



## PARENTS’/CARERS’ GUIDE TO IN-YEAR SCHOOL ADMISSIONS 2023-24

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## Introduction

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

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. You will see the policy for each school within the appropriate admissions guides.

### What is In-Year Admission?

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 setting.

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

You can apply for In-Year admission for a school in Reading because:

- Your child is arriving from overseas or returning to the UK.
- 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.

We will not process applications for school preferences outside of Reading. If you are Reading residents and gain admission to a school out of borough and your child is without a school place, you should inform the School Admissions Team in writing as we track children for safeguarding and children missing education purposes. If you live outside of Reading, and we cannot offer a place at one of our schools, you must contact your home Local Authority to enquire about a school place.

### 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. If you apply before this time, your application will not be considered, and you will need to re-apply.

Applications for the new academic year for admission from September 2024, can be made from the 1 July 2024.

## 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 ‘guidance to requesting a child be educated outside the cohort appropriate for their age’. It is up to the appropriate admission authority to make the decision in the best interest of a child.


National Curriculum Year Groups				
Reception	1/9/2018	-	31/8/2019	Primary
Year 1	1/9/2017	-	31/8/2018	
Year 2	1/9/2016	-	31/8/2017	
Year 3	1/9/2015	-	31/8/2016	
Year 4	1/9/2014	-	31/8/2015	
Year 5	1/9/2013	-	31/8/2014	
Year 6	1/9/2012	-	31/8/2013	
Year 7	1/9/2011	-	31/8/2012	Secondary
Year 8	1/9/2010	-	31/8/2011	
Year 9	1/9/2009	-	31/8/2010	
Year 10	1/9/2008	-	31/8/2009	
Year 11	1/9/2007	-	31/8/2008	

## Where can I get a list of schools?

A list of Reading schools can be on the website at <https://brighterfuturesforchildren.org/for-parents-carers/schools/schools-in-reading/>.

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

There are some areas of Reading that are heavily oversubscribed. It is therefore not always possible to offer children a place at their preferred school. It is recommended that parents express more than one preference to maximise the extent to which preference can be met. You can list a maximum of 4.



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 apply directly to the school:

Primary schools:

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

Secondary schools:

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

If you list one of the above schools on your application, we will pass the application details to the school, and they will process it in accordance with their own in-year admission arrangements.

## Reasons for making an In-Year application

In-Year applications will only be processed within term time. You can still apply during the school holidays, but your application will not be processed until the schools re-open.

### Parental preference

If you are applying because you prefer a different school for your child, you should only apply if you wish for your child to move within the next four weeks. Your child would be expected to continue attending their current setting whilst the application is being processed. If we can offer one of your listed preferences, your child would be expected to take the place up at the new school, as close to the new school term.

We receive several 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 speak your child's teacher/Head teacher before they make a request to transfer elsewhere. Moving schools doesn't necessarily resolve all perceived issues and may cause further problems. We would highly recommend that you explore all available options with the current school before deciding to move your child permanently.

If we are unable to offer your child one of your listed preferences, they will be placed on the waiting list of your preferred school and be expected to continue at their current School.

You should also select the reason 'parental Preference' when applying if your child is electively home educated.



## New to the area or Moving House

If you have already moved to the area and your child does not have a school place, you must make an application immediately as your child is missing education.

If you are moving into the area and wish to apply for school(s) in Reading, you can apply if you will be moving within the next four weeks. If you do not have the required evidence but will move within the next four weeks you can still apply, but the application will be considered from the child's current home address until appropriate evidence is provided. Some areas in Reading are heavily oversubscribed and if we are unable to offer one of your listed preferences and you have not yet provided the required evidence, an alternative school may not be offered until the required evidence is provided.

You can also apply if your child attends a local school, but you have moved address within the Borough and wish for them to be considered for an alternative school.

## New to the country/returning to the UK from overseas

Foreign national children resident in the UK normally have the right to attend state-funded and independent schools in England.

**It is the responsibility of the parents of foreign national children to check that their children have a right under their UK entry conditions to study at a school before applying for a place.**

You should refer to the government guidelines before applying

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

You should also read this guide in conjunction with 'Guidance for parents/carers on school applications for foreign national children and children resident outside of England', which is available on our website.

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, except for children of crown servants, service families or looked-after children.

British Nationals arriving/returning from overseas should also follow the same guidance.

## 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 supported with the required evidence. A school will be offered in advance of a move and held until the appropriate time.

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.

## How do I apply for In-Year admission

You can apply online via our website <https://brighterfuturesforchildren.org/for-parents-carers/schools/in-year/>. The link to the application can be found under 'How to apply'.

For further guidance on applying via the parent portal please see appendix 1 'Parent Portal-Guidance for parents and carers'

Selecting your preferred schools and deciding on your preference order is important. You may list up to four schools starting with preference 1: the school you most want your child to attend. Before deciding which schools to list, you are strongly encouraged to read our guide and visit the relevant school's website.

It is important to understand the admission rules for a particular school to assess the likelihood of being able to obtain a place for your child. If a place is not offered at one of the schools listed on your application, it will be because there were other children who had a higher priority for a place under the school's admission rules.

You are not required to name four preferences, however, listing more than one may increase the probability of being offered a preferred school. Please do not list a preferred school more than once.

The School Admissions team will write to confirm the outcome of your application once it has been processed.

If we cannot allocate a place at any of your preferred schools and your child is unplaced, we may contact you to discuss alternatives. During busier times, and to avoid further delays, we will allocate an alternative school without consulting the applicant.

### Things to consider when applying for a school

Applicants should read the policy for each preferred school, available in the relevant admission guide, to understand how your application will be considered.

If you are requesting that your child's application, be considered under a specific criteria, which requires submitting additional evidence, you will need to have the evidence available to submit at the time you apply. You can add the evidence to the online application or send a copy to the School Admissions team email; [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org).

If accepted, the evidence will allow us to rank the application appropriately for oversubscribed schools.

#### Applying as my child is in care, previously in care and/or adopted.

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. 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.

#### Applying on medical or social grounds

Not all schools consider medical or social needs in their oversubscription criteria and will need to refer to each school's admissions policy in the relevant admission guide for more information.

Where parents are applying on medical or social grounds, you should ensure that the appropriate professional information is provided to support the application as stated in the admissions policy for the preferred school. Applications will not 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. Please note, the application will be placed on hold, whilst the request is being processed.

### My child is in receipt of Early Years Pupil Premium (EYPP)/Pupil Premium (PP)

If your child is eligible for early years pupil premium/pupil premium, you should complete an In-Year Supplementary Form which can be found on our website. If you declare you are in receipt of EYPP/PP on the application form but do not provide the document your application may not be ranked accordingly. This can be added to your online application, or a copy emailed to the team.

### My child has a sibling(s) 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 to ensure the applications is considered under the appropriate category. Failure to do so may result in your application being ranked in the wrong category.

Please refer to the appropriate routine admissions guide for information on 'sibling' criteria for each school.

We cannot guarantee that siblings will be offered the same school.

### 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:

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.**

## Evidence required to support an application

**If the reason for applying for your child's school place requires you to submit supporting evidence, you should only apply when you can provide the necessary documents.** If you are eligible to apply but cannot provide the evidence, please do not apply. If you cannot provide the required evidence, please contact the School Admissions team.

The application will not be accepted if you apply but do not provide the required documents.

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 permanent 'home' address:

- 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 you own the property and it is currently rented, you must also provide copy of letter 'end of tenancy notice' for current occupiers.
- 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.
- RBC Council tax bill – naming applicant and dated within last month.
- Driving license - naming applicant at address.

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

For temporary addresses we will also accept:

- Hotel/Air b'n'b accommodation confirmation. This should show dates of stay.
- Letter from applicant's new employer (e.g., University college) where accommodation is being provided by them and is tied to the new post/job.
- Other compelling evidence that you are returning or moving to the area. E.g., Signed, and dated letter from family/friend confirming names of parent and child will reside at their address.

### New to the country - foreign national children and children resident outside England

The following should be provided when submitting an application:

- Copy of child's Passport- you only need to provide the picture page  
This is required to check the child's details so an education record can be created on our system.
- Evidence of arrival into the UK (if child has not arrived the application must state their arrival within the next 4 weeks). We will accept:
  - Flight or other travel booking confirming child's name and stating date of arrival.
  - Boarding pass (if already in UK).
  - Immigration or entrance clearance stamp/dated page.

**The UK address will only be used as the 'home address' once the child has arrived in the UK and living at the UK address. Until such time, the admission address will be 'overseas' and therefore no admission rules are applied, or no distances will be calculated. Your child will remain at the bottom of the schools list if it is oversubscribed, until your child's arrival, at which point the preferences will be ranked according to the school's oversubscription criteria.**

**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 or any evidence is missing.

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 your child is not currently in the UK. Please refer to the Guide to admissions available on our website.

## Understanding the In-Year admission process

### 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 our website.

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, this is called Infant class size.

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 on our website here <https://brighterfuturesforchildren.org/for-parents-carers/schools/admissions-arrangements/>. The 2023 Policy is the relevant one.

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


Places available in schools can vary all the time. The Reading School Admissions team will have the current information about available spaces at Reading schools, 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 that have been received by the team.

For information about available places in other Local Authorities you will need to contact the relevant 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 able to know the exact number of places at the beginning of the term. Some schools are over-subscribed in all year groups and have been since the places were first allocated in the coordinated scheme. These schools have waiting lists and places are unlikely to be available for In-Year applications. You should always consider the local school to your address. 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. During busier times we may not contact you before offering an alternative school place.

### 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 will not be processed until the schools return and may take longer to process.



Applications received during the week are typically processed in the week following receipt of the application form; however, this will depend on the volume of applications being processed at the time.

If we coordinate the In-Year admission for a school, you will receive a school offer from the School Admissions team. The allocated school will contact you within 5 school days of receiving the allocation details.

If we do not coordinate the In-Year admission for a school, the school should notify you of the outcome within 15 school days of an application being made.

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. The school(s) will confirm if it has been possible to offer your child a place and may contact you directly to discuss the school offer.

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

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 an alternative school whilst your child remains on waiting lists for higher preferences.

If you apply for admission after the May Bank Holiday and your child is without a school placement, usually because you have arrived new to the country; your child is expected to join a school before the end of the academic year. If you decide a place is not required until September, you will need to notify the team how your child is being educated as they cannot remain without an educational setting.

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

Your child's name will be added to the waiting list of any preferred schools that were unable to offer a place.

If your child is in Reception to Year 11 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 the closest school to your home address with places available.

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](http://www.reading.gov.uk/schoolappeals).

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

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.

Having a sibling at the school already will mean the application will be ranked 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 normally split the children. However, when children are unplaced and it is

not possible to allocate both children a place at the same school, the team may have no choice but to split children between two settings. If this happens the School Admissions team will contact you.

### **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: <https://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 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 2023 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 School Admissions team to request information on available spaces.

### **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

For more information about free school meals please visit <https://brighterfuturesforchildren.org/for-parents-carers/schools/school-meals/>.

### **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
- King's Academy Prospect
- Reading School
- UTC Reading (Y10 and Y11)

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

## Children with Educational Health and Care Plans or additional needs

### **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](mailto: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 will not process applications listing Special Schools, only children with EHC plans 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 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.

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.

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.

If your child is arriving new to the country and they attended special school in another country, you will still need to follow the In-Year admissions process and can request a needs assessment. In the



UK, SEND support is limited for children without an education health care plan. A needs assessment for an education health care plan can take 20 weeks and until that has been completed the level of support may be minimal. Schools must prove children need more resources for example 1:1 support before they can apply for funding from the LA. This means the level of support you may have been used to, may not be the same level provided in a UK school.

You can also be supported by Reading IASS who can offer you further information and guidance on children with additional needs. Please visit their website <https://www.readingiass.org/>

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

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

It can also take significantly longer to place Y11 pupils if you apply from the January term.

If your child is already attending a local school, we will process and confirm if the preferred schools 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. This is because 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. There is a formal process for children being offset into a lower year group. You do not have to agree for your child to enter a lower year group, but this may limit the options for your child to receive education at your preferred school.

### **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.

### **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 2024 entry. Please see our Secondary School Guide.

## Receiving a school offer

You will receive the outcome to your application via email or post. You will not receive an outcome to your In Year application via the parent portal. You should respond to the school offer within 5 school days.

The allocated school will contact you directly to discuss the admission arrangements.



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 midterm. 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. 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. If you have applied for a school that coordinate their own In-Year admission, the school offer will be sent by the school.

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.

### **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 child's 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 and should this change, you must notify the team.**


## **School Waiting lists**

### **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 2024. 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 2024.

For other year groups, if you apply between July and November, waiting lists are kept until the end of December. 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 2024. You will need to re-apply for the new school year, entry in September 2024, from 1 July 2024.

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 Year 7 entry until the end of December.

Schools have to hold waiting lists for year 7 until December, 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 their own In-Year waiting lists for all year groups:

- Blessed Hugh Faringdon

If you wish to apply for admission at Kendrick School, King's Academy Prospect 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.

### School Admissions team contact details.

The relevant guides to admission and the link to our parent portal can be found on our website. Parents can also contact us to request a paper application.

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

Website: <https://brighterfuturesforchildren.org/for-parents-carers/schools/admissions/>

Email: [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org)

Telephone: (0118) 937 37 77

Post:

School Admissions team

Brighter Futures for Children

Civic Offices

READING

RG1 2LU



## Appendix 1

### Parent Portal- Guidance for parents and carers

#### How do I change my account details

If you wish to make any changes to your personal details you can do so by clicking on account management and updating under 'account info'.

You will not be able to amend your email address.

If you amend your address or telephone number and have already submitted an application, you must also email the team with the new details.

#### How do I view applications I have submitted

If you have submitted an application, you can view your applications via account management. It is important to note the application status.

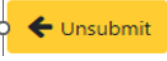

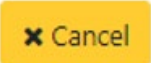

'Submitted to LA'- application has been submitted by parent but not yet imported. Changes can therefore be made.

'LA has received the application'- application has been imported by LA. No further changes can be made at this stage. You will be notified if there are any issues with your application.

#### How do I make changes to my application- status 'submitted to LA'

Parent can 'unsubmit' and make changes if application hasn't been imported.

Parent must follow these steps:

1. Once you have clicked on "Account Management", you will find your child's submitted application in Applications>Admissions.
2. Click the "Unsubmit" () button next to the application and then click confirm   wait for the "Edit" button to appear. Click on the "Edit"  button to edit the application.
3. You may now add to, delete or re-order your preferred schools.
4. Finally, when you are happy with your child's revised application, you **must submit it again**. You should receive an email confirming submission and showing your school preferences.

#### How do I make changes to my application- status 'LA has received the application'

You cannot make any further amendments to the application if status is 'LA has received the application'.

If you would like to amend your preferences OR your address changes, you can just go in and make a new in-year application.

You will still need to update your account details.





### My application states it is late.

In-year applications are processed throughout the academic year, term time only. You can still apply during the school holiday periods. You do not need to be concerned about your application status being 'late' as this is for processing purposes.

### Early Years Pupil Premium field

If you choose Early Years Pupil Premium, the notes section will be mandatory. This means you must enter some text into the notes field. For example, "pupil premium form attached". You must attach the Pupil Premium form to the application.