



## **Admission to Secondary School: September 2023**

If you live in **Reading (paying Council Tax to Reading Borough Council)** and have a child moving into **Year 7 of state secondary school in September 2023**, you must apply to Reading School Admissions. If you live in another local authority, you must apply through your home authority.

Brighter Futures for Children is responsible for the delivery of children's services, including school admissions, on behalf of Reading Borough Council.

Please read our guide "*Admissions to Secondary School 2023/2024 – Guide for Parents and Carers*" before you apply. The guide is packed with information and advice about how your application is processed and considered by the relevant admissions authorities.

**Please read this form carefully, completing all sections marked "\*" and submit all required documents to ensure your application is processed correctly. Failure to do so may result in your child's application being delayed or considered incorrectly.**

You should complete this form or apply online at [www.brighterfuturesforchildren.org/school-admissions](http://www.brighterfuturesforchildren.org/school-admissions)

If your child has a statement of special educational need (EHCP), you will need to apply through the SEN team.

## **Closing date for applications is 31 October 2022**

Any questions please contact the School Admissions Team

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

Telephone: (0118) 937 3777

## Child Details

Current School:

Child's legal first Name\*

Child's legal Surname\*

Child's Date of Birth\*

Child's Gender\* (please circle):

Male / Female

Permanent home address\*

***This must be the address where the child normally lives. Please refer to the definition of the home address in our booklet. The Admissions Team may check the address with data held by the Council Tax Department of Reading Borough Council.***

Postcode\*

**Parent/Carer details (who lives with the child at the address given above). This would normally be the address where the child lives for most of the school week. Please note, we will only discuss the application with the person named below. If you wish to authorise another person to discuss this application, you will need to provide the team with a letter of written authority naming the person who may also be given information about the application.**

Title\*

First Name\*

Surname\*

Relationship to Child\*

We will normally only accept applications from the child's legal guardian(s). If you have a private fostering arrangement, please provide details in an accompanying letter.

Home telephone number\*

Mobile Number\*

Email Address\*:

Is the child in the care of a local authority or previously in care?

YES / NO

Are you a returning Crown Servant or Armed Forces Personnel?

YES / NO

**If you have answered yes to either question, please provide more information in the preference boxes below**

Please write the names of up to four preferred for your child to attend in the sections below and give your reasons. Although your preferences will be considered equally, the order of your preferences is important; the school you would most like your child to attend should be listed as Preference 1 followed by Preferences 2, 3 and 4. **You must list all your preferred state schools including Grammar schools, Academies, Free Schools and schools in other Local Authorities. You do not need to complete any other Local Authority application form. You are advised to list more than one school but cannot list more than four schools until after National Offer Day.**

The admission criteria for each of the schools in Reading are set out in the “*Admissions to Secondary School 2023/2024 – Guide for Parents and Carers*”. The admission criteria for schools in other Local Authority areas can be obtained from relevant Local Authority.

**Please consider the following:**

- Applications are not considered on a first come, first served basis. All applications received on or by the 31 October 2022 will be considered equally. Late applications may be accepted as “on time” (where there is good reason for the late submission) until 31 December 2022. Supporting evidence of reason must be submitted with the late application. Applications received after 31 December will be processed after National Offer Day.
- Your preferred schools are considered equally according to each school’s published admissions criteria. No priority is given to your preference ranking. Your ranking is considered only where it is possible to offer more than one of your preferences; in such cases the highest possible preference is offered.
- How does a school allocate places where it received more applications than it has places available? Admission policies for your preferred schools may differ. We would encourage you to consider naming your designated area (DA) school as one of your preferences. Places are not reserved at DA schools for those living in the area. If you do not name your DA school, your child will not be considered for admission. If you do not obtain a place at one of your preferred schools, you may find that your DA school is full and is no longer an option for your child. **Please note that living in the DA of a school does not guarantee admission to that school.** Further information about DA’s can be found in the guide. If you are unsure which is the DA school for your home address, please contact the Admissions Team
- **Listing one preference only does not increase the likelihood of obtaining a place at that school**

**Supplementary forms – you may need to complete additional forms for the following schools:**

- **Blessed Hugh Faringdon Catholic School** has admissions criteria based on religion. **Form to be returned to the school**
- **Maiden Erlegh School in Reading** consider applicants who are eligible for pupil premium in a higher admissions category. **Form to be returned to Reading School Admissions**
- **Reading Girls’ School** has selection tests for admission to their selective stream and a form is needed to register for the tests. **Form to be returned to the school**
- **John Madejski Academy** test for aptitude in sport and have a form to register for the tests. **Form to be returned to the school**
- **Reading School and Kendrick School** entrance test registration forms should be sent to the schools by June deadline. Test results will be made available to you before the closing date for returning your local authority application form. This will help you to decide whether to include the grammar school as a preference.

**Medical or social reasons, this category only applies to certain schools;** please check whether it applies to your preferred school and what evidence you should supply. The School Admissions Team **will not** contact you for this information and failure to supply supporting evidence may mean your application is not considered for these reasons. Evidence submitted later may not be considered. If you have questions about this admissions category, please contact the Admissions Team.

**Siblings:** If your child has a sibling attending your preferred school, please tick the box and include his/her name and date of birth. Most schools only consider a sibling who will be attending the school in Years 7-11 from September 2023 (siblings in Years 12 or 13) may not be accepted under this category. Please check the definition of a sibling in the admission policy of your preferred school.

If you are selecting one of the Maiden Erlegh Trust schools (Maiden Erlegh School, Maiden Erlegh School in Reading or Maiden Erlegh Chiltern Edge), please ensure you list the correct one. If you list only "Maiden Erlegh School", we will assume you mean Maiden Erlegh School (in Wokingham).

**Preference 1**

Name of School:

Child whose permanent home address is in catchment area of the school:

Yes / No

Child with an older sibling at the school:

Yes / No

Sibling Name

Sibling date of birth

Medical or social reasons

Religious Reasons

School is single-sex

Some schools give priority to children for religious reasons.  
Please complete the appropriate school's supplementary form

If you wish to give additional reasons or information, please use this space.

(Please use a separate sheet if you need more space)

**Preference 2**

Name of School:

Child whose permanent home address is in catchment area of the school:

Yes / No

Child with an older sibling at the school:

Yes / No

Sibling Name

Sibling date of birth

Medical or social reasons

Religious Reasons

School is single-sex

Some schools give priority to children for religious reasons.  
Please complete the appropriate school's supplementary form

If you wish to give additional reasons or information, please use this space.

(Please use a separate sheet if you need more space)

### Preference 3

Name of School:

Child whose permanent home address is in catchment area of the school:

Yes / No

Child with an older sibling at the school:

Yes / No

Sibling Name

Sibling date of birth

Medical or social reasons

Religious Reasons

School is single-sex

Some schools give priority to children for religious reasons.  
Please complete the appropriate school's supplementary form

If you wish to give additional reasons or information, please use this space.

(Please use a separate sheet if you need more space)

### Preference 4

Name of School:

Child whose permanent home address is in catchment area of the school:

Yes / No

Child with an older sibling at the school:

Yes / No

Sibling Name

Sibling date of birth

Medical or social reasons

Religious Reasons

School is single-sex

Some schools give priority to children for religious reasons.  
Please complete the appropriate school's supplementary form

If you wish to give additional reasons or information, please use this space.

(Please use a separate sheet if you need more space)

### Use of personal data

Any information parents/carers provide when applying for a school place will be entered on a computerised data base and is therefore subject to General Data Protection Regulations (GDPR). This ensures the information can only be used for defined purposes. The defined purposes are:

- Administering the admissions process as set out in the guide for parents and carers;
- The planning and provision of school places;
- Preventing fraud/criminal offence or to ensure the safety of any child.

Other organisations that may receive the information are:

- Child's current school;
- The schools(s) named as a preference on the form;
- The school at which the child is offered a place;
- Other local authorities;
- Any organisation legitimately investigating allegations of fraud, criminal offence of child protection
- More information is available from [www.brighterfuturesforchildren.org/privacy-policy](http://www.brighterfuturesforchildren.org/privacy-policy)

### Applicant's declaration:

**I confirm that I have parental responsibility for this child and the information given is true to the best of my knowledge and belief.**

**I understand that false or deliberately misleading information given on this form, or in supporting information, may render this application invalid and any place offered may be withdrawn, even where the child has started school. I confirm the information provided on this form is correct. I will inform the school admissions team of any changes.**

**I have read the 'Admissions to Secondary School 2023/2024 – Guide for Parents and Carers' and I am aware of the oversubscription criteria should my preferred school(s) be oversubscribed.**

|                              |              |
|------------------------------|--------------|
| <b>Name:</b>                 |              |
| <b>Relationship to Child</b> |              |
| <b>Address</b>               |              |
| <b>Postcode</b>              |              |
| <b>Signed:</b>               | <b>Date:</b> |

Please check that you have completed all sections and signed the form.

### **Completed forms should be returned to the School Admissions Team by 31 October 2022**

If your child attends a Reading primary school, the completed form can be returned to the school. If your child does not attend a Reading primary school, please post the completed form to:

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

The School Admissions Team will write to let you know that your application form has been received. You should receive an acknowledgment letter within three weeks of returning your form.

Offer letters will be sent via 2<sup>nd</sup> class post on National Secondary School Offer Day, 1 March 2023. If you wish to receive notification on 1 March 2023, you must complete the online application form available at:

<https://brighterfuturesforchildren.org/schools/admissions/secondary/>

Brighter Futures for Children 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.

Any questions please contact the School Admissions Team on (0118) 937 3777  
or email [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org)  
[www.brighterfuturesforchildren.org/school-admissions](http://www.brighterfuturesforchildren.org/school-admissions)