



ADMISSION POLICY FOR COMMUNITY INFANT, JUNIOR
AND
PRIMARY SCHOOLS 2025-2026

For September 2025 entry
Determined on 17 January 2024

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Introduction

Reading Borough Council is the admission authority for community and voluntary controlled schools within the borough.

Reading Borough Council delivers its school admissions service through Brighter Futures for Children (BFfC). BFfC is an independent, not-for-profit company, wholly owned by Reading Borough Council, set up in December 2018 to deliver children's services, early help, education and SEND services in Reading.

This document sets out the local authority's admission arrangements for entry to schools in September 2025.

The Reading School Admissions policy was last consulted on between 17 October 2018 and 10 December 2018. There have been no significant changes since that consultation took place, therefore no requirement for a public consultation.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2021 and the School Admissions Appeals Code 2021.

Other admitting authorities within Reading Borough Council

Voluntary aided schools, free schools and academies are their own admission authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

National Offer Day for Primary and Junior Admissions is 16 April 2025

Cohort

Applications for children born between 1-9-2020 and 31-8-2021 will be considered for admission to a reception class in 2025 as part of the 2025/2026 routine admission round.

Applications for admission to junior schools in September 2025 will be considered for those born between 1-9-2017 and 31-8-2018.

Admission of children outside the normal age to Reading Borough Council Community Primary Schools

Children are normally allocated school places according to their chronological age. However, parents may request their child be placed outside of their normal age group, for example, if the child is identified as 'gifted and talented' or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group; to Reception rather than Year 1, in September 2026.

Reading Borough Council, as the Admission Authority for community primary schools, will consider each case individually and determine what is in the best interest of the child, taking into account:

- The parent's/carer's views.
- Information about the child's academic, social, and emotional development from their current setting.
- The child's medical history and the views of a medical professional (where relevant).
- Whether the child has previously been educated out of their normal age group.
- Whether the child may have fallen into a lower age group had they not been born prematurely.
- DfE document 'Advice on the admission of summer born children'.
- DfE document 'School Admissions Code'
- LGO document 'Summer born admissions'.
- The views of the head teacher at the school(s) concerned
- The views of the child's early years setting (if attending one)

To request a child's admission be delayed to September 2026, parents/carers need to read the offset guide and complete the required form. It is recommended they make an application for a reception place in the normal way for September 2025 by 15 January 2025 so that the application can be considered. Each case will be reviewed, and parents/carers will be informed of the decision in writing before the National Offer Day, setting out clearly the reasons for the decision. If the request to delay admission is agreed, the parents/carers must issue a formal acceptance, declaring their intention to proceed on this basis. In this case, the application submitted for September 2025 entry will be withdrawn (before a reception place is offered) and a new application must then be submitted (for entry in September 2026) when the next primary admissions round opens in November 2025.

Parents/carers will not be made aware of the school they would have been allocated before the decision is accepted or declined. The decision made by Reading school admissions panel is not binding on any other Admission Authority and therefore schools may come to different decisions based on the evidence. If the request is refused, parents must decide whether to accept the offered place for Reception 2025 or refuse it and make an in-year application for a Year 1 place in September 2026.

Oversubscription Criteria for Community Primary and Infant Schools

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

The oversubscription criteria take no account of the parent's/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 2025** in order that this priority may be awarded on time for the routine admissions round. Any applications received later than this date will be awarded the priority after national offer day.

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.

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 ⁹¹ 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 1-5 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** 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 2025 in order that this priority may be awarded on time for the routine admissions round. Any applications received later than this date will be awarded the priority after national offer day.

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 to ensure a consistent local approach.

Note 2 – Category 2 Medical/Social Reasons

When applying 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 should 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 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 more 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 2025** 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 2025** 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 4 of the oversubscription criteria.

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.

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 <https://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 (twins, triplets etc.)

Places are offered according to the oversubscription criteria. However, where this would result in splitting children of multiple births, the other sibling(s) will be offered a place in most cases. 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 cases where siblings attending the same year group, but with different birth dates 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 pupils. Selection will be made randomly by a representative of Reading Borough Council's Committee Services. The parents may decline the offer and seek places for all siblings at another school or accept the place for one of the siblings. In the latter case, the other sibling's name(s) will be added to the waiting list. If admission is in Key Stage 2, or the admission of the other siblings will not contravene infant class size regulations, then each case will be considered. Often, 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).

Parent/Carers

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989. Normally this parent/carer would reside with the child at the permanent home address stated on the application.

Home address

Applications are processed based on the child's single permanent home address where the child lives, with parent(s) or a carer/legal guardian, on the closing date for applications. By applying, the parent/carer/legal guardian is confirming the child will be living at that address on National Offer Day. An address will not be accepted where the child is resident, other than with a parent or carer, unless it is part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home, with the main home being elsewhere. 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. 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 this 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 situation, following divorce or separation, where the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home.

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

Reference to Reading Borough Council tax records will be made to determine a single address for consideration of a place under criteria 4 or 5. It is for the applicant to satisfy the admissions authority that they live at the address stated.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If the applicant does not declare such arrangements (or a different address is used on the application where the child does not usually live), it will be considered that a false declaration has been made.

This may result in a decision being taken to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether an allocation was based on a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, the admissions team are able to accept the address of the new property only on submission of the appropriate evidence in support (e.g. completion of contracts letter on both the new property and, where possible, disposal of their current property). The deadline for submission of evidence to support a move is **1 February 2025**.

If the applicant is renting the property, the tenancy agreement must be dated **1 February 2025** or prior, to be accepted as on time. If the tenancy agreement expires prior to National Offer Day, the applicant must provide evidence showing that they still reside at the property past that date. If the applicant moves to a new rented property after the 1 February 2025, the application will be marked late and considered after National Offer Day.

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

Reading school admissions reserves its right to carry out further investigation, request additional evidence and to reject applications (or withdraw offers of places) if it believes it has the grounds to do so. In such cases, the applicant will have recourse to the independent appeals process. Where it is believed an address provided is not the only address, the Corporate Audit & Investigation Team may be called upon to investigate further.

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).

Where children live across two addresses, families cannot use whichever address would advantage their child's admission 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.

Siblings

For the purposes of admissions criteria during the main primary admission round, 'siblings' are older siblings already attending the preferred school. However, Geoffrey Field Junior School will consider a younger sibling attending Geoffrey Field Infant School. In-year applications will consider younger siblings, but not a sibling attending the nursery class of a school.

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(s)/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 for the purpose of admission.

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.

Deferring a Place

Upon receipt of an application, the local authority is legally required to offer every child a full-time Reception place to start in the September following their fourth birthday. In Reading schools, places are offered on a full-time basis from September 2025 as a "rising 5" admission. Children do not reach statutory (compulsory) school age until the September, January or April following their fifth birthday. When children are offered "rising 5" places, parents/carers may decide to defer their child's start until January 2026 or April 2026 (depending on their child's birth date). In such cases, the offered school must hold the child's place. However, schools are not obliged to hold a place where a parent/carers wishes to defer beyond April 2026 (i.e., September 2026) as this pushes the child's start into the following academic year. Any parent/carers wishing to defer entry to September 2026

(i.e. to miss out Reception entirely and start their child in Year 1) must forfeit their child's September 2025 school offer and re-apply for a Year 1 place in July 2026. They should also consider that places may not be available if their preferred school has become oversubscribed by this time.

Part Time Admissions

Parents/carers may request their child be admitted on a part time basis for an initial period (but not beyond the point at which their child reaches compulsory school age). Where a parent/carer chooses this option, they cannot insist on part-time provision that is individually tailored to their needs. Parents/carers must consult with the Headteacher of the allocated school to agree the best arrangement for both child and school.

Waiting Lists

Approximately two weeks after National Offer Day 'waiting lists' will be created for Reading schools. Children will be added to the waiting list of any school their parents/carers listed higher in preference to the school they were offered. A child's position on the waiting list is determined by the oversubscription criteria. The list will be re-ranked whenever new children are added following late applications or changes of preference. When a place becomes available, it is offered to the child ranked highest on the waiting list. After 1 September 2025, children identified for placement as part of the Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil withdrawals, new or revised applications. Reading school admissions will keep waiting lists until end of July 2026 (end of Term 6 for Reception classes). After this date, the waiting lists will be abandoned. Parents/carers must then re-apply for a place in Year 1 as an in-year admissions applicant if they are still interested in obtaining a place for their child.

Returning Crown Servants and Armed Forces Personnel

Families of Crown servants returning from overseas to live in the Reading Borough or applicants relocating in the armed forces 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. If the schools listed on an application form are oversubscribed, the family will need to provide an address to be ranked accordingly.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be processed but applications will be considered under criterion 7 (other children) until the parent is able to provide confirmation of the new address (e.g. proof of exchange of contracts or a signed rental agreement). If a place cannot be offered at a preferred school, an alternative school will be offered, and parents will be advised of the right of appeal for a place at the preferred school. It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

In-Year Admission Arrangements for the School Year 2025-2026.

The In- Year admissions arrangements for the school year, September 2025- July 2026 will use the determined policies of 2025/2026.

Parents/carers seeking admission for their child into Year 1 – Year 6 in a community primary school in Reading Borough, must apply to Reading school admissions using the In-Year Application form. Parents/carers may apply direct to some voluntary-aided or academy schools in the Borough, but most of these schools have opted to be part of the coordinated admission arrangements and applications are normally submitted to the Reading school admissions team. A list of those schools to which a direct application is necessary is available from the Brighter Futures for Children website.

If there is a place in the parent's/carer's preferred school, the place will be allocated, however, if there are more applications than places available the oversubscription criteria (as outlined above) will apply with places allocated to the child(ren) ranked highest. Remaining applicants will be added to the waiting list which will also be ranked according to the oversubscription criteria. Children allocated according to the Fair Access Protocol will take precedent over children on the waiting list.

Those children new to the area, or who have moved within the borough, will be able to start at the school as soon as possible after their move. If the request is to move schools within the borough without a move of home, these children will normally be expected to start at the beginning of the following term.

Waiting lists for admission in Years 1 to 6 will be held until 31 December 2025 after which parents/carers must reapply for their child to remain on the waiting list until July 2026. The waiting list will be abandoned after 31 July 2026 and parents/carers must reapply if they are still seeking a place for September 2026.

Appeals

If it is not possible to offer a place at the preferred school(s), parents/carers will be advised of their right of appeal.

Admissions Numbers – Reading Community Infant, Junior and Primary Schools.

The following are the proposed admission numbers for 2025

School	September 2025 - Admission Number
Alfred Sutton Primary	90
Caversham Park Primary	30
Caversham Primary	60
Coley Primary	30
Emmer Green Primary	60
EP Collier Primary	60
Geoffrey Field Infant	90
Geoffrey Field Junior	90
Katesgrove Primary	90
Manor Primary	45
Micklands Primary	30 (Amended July 2025)
Moorlands Primary	30 (Amended Nov 2025)
Oxford Road Community	30
Park Lane Primary	60
Redlands Primary	30
Southcote Primary	90
St Michael's Primary	60
Thameside Primary	60
The Hill Primary	60
The Ridgeway Primary	60
Whitley Park Primary School	60 (Amended August 2025)
Wilson Primary	60