policy. More details can be found in the 2021 Reading Admissions arrangements: <https://brighterfuturesforchildren.org/schools/admissions/arrangements/>.

If I move to the catchment area of a school, is my child guaranteed a place at that school?

No. Living in the catchment area of a school does not guarantee a place at that school. If the school is full when you make an application, it will not be possible to offer a place at that school. Places are not kept vacant for children moving into the area.

To avoid disappointment, we would encourage you to contact the team to request information on available spaces.

How do I find out if there are places available in schools?

Places available in schools can vary all the time. The School Admissions Team for Reading and for other Local Authorities will have the current information but places cannot be reserved and it will always depend on the number of other applications being considered. Some Schools may share the available spaces but they will not know about the applications being processed by the Local Authority.

In September, after the summer holidays, it takes some time before schools know exactly how many places are available. If children do not return after the holiday they cannot assume they will not need the place. Therefore we are not in a position to know the exact number of places at the beginning of the term. The majority of schools in Reading are full in infant classes and it may not be

possible to offer a place in your local or preferred school. Some schools are over-subscribed in all year groups and have been since the places were first allocated. These schools have waiting lists and places are unlikely to be available for in-year applications. Always consider the local school for where you will be living. If we are unable to offer your preferred schools and your child attends a school that is not within a reasonable distance, we will contact you to discuss alternatives.

Can a school refuse my child a place if there are places available in my child's year group?

Not normally. However, a school can refuse to admit a child if they believe your child has challenging behaviour and the school has high level of children with challenging behaviour already at the school. If the school does refuse your child a place then you have a right of appeal. Schools in Reading that refuse children on these grounds must refer the case to Reading School Admission to be considered under the Fair Access Protocol.

It can take significantly longer to place Y11 pupils especially in the final two terms. Sometimes Schools will consider pupils for Y10 but that will depend on the time of year. If you are making an application for a school place In-Year 10 or 11 and your child has been attending school within the UK, it is helpful to include a list of the current GCSE options being taken and the appropriate exam boards as this may speed up the process.

If your child is unplaced and you apply for admission to Year 6 after the May bank holiday or your child is In-Year 11 and you apply for a school place after January 2022, a school place may not be found.

How long after applying will my child start school?

The application process can take up to **15 school days**. Applications received during the school holidays may take longer to process. We will process an application where a child is not resident in the borough, but proof of the new address must be given showing the applicant liable at the property within the next 4 weeks.

Applications received during the week are typically processed in the week following receipt of the form; however, this will depend on the volume of applications being processed at the time. If a place can be allocated at a Reading community primary school your child's details will be sent to the school and the school will contact you to discuss the admission.

The allocated school will contact you within 5 school days of receiving the allocation details. If it is not possible to offer a school place at any of your preferred schools, and your child is unplaced, we will look at offering you a divert school whilst your child remains on waiting lists for higher preferences. Applicants have 5 school days from the dated allocation letter to accept a place.

If the application is for a school that Reading Borough Council is not the Admission Authority (i.e. Voluntary Aided Schools, Academies, Foundation or Free Schools), the application will be passed to the school and we expect to hear back from them within five school days. The school(s) will confirm if it has been possible to offer your child a place. If a place is available we will inform you of the allocation and the allocated school will contact you to discuss a start date.

You should include an email address and telephone number on your application so we can contact you about your application.

Please note that the Admission Authority for all the secondary schools in Reading is the Governing Body of the school and Reading School Admissions will not allocate places without sending them the application in the first instance. The exception is The Wren school which allocations are made by the

School Admissions team. This means applications for secondary schools may take longer than primary applications.

Once a school place has been allocated the start date may be up to 10 days after the details have been sent to the school. If a child has moved house or does not have a school place they are able to start mid term. Children already on roll of a school will normally be admitted at the beginning of a new term for the following applications.

- where there is no reasonable need for an immediate move or
- where a child is at a local school and a place is allocated from the waiting list

Will the decision about an in-year application always be sent to me by Reading School Admissions?

If you have applied to Reading School Admissions you will in the majority of cases be informed by us about the outcome of your application. If it is possible to offer a place then in most cases you will receive a written offer of a place from the School Admissions Team. The allocated school will contact you directly as you will need to complete the appropriate registration forms and arrange a start date.

How long will the school place be kept for my child?

Applicants have 5 school days from the dated allocation letter to accept a place. Failure to take up the offer of a place during this time may result in the offer being withdrawn and the place released. Exceptions to delay a start date can be considered only where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own or in the case of Crown Service, service families or looked-after children.

If your child already attends a local school a start date will normally be agreed as close to the new term as possible.

If you have moved or are moving to the area and your child is unplaced, the allocated school will arrange a start date as soon as possible.

If your child moving to the UK from overseas it is important that we are informed of any changes to the arrival date. It may not be possible to hold a school place if your arrival date changes. You must provide evidence of arrival with the application.

What happens if a place is not offered at any of the schools I have listed as a preference?

Your child's name may be added to the waiting list of your preferred school but that will depend on the admission policy of your preferred schools. You will be informed about the waiting list when you are informed of the decision.

If your child is in Reception to Year 10 and without a school place, then an alternative school within reasonable travelling distance of your home will be offered to your child. This is normally your catchment school, if they have availability or the closest school with spaces. Your child will remain on the waiting list for higher preferences.

You have a right of appeal if you are not offered place at your preferred school(s) and you will be given information about the appeal process when you are informed of that decision. You can also find appeals information at www.reading.gov.uk/schoolappeals.



How long will my child's name stay on the waiting list?

Primary Schools

In-year waiting lists will be maintained by the local authority for all community schools and the Academy Schools for which applications are made to Reading School Admissions for children not offered a school place at the school. Positions on the list will be determined by applying the oversubscription criteria of the school.

No account is taken of the length of time a child's name has been on a waiting list. Positions on waiting lists can therefore go up or down due to pupil withdrawals, new or revised applications.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Waiting lists for Reception places are kept until the end of July 2022. If you still wish to be considered for a school after this time, you will need to re-apply for Year 1 from the 1 July 2022.

For other year groups, if you apply between July and November, waiting lists are kept until December 2021. You will need to reapply if you wish your child's name to be added to the new waiting list after this time. If you apply after the 1 December you will automatically stay on the waiting list which will run until July 2022. You will need to re-apply for the new school year, entry in September 2022 from 1 July 2022.

Voluntary aided and Academy schools may have different arrangements for their waiting lists. Please check with the appropriate school.

Secondary Schools

The majority of Reading schools keep waiting list for Y7 entry until the end of December 2021.

Schools have to hold waiting lists for year 7 until December 2021, but some schools do hold these longer and for other year groups. For more information on waiting lists please refer to the individual schools policies available on their websites.

The following oversubscribed schools hold In-Year waiting lists for all year groups;

- Blessed Hugh Faringdon
- Highdown
- Maiden Erelgh in Reading
- The WREN School

If you wish to apply for admission at Kendrick School, Prospect School and/or Reading School, please apply directly to the school.

Other Local Authority schools will have different arrangements for waiting lists please contact the local authority for more information.

How do I apply for a UTC or Studio Schools?

UTC Reading offers admission from Year 10.

To apply for an In-Year admissions at UTC please apply directly to the school.

If your child is in year 10 or year 11 and you list this school as a preference on our In-year application form, we will send the application details over to the school.

UTC and Studio Schools will accept routine applications for those wanting admission for the September 2021 entry. Please see our Secondary School Guide.

CONTACT DETAILS:

The guide and web-based application form is available at <https://brighterfuturesforchildren.org/schools/admissions/in-year/> together with supplementary information forms if you applying for a Reading borough aided school, if required. Parents may also request a paper application.

Website: www.brighterfuturesforchildren.org/school-admissions

Email: admissions@brighterfuturesforchildren.org

Telephone: (0118) 937 37 77

Post:

School Admissions Team

Brighter Futures for Children

Civic Offices

READING

RG1 2LU

Appendix One – Community School In-Year Policy.

Over-Subscription Criteria for Community Primary and Infant Schools

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
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 2021** 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 2021**.

Oversubscription Criteria for Community Junior Schools – Geoffrey Field Junior School

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 will be considered as siblings for admission to the infant school.

Notes relating to the above over-subscription criteria.

Category		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, 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.	
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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 2021** 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 2021**.

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/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 considering the evidence submitted, the parental preference and the catchment school, will allow categorization 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 2021** 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 2021** 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 over-subscription.

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.