

**Brighter  
Futures for  
Children**



# Admissions to Secondary School

## September 2023 - 2024

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Guide for Parents and Carers - Moving on to Secondary School



## INTRODUCTION



### Dear Parent/Carer,

We are Brighter Futures for Children and we took over the delivery of children's services in Reading in December 2018 from Reading Borough Council.

We are wholly-owned by Reading Borough Council but independent of it, with our own staff, management team and Board.

On behalf of the council, we deliver children's social care (including fostering and early help), education, special educational needs and disabilities (SEND) and youth offending services.

Our vision and aim is to unlock resources to help every child have a happy, healthy and successful life.

Part of our education remit is to deliver the school admissions service, in line with local authority statutory duties.

Transferring from primary to secondary school is an important step in your child's

education. Reading schools are an excellent choice.

This guide is designed to help you through the process and to make applying for a school place as smooth and straightforward as possible.

It contains a lot of detail and it is important that you read it carefully and follow the guidance step-by-step to ensure you maximise your chances of reaching a successful outcome for you and your child.

Throughout this guide you will see references to both Brighter Futures for Children and Reading Borough Council, as well as both 'Children Looked After' and 'Looked After Children'. We use the former and are encouraging others to do so, as we've asked our children in care and it's a term they prefer.

This guide gives you a flavour of the full range of opportunities our wonderful schools offer.

If you need help accessing this service, please contact the School Admissions Team at:



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



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



**0118 937 37 77**

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## EXPLANATION OF TERMS

Some of the terms, abbreviations and legal extracts we are required to use in this guide may be difficult to understand and we hope these explanations will help. However, if you are unsure about anything, please telephone the **School Admissions Team** on **0118 937 37 77**.

### Admission Authority

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

### Published Admission Number (PAN)

Every school has a Published Admission Number (PAN). The PAN is normally based on the number of classrooms and specialist teaching rooms (i.e. the physical capacity). The PAN represents the maximum number of places available in the year group which pupils normally enter on joining the school. Places must be offered up to this number. The Admission Number for each school is given in the information on schools later in this guide.

### Categories of schools

State schools are governed in different ways depending on the type of school. The category of the school determines the admission authority. Although the admission authority may be the governing body, applications for admission into Year 7 at these schools must be made to the child's home local authority and the home local authority will make the offers of places at these schools.

### Community Schools

These schools are maintained by the local authority (LA). The LA is the admission authority and it is responsible for determining the admission arrangements and allocating school places. There are no community secondary schools in Reading.

### Voluntary-Aided (VA) Schools

A school set up and owned by a voluntary body, usually a church body. Management responsibility is shared with the LA but the church or governing body play a greater role. The governing body is the admission authority and its admission criteria will normally be different from those used by the LA. The governing body is responsible for allocating school places.

### Foundation Schools

A type of state school introduced in 1999 by the School Standards and Framework Act 1998, which gives the governing body more freedom to manage their school and decide their own admissions policy. The governing body is responsible for allocating school places.

### Academy / Free Schools

Academies are publicly funded schools which operate outside of local authority control. The government describes them as independent state-funded schools. Essentially, academies have more freedom than other state schools over their finances, the curriculum, and teachers' pay and conditions. A key difference is that they are funded directly by central government, instead of receiving their funds via a local authority.

Free schools are schools set up by groups of parents, teachers, charities, trusts, religious and voluntary groups. They will be set up as academies and funded in the same way - directly from central government. They are 'all-ability' schools, so can't use academic selection processes like a grammar school. Free schools can set their own pay and conditions for staff and change the length of school terms and the school

day. They don't have to follow the national curriculum.

### Application Form (CAF)

Also known as the Common Application Form (CAF). Parents/carers must apply for a Year 7 secondary school place to their home local authority. Reading Borough Council residents must apply to Reading either online at <https://brighterfuturesforchildren.org/for-parents-carers/schools/admissions/> or on the Reading application form. Those wishing to request a place at UTC Reading should apply direct to the college (please note that entry to UTC Reading is from Year 10).

### Normal admission round

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

- Entry to primary or infant schools in Reception Class
- Entry to junior schools in Year 3
- Entry to secondary schools in Year 7
- Entry to Year 10 for studio schools and university technical colleges (Year 9 for the Atrium School) and for those FE College and sixth forms with provision for students aged 14-16
- Year 12 for schools with a sixth form.

### In-year admissions

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

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

### Department for Education (DfE)

This is the central government department responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. The DfE publishes the School Admissions Code, a legal framework that all local authorities and schools must follow for school admissions. Brighter Futures for Children manages Reading Borough Council's coordinated admission scheme and the admission policies of our schools comply with the legal requirements of this code. The latest version of the School Admissions Code can be obtained from the DfE website ([www.education.gov.uk](http://www.education.gov.uk)).

### Designated Area/ Catchment Area

Catchment area (sometimes known as 'designated area') is a geographical area within which children are given priority for admission to a school. It is often used as part of the oversubscription criteria for a school, e.g. where there are more applications than places available, children living in the catchment area will be given priority. Living in the catchment does not guarantee admission to that school.

A map of the Reading Borough Council area on page 48 shows the designated areas of schools in the borough. More detailed information on the designated areas in Reading is available from Reading Borough Council's website ([my.reading.gov.uk](http://my.reading.gov.uk)) or from the School Admissions Team. Some voluntary-aided schools may use parish (or other) boundaries to prioritise admissions. Information about designated areas for schools in other local authorities may be obtained from the authority in question.

### Feeder link

Some schools, like Maiden Erlegh School in Reading, use a feeder link as part of their oversubscription criteria. It is important that you check if your chosen school has this and ensure you declare the feeder link on the application.



## Home Address

The definition of the child's home address can vary depending on the policy of the admission authority. You will need to check this for your preferred schools.

## Local Authority (LA)

The local authority (LA) is responsible for the maintained schools in its area.

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

## Children Looked After (CLA)

These are children in the care of a local authority (in our case, BFFC); or provided with accommodation by an LA or in an arrangement supported by an LA. We shorten this to CLA, as our children prefer this, but in current legislation and in some school policies, they are referred to as looked after children (LAC).

## Medical/Social

It is important that you check whether the admission authority of your preferred school(s) uses this category as part of the oversubscription criteria for admission. It is not used by all admission authorities and, where used, is given different levels of priority. If you believe your application meets the criteria, you must check how the admission authority of your preferred school will consider your application and what evidence you must supply.

It is not enough to simply tick the medical/ social boxes online (or on the paper form). In such cases, the School Admissions Team will not contact the parent/carer to request supporting evidence and the application will not be considered under this category.

Supporting evidence must be provided by you at the time of application to be considered as part of the main allocation.

## National Curriculum

The current National Curriculum provides a broad and balanced education for all children. It is divided into four Key Stages, according to age.

It includes statutory assessments, consisting of tests and teacher assessments, at the end of Key Stage 2 and teacher assessments at the end of Key Stages 1 and 3. The key stages in secondary school are:

Year 7 Year 8 Year 9	Key Stage 3	11-12 years 12-13 years 13-14 years
Year 10 Year 11	Key Stage 4	14-15 years 15-16 years
Year 12 Year 13	Post 16	16-17 years 17-18 years

## NOR

Stands for "number on roll" and means number of children attending a school.

## Ofsted

This is the abbreviated name of the Office for Standards in Education, which is the government department responsible for inspecting and producing inspection reports on schools. Ofsted reports are available from schools or from [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Oversubscribed Schools

This is where there are more applicants than places available at a school.

## Oversubscription Criteria

These criteria decide which children will be given priority where a school receives more applications than the number of places available (see published admission number). The oversubscription criteria for each Reading school is given in the information on the schools.

## Parent

Any person having parental responsibility for a child (as defined in the Children Act 1989) or who has care of a child, including an LA. Section 576 of

the Education Act 1996 defines 'parent' as all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

### Pupil Premium

The pupil premium gives schools extra funding to raise the attainment of disadvantaged pupils from reception to Year 11. Children eligible for pupil premium are

- all 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
- children who are adopted
- children who leave care under a Special Guardianship Order, a Residence Order or Child Arrangement Order.

### Service Premium

The service premium gives schools extra funding to support children and young people with parents in the armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last three years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

### Selective Schools or Grammar Schools

Grammar schools may select their pupils by academic ability and leave places unfilled if there are insufficient applicants of the required standard. Your child will need to take an entrance test for these schools. In the borough of Reading, Kendrick School and Reading School are grammar schools.

### SEND

SEND stands for special educational need and disability.

### Sibling

The definition of sibling may vary but, unless otherwise stated by the admission authority, the following definition will be used:

Brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

In most cases, only siblings still attending the preferred school in September 2023 will qualify as siblings. You will need to check the definition of sibling in the policy of your preferred school(s).

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

### Specialist Status

Secondary schools focus on chosen subject areas whilst meeting national curriculum requirements. The specialism of each school is given in the information about the school.

### Straight-line distance – Tiebreaker

An admission authority may use radial (or straight-line) distance from the home to school as part of the oversubscription criteria. In most cases this is used to rank applications where there are more applicants than places available within a category of the oversubscription criteria. This is called the tiebreaker. In Reading, all schools measure the straight-line distance from the home to the school using the Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property.

The distance created is given in miles to three decimal points. Admission authorities in other local authorities may use a different method for calculating the distance from the school.

### Supplementary forms (SIF)

Some schools consider extra information not captured on the CAF to help them rank applications according to their oversubscription criteria. Therefore, you may also wish to complete a supplementary form if you are seeking a place at a faith school (e.g., Blessed Hugh Faringdon School) or a selective school. Reading School and Kendrick School are selective grammar schools, and your child must sit their entrance tests to be considered for admission. To register your child for the tests you must complete the school's registration form. The John Madejski Academy tests applicants for sporting aptitude. If you want your child to be considered for this school on their sporting aptitude, you must complete their additional form. You should check whether a supplementary/additional form will be required to support your application and the date you need to return the form.

Maiden Erlegh in Reading gives priority to children in receipt of Pupil Premium. The school has a supplementary form which needs to be completed to be considered for this category. This needs to be endorsed/stamped by your child's current school.

Supplementary forms can be downloaded from <https://brighterfuturesforchildren.org/for-parents-carers/schools/admissions/>. Please note that supplementary forms should be returned to the relevant school(s).





## TIMETABLE

The following timetable applies to children born between the 1 September 2011 and 31 August 2012 or in Year 6 at primary school.

ACTION	DATE
Parents/carers to receive application information. Guide for Parents & Carers to be placed on Brighter Futures for Children's website	By 12 September 2022
Online admissions site opens for applications	10 September 2022
National closing date for receipt of applications	31 October 2022
Deadline for providing evidence to meet admissions criteria (please see individual school pages to see which schools require additional information)	31 October 2022
Deadline for late applications, changes of preference and changes of address to be accepted with good reason (evidence of reason must be submitted).	31 December 2022
National Offer Day - offer letters posted second class to Reading residents who applied via a paper application	1 March 2023
Online applicants may view outcome of their application	1 March 2023
Deadline for parents to accept place offered	14 March 2023
Closing date for submitting an appeal, to be heard on time	29 March 2023
Waiting lists activated	15 March 2023
Appeals to be heard if submitted by the deadline	May to June 2023
Coordination with other LAs ends	31 August 2023
Waiting lists held for Reading Borough schools.	Until at least 31 December 2023

## ADMISSIONS TO SECONDARY SCHOOL IN READING BOROUGH

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

There are nine secondary schools within the borough of Reading, including two grammar schools. Secondary school places are allocated by the School Admissions Team, taking account of the relevant admissions policy, published arrangements and the number of places available at each school.

The purpose of this guide is to provide you with information on the allocation process - including the timeline on how places are allocated - and to give details of our schools (together with those in neighbouring authorities which are often attended by Reading borough pupils). A key to terms and abbreviations used in this guide is shown at the beginning of this book.

If you live within the borough of Reading (i.e. you pay council tax to Reading Borough Council) you should complete the Reading application form (CAF) to apply for any secondary school within the borough of Reading and/or schools in other local authorities.

Residents of other local authorities must apply for schools using the admissions service provided by their own local authority. If you live in another authority and are considering a school in the borough of Reading, you should read this guide to understand the basis upon which places are allocated. If you express a preference for a Reading Borough school, your local authority will forward your child's application to us.

All local authorities operate a coordinated admissions scheme using electronic transfer of information to allocate places in accordance with published arrangements. This coordinated scheme continues until 31 August 2023 and eliminates multiple offers of school places.

Only one application will be accepted. Should more than one application be received for your child, the School Admissions Team will process the application received most recently.

**Please note that we recommend you apply before the closing date of 31 October 2022.**

If you have any queries or need further information about applying for a school place, please contact: School Admissions Team, Brighter Futures for Children, Civic Offices, Bridge Street, Reading, RG1 2LU

**Tel:** 0118 937 3777

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

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

## WHAT YOU NEED TO CONSIDER BEFORE SUBMITTING AN APPLICATION

There is a coordinated admissions process in England with exchange of information between local authorities (LA). This means that you must apply to your home LA for any state-maintained secondary school in England.

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

- If you live in Reading borough, you must apply to Reading School Admissions either online or by completing a paper application form
- You may list up to four preferred schools on your child's application
- You are advised to put more than one preference as you are not guaranteed a place at your preferred school. If we are not able to offer a preferred school, the School Admission Team will allocate a place to your child at the closest school to your home with places available
- Preferences should be ranked with your most preferred school listed first (i.e. preference 1)
- You must include any state school you would like your child to attend including schools in other LAs e.g. Oxfordshire, West Berkshire, Wokingham. This includes voluntary-aided schools, foundation schools, grammar schools, free schools and academies
- You may also need a supplementary form for some schools. Failure to submit these forms may result in your child being ranked in a lower category
- You should apply by 31 October 2022
- Applications for schools named by parents/carers are considered by the appropriate admission authority for the school without reference to your preference order
- All parents/carers who have applied for a school place by the closing date will receive an offer of one school place
- The offer of a place by the LA may be on behalf of other admission authorities
- Offer notifications will be distributed, to those who submitted "on-time" applications, on National Offer Day
- You will be required to accept the place offered by the deadline as stated in the timetable at the beginning of this guide
- All schools will run waiting lists until at least the end of December 2023, and some may hold waiting lists longer.

### How can I find out more about a school?

The School Admissions Team must remain impartial. It is up to the parent/carer to research their preferred schools before submitting their application form.

You will probably already have an idea regarding some of the aspects of a school which are important to you or your child. You may have talked to other parents/carers and, although their ideas may be helpful, you should always make your own judgement.

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



You can find other information about the school from the school's website. This includes:

- school's aims and objectives
- the curriculum offered
- attainment and achievements of pupils
- attendance figures
- out of school activities and clubs
- information on policies, such as behaviour and discipline
- sixth form.

You can get information about attainment and assessment results, Ofsted reports and school profiles from [get-information-schools.service.gov.uk/](https://get-information-schools.service.gov.uk/).

You should consider the following points and use available information to evaluate the likelihood of getting a place at your preferred school(s).

- How far your child will need to travel and how they will get there? How much will it cost?
- Will you be entitled to any assistance with travelling expenses? See page 35 for details on Reading's transport policy.
- Does it give preference to faith or religious denomination?
- How many pupils are there and how many places are available?
- Was the school oversubscribed in previous years? The pages concerning the individual schools in Reading (found later in this guide) give information on how many applications there have been for each school and how places have been offered in the past. Other LAs have this information in their guides for parents and carers. This information is a guide only as admission authorities cannot accurately anticipate demand.
- Whether your preferred school is the designated school for your home address. You can check this on the Reading Borough Council's website [my.reading.gov.uk/](https://my.reading.gov.uk/).
- Although living in the designated area does not guarantee admission to the school, it is important to consider naming your designated area school as one of your preferences. If we are unable to offer one of your preferred schools and your designated area school is full, you could be offered a place at a school some distance away. Even if you name the school as your lowest preference, the application will be given a priority for admission because you live in the designated area.

When you have selected your preferred schools, you must submit a CAF to Reading School Admissions by 31 October 2022. While you have the right to express a preference for a school, you do not have the right to a place at that school. The admission authority for your preferred school(s) will consider your application and if there are places available, a place will be offered. However, if there are more applications than places available, the admission authority for the school will apply their oversubscription criteria.

## Where can I get help with my application?

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

- Telephone: 0118 937 3777
- Email: [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org)

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

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

- General advice line: 0300 0115 142
- Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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

- Telephone: 0118 937 3421
- Email: [iass@brighterfuturesforchildren.org](mailto:iass@brighterfuturesforchildren.org)
- Website: [www.readingiass.org](http://www.readingiass.org)



## HOW TO APPLY

### Apply online

- It is simple and convenient
- You can apply on most smartphones and tablets
- You can change your preferences at any time until the closing date 31 October 2022
- You will receive an email confirming your application has been submitted
- You will receive an email on the morning of 1 March 2023 advising which school your child has been allocated.
- You may also log in and view your allocation on 1 March 2023.

Reading residents apply online at  
[www.brighterfuturesforchildren.org/school-admissions](http://www.brighterfuturesforchildren.org/school-admissions)

**Please apply to the LA where your child lives - only apply to Reading if your child's permanent home is in the borough of Reading.**

Admissions to state funded secondary schools in England are coordinated across local authority boundaries. This means that, if a child lives in Reading and the parent wants to apply for a place at a school in a different local authority, the parent must apply via Reading Admissions Team.

Please read carefully through this guide on how to apply. The following information will also help you to apply online or complete the paper application form. Full details on how to apply online are available on the Brighter Futures for Children's website.

Paper application forms are available from any Reading primary school or the Civic Offices.

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

If you apply using a paper application, your formal offer letter will be posted second class on the 1 March, to the home address provided on the application form. Please note, this may take two to three days to arrive, so we recommend applying online.





## 1. Child's details

You must provide your child's legal surname as given on their birth certificate (or deed poll in cases where there has been a change of name).

## 2. Home address

Your home address is an important factor in how your application is considered. We will check addresses against council tax data held by Reading Borough Council. The address you give on the form **MUST** be your child's single permanent home. See page 17 for further information. If you give an incorrect address and we offer a school place based on that address, the offer may be withdrawn.

The admission authority reserves the right to obtain additional information to verify addresses.

## 3. Parents/Carers details

Please ensure you complete the section(s) on parents/carers details and remember to provide a daytime telephone number. We recommend that the parent/carer who is listed on the council tax makes the application as this facilitates with the address verification process.

## 4. Preferences

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. It may also be possible to visit schools which we would also recommend.

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. The admission rules for every state-funded school in Reading can be found later in this guide. If you believe your application should be considered under a certain oversubscription category, please be sure to provide the relevant supporting information.

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. If you list only one preference and the school cannot be offered, the School Admissions Team will allocate a place to your child at the closest school to your home with spaces available.

When selecting a Maiden Erlegh Trust school - Maiden Erlegh School, Maiden Erlegh School in Reading or Maiden Erlegh Chiltern Edge - it is important to list the correct one. If you put simply "Maiden Erlegh School", we will assume you mean Maiden Erlegh School (in Wokingham).

## 5. Siblings

If your child has a sibling who will be attending a preferred school in September 2023, you must provide their name and date of birth. Siblings who, in September, will be in Years 11, 12 or 13 are not always counted as siblings in oversubscription criteria. Please check the admission policy of your preferred school. Failure to declare a sibling on your application in the correct sibling box may result in your application not being ranked in that category.



## 6. Declaration and signature

Please check all the sections of the application form. If you have completed a paper form, please sign and date the form. If you apply online, you cannot submit your application unless you accept the terms and conditions box.

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

## 7. Returning the Application Form

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

PLEASE NOTE: The School Admissions Team aim to acknowledge all on-time paper applications within 15 school days of receipt, however, in busy periods this may not be possible. Please contact the team if your application has not been acknowledged after 20 school days. Late applications are not processed until after 16 March. When the late application has been processed you will receive confirmation.

The closing date for receipt of paper application forms is 31 October 2022. The website will close at midnight on 31 October 2022.

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

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

Applications posted on 31 October will not be accepted as "on time". The application MUST be received by the School Admissions Team, or your child's school, within office hours on 31 October.

The information provided by parents/carers will be kept safely on a database in accordance with the General Data Protection Regulation (GDPR). This ensures the data provided is only used for defined purposes.

## How to apply for a place in Year 10 in September 2023 at a UTC or Studio School

Parents of young people born between 1 September 2007 and 31 August 2008 (inclusive) may apply for places in Year 10 for their children in Studio Schools or University Technical Colleges (UTCs). Parents do not need to do anything if they wish their children to continue at their current secondary school. Parents should note that not all University Technical Colleges and Studio Schools in England are part of the coordinated admission process for their local authority. Applications for UTC Reading or other UTC or studio schools should be made directly to the relevant schools.



## OVERSUBSCRIPTION CRITERIA

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

### Strong medical or social grounds

This category only applies to certain schools. You will need to check if it applies to your preferred school. Where the category does apply, you will need to supply relevant evidence to support your application. Please note, certain schools require evidence to state precisely why they are the only school that can meet the child's/family's needs. If you do not provide the evidence outlined in the school's oversubscription criteria, your application will not be considered by the relevant panel for this category.

You must supply evidence prior to 31 December 2022 to be considered within this category. Any submission after this date may not be considered in time for National Offer Day. Neither the School Admission Team, nor the school will contact a professional to obtain any necessary evidence. Additional information produced late, will be considered late and only affect a child's place on the waiting list.

### Pupil Premium and Service Premium

Some schools (such as Maiden Erlegh in Reading) give priority within a category to children who are in receipt of the Pupil Premium (PP) at the time of application. To be considered for this priority, parents/carers are required to complete a Supplementary Information Form (which must be endorsed by the child's current school) confirming they receive pupil premium for the child. This form can be downloaded from the Brighter Futures for Children website or obtained from the relevant school.

These forms must be sent to the School Admissions Team for your child to be considered in this category.

### Religious reasons

If you have selected a school for religious reasons (for example Blessed Hugh Faringdon Catholic School), you are advised to complete the school's supplementary form (SIF) and return it by the specified date. Please check the relevant school's admissions policy for the date. Failure to submit this form to the school(s) may result in the application being ranked in a lower category.

### Home Address

The definition of a child's home address may vary from one local authority to another. You should consult the admissions policies of the local authorities in which your preferred schools are located. The following definition is used to establish the home address for most schools in Reading. Please note that Kendrick School and Reading School use a different deadline for establishing whether an applicant is in their designated areas. The address used on the Kendrick School or Reading School application form should correspond to the address provided on the local authority application. Where it is not the same, the discrepancy will be investigated. Please check the Reading School and Kendrick School admission policies for clarification.



## Definition

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

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

Reference will be made to council tax records when determining a single address for consideration under the home address criteria of the schools' policies. It is for the applicant to satisfy the local authority that they live at the address stated. An address will not be accepted where the child is resident other than with a parent or carer (unless this was part of a private fostering or formal care arrangement).

## Warning

We have a duty to ensure applications are genuine in all aspects. If your child moves into the home of a friend or relative during the process, or you provide an alternative address as a deliberate device to improve your child's priority for a school place, or other details are provided on the application form which prove to be untrue – this is a misleading application. If it becomes clear a place has been allocated based on false information, we may withdraw the child's offer, even if they have already started at the school.

The School Admissions Team occasionally receives information from members of the public concerning potential misleading or fraudulent applications. Signed statements will be required to support such allegations, together with supporting evidence, in order that they may be investigated. The names of anyone supplying information will be withheld in accordance with the council's whistle-blowing policy (details of which may be found here: <https://www.reading.gov.uk/the-council-and-democracy/council-strategies-plans-and-policies/whistleblowing/>)

## Temporary addresses

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

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

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

## Multiple properties

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

Any circumstance where the declared address is to be accepted as the permanent home, despite another home being owned or otherwise available for occupation, should be declared at the point of application. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home; or
- an owned property that is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school; or
- an owned property that is in the process of being sold and the family live permanently in the declared property; or
- a family home that, following divorce or separation, cannot be occupied by the applicant or otherwise treated as the child's permanent home.

## Changes of address

If you have submitted an on-time application and relocate on or before 31 December 2022 (bar Kendrick School and Reading School who have their own dates), you must inform us of your change of address. You will need to submit the details to [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org) along with evidence that your move has taken place. The evidence we require is either proof of "exchange of contracts" or a fully signed tenancy agreement showing your child will reside at the address past their entry into secondary school. If you move locally or within 20 miles, we also require evidence that you have disposed of your previous property, i.e. a copy of the end of tenancy arrangements or proof contracts have exchanged.

## Designated / Catchment area

If you need advice about the designated/catchment area school for your home address you can look at the following website [my.reading.gov.uk](http://my.reading.gov.uk) or you can contact the School Admissions Team.

## 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 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 be reached by both parties (and the child) regarding the school preferences listed. Only one offer letter will be sent to the main applicant, unless otherwise requested (and agreed) by both parties.

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

### Disputes between parents

Anyone with parental responsibility may apply for their child's school place and list up to four preferred school(s). However, the child's address on the application should be recorded as the place they spend most of the week as set out in our definition of 'Home Address'

When completing application forms, parents/carers must tick to confirm they have parental responsibility for the child and that their application is made with the agreement of all parties having parental responsibility.

Where parents disagree over which school preferences should be named, we recommend starting the following process as early as possible as national closing dates are fixed and cannot be extended under any circumstances.

We urge parents to work together in the best interests of their child; it is advised that the applicant should inform all other parties who have parental responsibility before submitting the application.

All parties should agree with the school preferences to be listed. Any disagreements should be resolved before an application is submitted. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Court.

You should note that the local authority will only process one application per child and will only make one offer of a school place.

Where more than one application is received with different preferences, the local authority (or local authorities if parents submit applications to more than one) will contact both applicants to advise that



more than one application has been received and request they complete one application with one set of preferences for their child.

We will not mediate between parents where there is a dispute or when two applications are submitted. Only one application will be accepted, and the final decision will rest with the local authority after all submitted evidence has been considered.

All evidence must be received by published closing dates, at which point a decision will be made as to which application will be processed. The local authorities concerned may contact the education settings noted in the application, or other professionals working with the child where applicable, to assist in their decision making. Any evidence provided after the closing date which affects the content or processing of the application, may render the application late, and delay an offer of a school place.

### Applications from abroad (excluding service personnel)

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

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

Applicants are reminded that they should (where applicable):

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

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

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

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

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

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

### Evidence required to accept an application for an overseas child:

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





### Evidence of 'home' address

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

If you are moving to a temporary address 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.

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

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

### How the application will be considered

Upon receipt of the above "evidence for accepting an application", the School Admissions Team will consider any application from an overseas applicant received by the closing date for "on time" applications.

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

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

## HOW THE OFFERS ARE DECIDED

Admissions to state-funded secondary schools in England are coordinated across local authority boundaries. This means that, if a child lives in Reading and the parent wants to apply for a place at a school that is in a different local authority, the parent must apply via Reading School Admissions Team. The Reading team will liaise with the English local authority where the school is situated on behalf of the parent and child and will be responsible for sending notification of the outcome on behalf of the school / home local authority on National Offer Day.

### The Equal Preference System

At secondary transfer, admission authorities for all state-funded mainstream schools in England must follow the “Equal Preference System”. This is a requirement of the Department for Education’s School Admission Code 2021. This prevents admission authorities giving higher priority to parents who make a particular school their first preference.

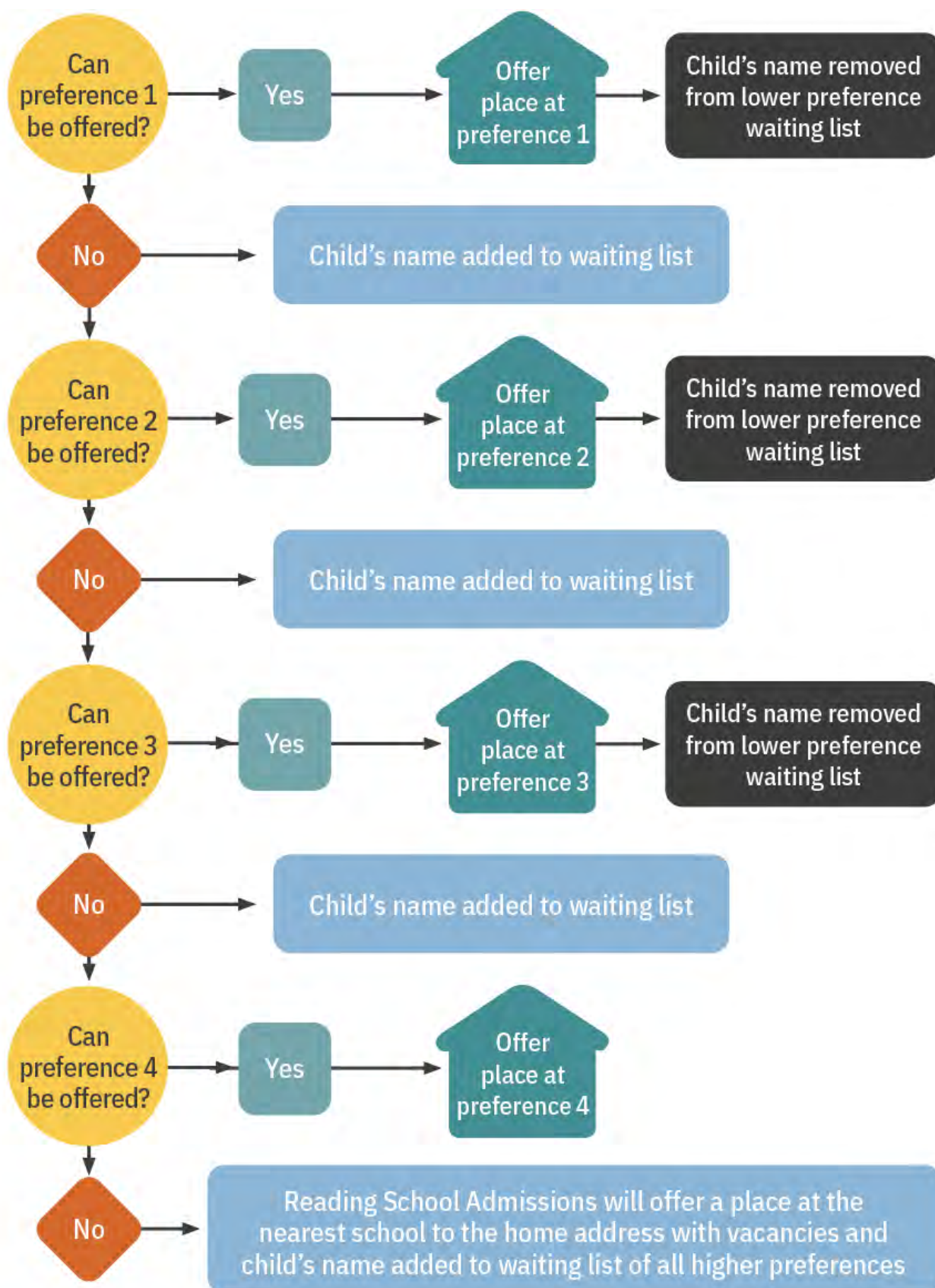
Every school that a parent lists on the application form is treated as a separate application and the highest possible preference will be offered. The admission authority for a school must not discriminate against any application because a parent did not express a first preference for that school on the application. Offering places based on “first preferences first” would be unlawful. Schools are not told whether a parent ranked the school as a first, second, third or fourth preference.

The priority for admission is established using the admission rules for the relevant school. Once this information is available the preferences are then considered by the local authority acting as the “clearing house”. If, at this stage, it was theoretically possible to offer a place at all of the preferred schools listed, the school offered would be the one listed as the highest preference. If a place cannot be offered at any of the schools listed as a preference, the local authority will offer a place at the nearest school with an available place.

The following website gives a very helpful explanation of how the Equal Preference System works in practice: [www.elevenplusexams.co.uk/schools/equal-preference-system](http://www.elevenplusexams.co.uk/schools/equal-preference-system)

Offer notifications, to all Reading residents who made an on-time application, will be sent by the School Admissions Team on National Offer Day.

The flow-chart diagram on the next page shows the process which results in each child being offered a school place:



## APPLICATIONS RECEIVED AFTER THE DEADLINE

### Applications received after the deadline

An application received after the closing date for applications (31 October 2022) will be treated as a “late” application and be considered after all on-time applications have been allocated.

However, applications received late for a good reason will be treated as on time if received before 31 December 2022. Such good reasons might include illness preventing a single parent/carer from returning the form on time or the family moving into Reading after the closing date. **The reason for lateness must be supported with documentary evidence.** If no evidence is provided, the application will be considered as “late” and not processed until after 14 March 2023.

After 14 March 2023 and before 31 August 2023 late applications will be considered in line with the published admission criteria. Where possible, a place will be offered at a preferred school. If the preferred school is oversubscribed, the child’s name will be added to the waiting list in accordance with oversubscription criteria.

You will need to check the admission policies of other LAs for information regarding their treatment of late applications.

### Change of Preference

Changes of preference made in writing (and received between 31 October 2022 and 31 December 2023) may be accepted as “on time” providing a good reason is given (e.g. a family moving area or illness preventing a single parent from making an on-time application). In such cases, supporting evidence will be required. Any changes received after 31 December 2022 will be treated as late, regardless of whether supporting evidence is provided, and will be considered after National Offer Day.

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

### Waiting List

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

For example, a school may have 200 places and receive 300 applications. The applications are ranked (1 to 300) using the school’s oversubscription criteria and the top 200 pupils are offered places. The remaining 100 pupils may then be added to the waiting list.

Your child’s name will automatically be added to the waiting list of any school(s) you list higher in preference to the school your child is offered. This is the case for the waiting lists of any Reading, Oxfordshire, Wokingham or West Berkshire schools listed on your application. You will need to check the





policies of other local authorities. Waiting list information will not be made available until after 16 March 2023.

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

If you accept the offer of another school place, this will not affect your child's position on any waiting lists. When you receive your school offer, you will be asked to complete an acceptance form. If you applied through the citizen's portal, you will be able to accept your school offer via your portal account until the acceptance deadline (14 March 2023 at midnight). If you submitted a paper application, you should accept your offer using the acceptance link found in your offer letter. When accepting, you will be asked whether you want your child's name to be removed from the waiting list(s) of any higher preference school(s). Your child's name will remain on a waiting list unless you ask for it to be removed.

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

The School Admissions Team allocate places from the waiting list once a month. When a place becomes available, it will be offered to the child at the top of the waiting list. Positions on waiting lists can go up or down. A child who is top of the waiting list one day may not be top the next.

If a place becomes available for your child from a waiting list, the School Admissions Team will allocate that place and send you an offer letter. At the same time, the existing offer of a place at a lower preference school is withdrawn. Following the new offer, any school(s) listed lower in preference to the offered school will be marked as no longer required.

If, at any time after completing your acceptance form, you want your child's name to be removed from a waiting list, please confirm in writing to the School Admissions Team and your request will be actioned.

You should contact the School Admissions Team of the appropriate local authority for your child's waiting lists position for any preferred schools in other boroughs. Some Reading secondary schools maintain their own waiting lists; for your child's position, you should contact these schools direct. These are: Reading School, Kendrick School and Blessed Hugh Faringdon Catholic School.

UTC hold their own waiting list and you should follow the school's instruction regarding accepting a place.

Reading schools are required to hold waiting lists until the end of December 2023. Some of our schools keep their waiting list past December. Please refer to the schools "in-year" admissions policy which can be found later in this guide.



## SCHOOL APPEALS

### Appealing the decision not to offer your preferred school

If your child is not offered a place at your preferred school(s) you can appeal against the decision. You should make an appeal, if possible, by the 30 March 2023 for it to be heard alongside others for the admission round. Appeals will be heard by an independent panel organised by the admission authority for the school.

Appeals submitted after the deadline will be dealt with separately.

Information on how to submit an appeal will be sent out with offer notifications and is available on the website [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals)

All appeals are considered by a panel independent from the school and its decisions are legally binding on the school. The panel must weigh the impact of admitting an additional child to the school against the specific circumstances of the child and their family. Appeals lodged on time will be heard in the summer term from May - July 2023.

### How many parts are there to an appeal hearing?

There are two stages to the decision-making process. For grammar school appeals, the Appeal Panel must also be satisfied that your child is of the appropriate academic ability.

- **First Stage** – examining the decision to refuse admission. Sometimes, when there are multiple appeals for the same school and year group, stage 1 will be heard as a group stage meaning all the parents are invited to attend together.
- **Second Stage** – balancing the arguments - this is done on an individual appeal basis.

### What happens at an appeal hearing?

The appeal hearing will be as informal as possible but the procedure - set out below - is followed to ensure everyone has the same opportunity to present their case and to ask questions.

Once the parent/carer who has submitted the appeal (the appellant) and the school's representative have entered the room and are seated, the chair of the appeal panel will welcome everybody to the appeal hearing. Everyone present at the appeal will then be asked to introduce themselves. The chair will then go on to explain the set procedure and how the appeal panel reaches a decision. The procedure below will be followed at the appeal:

- The school's representative will explain the reasons why a place could not be offered at the appellant's preferred school
- The appeal panel and the appellant may ask questions of the school's representative about the reasons given and the written information they have submitted
- The appellant will be given the opportunity to explain why they think their child should have a place at the school

- The appeal panel and the school's representative can ask the appellant questions about the reasons they have given and the written information they have submitted
- The school's representative will provide a summary of their case, without providing any new information
- The appellant will be given an opportunity to provide a summary of their case, without providing any new information
- The appellant and the school's representative will be asked to leave the room at the same time.

#### Does it cost me to go attend an Appeal?

No (bar any travel costs you incur). HOWEVER it does cost the school £215 per appeal heard.

#### How many times can I appeal?

Parents/carers may only appeal once for the same child to the same school in the same school year. Parent/carers can make another appeal in the next school year.

The only exception to this is where there is a material and significant change in the circumstances of the parent/carer or child. This change must be relevant to the school application and must make a difference to whether a school would have allocated a place or not.

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

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

## QUESTIONS & ANSWERS

**This section may help you with any questions that have arisen while reading this book. If you have any other questions, please contact the School Admissions Team on 0118 937 3777.**

### Do I have a choice regarding which school my child attends?

While you do not have the right to choose which school your child will attend, you do have the right to express a preference. Where your preferred school has available places, your child will receive an offer. However, each school has a limited number of places and, where there are more applications than places, not every child will be offered a place. Places will be allocated according to a school's published oversubscription criteria found later in this guide.

Allocation tables for previous years, showing places offered for each school (by categories and tiebreakers), may be found later in this guide. The tables show the lowest category at which a place was offered for each of the schools in Reading on National Offer Day. For schools in other boroughs, please visit the appropriate local authority's website. Please note that this information should be used as a guide only – allocation numbers vary year-on-year, and this affects the lowest category at which offers are made.

### I live in Reading. How do I apply for schools in other areas?

You must apply to Reading for any school, even those schools situated in other local authorities. You must include them on your application which should be submitted to Reading School Admissions Team.

You will need to find out about the admission arrangements for any preferred school(s) in other areas. To do this, you may contact the local authority with responsibility for the school to obtain a copy of their admission guide. Contact details for neighbouring local authorities can be found at the back of this guide.

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

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

Children living in the catchment area of a school are given priority for admission but are not guaranteed a place. Any offer will depend on the number of applicants from within the catchment area. Where there are more applicants from the catchment area than places available at the school, a place will only be offered if your child ranks higher in the oversubscription criteria than other applicants.

Some schools have been unable to admit all applicants from their catchment area for several years and places have been allocated using the distance tiebreaker.

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

No. However, if you do not list your catchment area school (or schools) your child will not be considered for a place at that school. Living in the catchment area of a school does not guarantee admission to that



school. Equally, it does not mean you must send your child to that school. However, places will not be reserved for your child at your catchment area school. You must list the school as a preference to have your child be considered for admission. If you do not list your catchment area school as one of your preferences, and all places are allocated to those who did list it, your child will not be offered a place at the school (even where we cannot offer any of the schools you do list). You may then be offered a place at a school some distance from your home. As such, we suggest that you consider listing your catchment area school as one of your preferences.

Please note, some home addresses do not have a catchment school. This is because not all Secondary Schools have catchment as part of their oversubscription criteria.

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

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

**You must declare the sibling in the relevant section on the application form.**

### Can you guarantee we will get one of the preferred schools we name?

No. The law does not guarantee a place at a preferred school. This would lead to overcrowding and pressure on facilities and resources. Although we expect to offer most applicants a place at one of their preferred schools, the likelihood of an offer depends on the schools you list and whether they are oversubscribed. Where a school is oversubscribed, the published oversubscription criteria for that school will apply. If you are not granted a place at a preferred school, you still have the right of appeal.

### I'm not sure if I should include a grammar school as one of my preferences?

If you wish to apply for a grammar, it is important that you list the school as a preference on your local authority application form. Failure to do this will result in your child not being considered for admission at the school, regardless of their score in the entrance test.

Parents must register directly with the schools to sit their entrance tests on the dates specified. Please see dates in the information about the schools later in this guide.

If you decide to include a grammar school as a higher preference, it will not jeopardise your application for other preference schools. All the preferences you list will be considered equally. The School Admissions Team only consider your preference ranking where it is possible to offer a place at more than one preference.

### What happens if I move?

Applications can only be processed based on the child's current home address (refer to page 18 for definition). Places at oversubscribed schools cannot be reserved for children moving into the area.





If you have submitted an on-time application and relocate on (or before) the 31 December 2022 (bar Kendrick School and Reading School who have their own dates), you must inform us of your change of address. You will need to submit the details to [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org) along with evidence that your move has taken place. The evidence we require is proof that contracts have exchanged or a fully signed tenancy agreement. These must show your child will reside at the address past their entry into secondary school. If you have had a local move or a move within a 20 mile distance, we also require evidence that you have disposed of your previous property, i.e. a copy of the end of tenancy arrangements or proof contracts have exchanged

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

If you move into Reading before 31 December 2022, your application will be treated as an “on time” application. However, you must make it clear to the School Admissions Team that this is the reason for your late application. If you move after this date, your application will be considered as “late” and not processed until the 14 March 2023. Where places are available, your child will be offered a place. However, if your preferred school is oversubscribed, your child’s name will be added to the waiting list according to the oversubscription criteria and a place offered at an alternative school.

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

Although you will have discussed your child’s secondary school placement in their Year 5 annual review, you must complete the SEND application form (available from the SEND Team).

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

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

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

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

If you submit a paper form, the School Admissions Team will write to let you know that it has been received. You should receive your letter within 10 school days of submitting the application form. However, this depends on the volume of applications received by the team. If you have not received a response regarding your paper application by 30 November 2022, please contact the School Admissions Team.



## Are places allocated on a “first come, first served” basis?

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

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

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

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

## I don’t want to accept the place my child has been allocated. What should I do?

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

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

## Can I home educate my child?

If you wish to home educate your child once they are of statutory school age you are entitled to do so. If you decide to do this, you should seek advice and register with Brighter Futures for Children Elective Home Educational Services. Further information is available at: <https://brighterfuturesforchildren.org/for-parents-carers/schools/elective-home-education/> or telephone 0118 937 3840 (Wednesday to Friday during school terms).

## Can my child move to secondary school outside their normal year group?

In exceptional circumstances applications may be received for children who are being taught in a school year group outside that suggested by their age (i.e. offset). Where this arises, the preferred school(s) will consider the individual circumstances of each case. Applications for these children will be processed with all other applications and, subject to approval, these children will be permitted to enter their allocated secondary school.



Applicants should submit their common application form by 31 October 2022. Parents/carers must outline their reasons for the request and supply any supporting documents (e.g. information from their child's education setting or medical evidence) to the School Admissions Team as soon as possible. The application will then be forwarded to the listed school(s) for consideration.

One admission authority is not required to honour a decision made by another admission authority on admission outside the normal age group. Therefore, you may be required to resubmit supporting evidence.

A child ceases to be compulsory school age on the last Friday of June in the school year they become 16. This means a child educated outside their normal age group (i.e. offset) throughout their school years, may no longer be of compulsory school age during the school year in which most children take their GCSE examinations and will not be obliged to attend.

### Can a place be withdrawn?

Yes – a place can be withdrawn for the following reasons:

- a) School places are offered on the basis that the information provided on the application form is correct and up to date on National Offer Day. Where incorrect or intentionally misleading information is given, the School Admissions Team may withdraw the offer of a place. The address you give MUST be your child's single permanent home address. If you give an incorrect address or do not update us with any change of address, the offer may be withdrawn.
- b) Where a place has been offered in error, that place may be withdrawn.
- c) If a parent/carer has not responded to the offer of a place after receiving a reminder, the place offered may be withdrawn.



## IN-YEAR ADMISSIONS

In-year admission is the term used for applications for children who are requiring admission into a year group during the academic year. In secondary school these are Years 7 to 11.

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

If you are a Reading resident, moving into the borough or live outside the borough, you may apply for a school in Reading by completing an In-Year application form.

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

Some schools in Reading coordinate their own in-year admissions. If you are interested in your child attending Kendrick School, King's Academy Prospect or Reading School, please apply directly to the school. UTC Reading also coordinates its own in-year admission into Year 10.

If your child is unplaced and you are eligible to apply, an in-year application should be completed as soon as possible.

More information on in-year admission can be found at: <https://brighterfuturesforchildren.org/for-parents-carers/schools/in-year/>

### Post 16 and Sixth Form Admissions

Applications for places in the sixth form must be made to the school. Places will be offered according to the school's published admission arrangements for Sixth Form Admissions. Please contact the relevant school for further information.

The schools with sixth forms in Reading are:

- Blessed Hugh Faringdon
- Highdown School
- John Madejski Academy
- Kendrick School
- King's Academy Prospect
- Reading School
- The Wren School
- UTC Reading

More information can be found on each school's website.



## SCHOOL TRANSPORT

Brighter Futures for Children recognises the importance of encouraging sustainable travel to school to improve the safety and health of our children, as well as reducing the levels of traffic on the roads. Individual schools have travel plans setting out how each school intends to encourage children to travel sustainably.

### Eligibility for free home to school transport

It is the local authority where a pupil or student lives - the 'home LA' - that is responsible for any financial help with transport, and not the LA where they attend school or college. This means we can only provide free home to school transport to eligible Reading borough residents. We cannot provide free home to school transport to pupils who attend a Reading borough school, but who live outside the borough.

For pupils aged 11-16 years, help with transport will be considered where your child meets one of the following criteria:

- a) Children who are receiving free school meals or whose parents are receiving the maximum level of working tax credit will be entitled to transport assistance provided that the criteria relating to distance and attendance at an appropriate school are fulfilled. Pupils must be attending one of their three nearest qualifying schools and live more than two miles but less than six miles from that school – or to the nearest school preferred by reason of a parent's religion or belief up to a maximum of 15 miles from the child's home.

Proof of entitlement will need to be made before the start of each academic year.

If benefit entitlement is withdrawn, transport assistance will continue to the end of the academic year and any further entitlement will be based on the general transport policy. Further details available from the Transport Officer.

- b) They have been allocated a place at the nearest appropriate school, and that school is further than three miles safe walking distance from the home address.
- c) Where the parents/carers have named the nearest appropriate school as one of their preferences, but a place is not offered because the school is full, Reading School Admissions will divert to the nearest available school with places. In these circumstances transport applications will be considered if the distance between the home and the school is more than three miles by the nearest safe walking route.

Parents must not assume their nearest appropriate area school will be oversubscribed and their child would not get a place and therefore not list the school as a preference.

- d) They had to change schools outside the normal admission round (i.e. not at the beginning of Year 7) and the school that has been allocated by the LA is further than three miles safe walking distance from the pupil's home.

Unless you qualify under category a) above the following rules apply to transport provision.

You are not eligible for help with transport if you did not list your nearest appropriate school and your nearest appropriate school became over-subscribed, which meant that your child was allocated a place at a different school.





## Walking distance

Walking distance is defined by law for a child who is eight years old, or older, as three miles or 4.828 km, measured by the nearest available safe walking route. This three-mile safe walking route may not be the same as the route driven by a vehicle.

## Availability of free home to school transport if a child does not attend the designated area school

If you do not send your child to your nearest appropriate school your child will not be eligible for free home to school transport unless it is not possible to offer a place at your nearest appropriate school and the school allocated is more than three miles from your home.

## Free home to school transport for denominational schools

There is no provision of transport for denominational schools unless meeting the criteria under the low-income policy.

## Free home to school transport for children with special educational needs / EHCP

Some children with Education, Health and Care Plans may also be entitled to assistance. Please note that help with transport costs may not be provided for children if appropriate provision is available at a school that is nearer to their home address.

## Availability of free home to school transport if a child attends a grammar school or a partially selective school

Children who attend Kendrick School, Reading School or have a selective stream place at Reading Girls' School are not eligible to receive help with transport unless qualifying under section (a).

## Maiden Erlegh Chiltern Edge

Pupils attending Maiden Erlegh Chiltern Edge and living within the RG4 postcode area (north of the river) can apply to travel on the school buses, currently provided by Reading Buses.

## Travelling Expenses

We will not normally reimburse travelling expenses. When help is given with home to school transport, a pass is issued for the child to use on the appropriate bus service.



## UTC

Transport applications for UTC Reading are assessed under the mainstream secondary school transport policy. As UTC Reading will not be the nearest available secondary school, unless under the three-mile distance criteria, pupils will only qualify for transport if qualifying under section (a)

## Post-16 Transport

The company does not provide free post-16 transport.

## Reading Buses

A Boost card allows travel at a cheaper rate on Reading and Newbury Buses for pupils up to age 19. Applications can be made online at: [www.reading-buses.co.uk](http://www.reading-buses.co.uk) or from the Travel Centre in the Broad Street Mall.

## Contact Details

If you believe you are entitled to transport when a place has been allocated to your child, you should apply online at the Brighter Futures for Children website: <https://brighterfuturesforchildren.org/for-parents-carers/schools/transport/>

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

**Telephone:** 0118 937 2542

**Email:** [school.transport@brighterfuturesforchildren.org](mailto:school.transport@brighterfuturesforchildren.org)

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

## FINANCIAL ASSISTANCE, CHARGING AND GENERAL INFORMATION

### Charging for school activities

No charge may be made for school activities by schools or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will also usually cover arrangements for the financing of school activities by means of voluntary contributions.

### Charging for public examinations

No charge will generally be made for public examinations for which pupils are prepared by the school. However, the fee may be recovered if the pupil fails, without good reason, to complete the examination requirements, or if the pupil is required to re-sit an examination.

### Free school meals

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

### Who is eligible?

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

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- income-based Jobseekers Allowance
- income-related Employment Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual income of no more than £16,190)
- the guarantee element of State Pension Credit.

Note: If you are in receipt of Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child/ children are entitled to free school meals.

Each term, parents/carers must demonstrate they are in receipt of one of the qualifying benefits by showing appropriate current documentary evidence to the school.

For further information and an application form contact your child's school.

### Are free places available at independent schools, or is there help with independent school fees?

There are no free places available at independent schools. Reading has no schemes to help parents/ carers wishing to educate children at independent schools.

## School leaving age

A child ceases to be compulsory school age on the last Friday of June in the school year they reach 16 years of age. As such, where a child is educated in the year below their “normal” age group throughout their school life, they will not be of compulsory school age in the school year during which most children take their GCSE examinations (and cannot be obliged to attend). Therefore, if a child is offset, they can choose not to attend year 11 at all should they wish. Should they elect to leave or move to a new house there is no requirement for schools to offer a place to children over statutory school age. The potential impact of leaving education without having sat GCSE's may be a consideration when dealing with these requests. The focus is on the best interest of the child concerned. [www.gov.uk/know-when-you-can-leave-school](http://www.gov.uk/know-when-you-can-leave-school)

## When can my child leave school?

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning. In England, children can leave school on the last Friday in June if they will be 16 by the end of the summer holidays. They must do one of the following until they are 18:

- Stay in full time education, for example at a college
- Start an apprenticeship or traineeship
- Spend 20 hours or more a week working or volunteering while in part-time education or training.

## Can I get help with school uniform?

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

**Email:** [fis@reading.gov.uk](mailto:fis@reading.gov.uk)

**Tel:** 0118 9373777, option 2.

**Website:** [www.reading.gov.uk/fis](http://www.reading.gov.uk/fis)



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

### What are special educational needs (SEND)?

A child has special educational needs and / or disabilities (SEND) if they have greater difficulty in learning than most other children of about the same age. A child's SEND might relate to difficulties with communication and interaction, cognition and learning, social, emotional and mental health difficulties; or sensory and/or physical needs. Many children experience barriers to learning at some time in their education. These are often short term and support will be put in place by the school, using resources already available to schools.

### How can schools help?

Schools receive funding within their budget which they allocate to SEND support, to provide extra help for pupils with SEND. If a child is identified as having SEND, the school can set up an individual support plan which will set targets that are reviewed regularly with you. This may include extra help from a teacher or learning support assistant, or individual or small-group teaching for short periods. The level of help is matched to your child's needs and you will be kept informed at each stage of the process.

Sometimes the school will call on the help and advice of other practitioners such as an educational psychologist.

### Children with Education, Health and Care Plans (EHCP)

In most cases, schools will ensure that your child gets all the help they need. However, a few children will have more significant and long-term needs. These children may require an assessment of their needs - this may lead to the issue of an EHCP. Most children with an EHCP attend their local school and receive the support highlighted in their plan.

However, a child with an EHCP may need to attend a special school or a mainstream school with additional facilities for particular needs (such as hearing or visual impairment, physical difficulties, autism, learning needs, social emotional and mental health needs or speech, language and communication). If you think your child needs to attend a school with specialist support, you can contact the SEND team. For more information, check the Reading SEND Local Offer on [www.reading.gov.uk/servicesguide](http://www.reading.gov.uk/servicesguide) or contact Reading IASS (Information Advice & Support Service) at <https://www.readingiass.org/>.

### Transfer to Secondary School

If your child has an EHCP, their future placement must be considered as part of the annual review of the EHCP and you will be part of those discussions.

Parents will be asked to complete a preference form in September of Year 6. In the majority of cases it will be possible to meet the parental preference for a named school. However, if you do not agree with the school being suggested you will be invited to discuss the matter with someone from the SEND team and



ultimately will have the right to appeal to the SEND tribunal. The SEND team wish to work with you, so please do contact them to discuss placement.

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

## Mainstream schooling

Most children will attend their local mainstream school according to their address. However, in cases where children attend a school that is not the nearest school, parents/carers will normally be expected to pay the full cost of the transport costs to the school.

## Specialist provision

If your preference is for a place in a resourced unit or special school, this information is passed to the SEND team, if your child has an EHCP, for consideration. If your child does not have an EHCP you will be contacted to advise you that you cannot choose the school. A move to a special school or to a resourced base in a mainstream school can only be considered if the school is suitable to your child's age, aptitude, ability and their special educational needs.

## Schools outside Reading borough

You may express a preference for your child to be placed in a mainstream school, a special school, or to a resourced base attached to a mainstream school outside Reading. The allocation of places in schools outside Reading is arranged with the governing body and the appropriate local authority. The SEND team must, by law, consult the admission authority and the governors of your preferred school. The admission authority may be the local authority that maintains the school. Expressing a preference for a resourced base in a school outside Reading will not necessarily secure the admission of your child to either the school or the resource.

If you live in Reading, you will receive a secondary school application pack in September 2022. You should complete the application form enclosed and return it to the SEND team. Your application will be processed by the SEND team and you will be informed which school will be named in your child's EHCP on or before 15 February 2023. If you need further advice or information, please contact the SEND Team on 0118 937 2674 or at [sen@brighterfuturesforchildren.org](mailto:sen@brighterfuturesforchildren.org).

## Independent support

You may also wish to talk to the SEND Information, Advice & Support Service (IASS), which can offer support and provide impartial information to help you be fully involved in your child's education.

Reading IASS: Tel: (0118) 937 3421 or [www.readinngiass.org](http://www.readinngiass.org)

## PAST ALLOCATIONS 2022

### Blessed Hugh Faringdon Catholic School - Admission number 180

Category	Total offered a place on National offer day 186	
	Children with a statement of special needs or Education, Health and Care Plan naming the school	14
1	Baptised Catholic looked after children or previously looked after children	1
2	Baptised Catholic children	82
3	Other looked after or previously looked after children	1
4	Children who are members of the Eastern Orthodox churches	2
5	Children of families who are members of other Christian denominations	22
6	Children who are members of other faiths	27
7	Any other children. – it was not possible to offer all children from this category. Those, with a sibling and living closest to the school, measured as a straight-line distance from home to school, have been offered places. The school offered into subcategory 4, those whose permanent address is nearest to the school. The last place offered was to a child whose home is 0.246 miles from the school data point.  <i>It was not possible to offer a place to 54 children from category 7</i>	37

### Highdown School - Admission number 250

Category	Total offered a place on National offer day 250	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	9
2	Services Children	0
3	Children who have strong medical or social grounds for admission	2
4	Children of staff at Highdown School	3
5	Children living in the designated area with a sibling at the school in Years 7 – 11 in September 2022	99
6	Children whose permanent home address is in the designated area – it was not possible to offer all children from this category. Those living closest to the school, measured as a straight-line distance from home to school, have been offered places. The last place offered was to a child whose home is 0.962 miles from the school data point.  <i>It was not possible to offer a place to 73 children from category 6</i>	137
7	Children not in the designated area of the school with a sibling at the school in Years 7-11 in September 2022	-
8	Other children.	-

### John Madejski Academy - Admission number 180

Oversubscription criteria page 60 of 'Admissions to secondary school Guide for Parents and Carers 2022'.

The school did not receive more applications than the published admissions number and therefore no oversubscription criteria was used

*Places available on national offer day*

15

### Kendrick School - Admission number 128

*Total offered a place on National offer day 128*

The school's oversubscription criteria are on page 64 in 'Admissions to secondary school Guide for Parents and Carers 2022'. It has not been possible to offer places to all applicants in 'category 4' of the oversubscription criteria. Places within this category have been offered based on performance in the tests.

### Maiden Erlegh in Reading - Admission number 180

Category	<i>Total offered a place on National offer day 180</i>	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	2
2	Children who are eligible for Pupil Premium at the time of application	20
3	Children of staff at Maiden Erlegh in Reading	0
4	Children with siblings at the school	43
5	Children attending feeder primary schools	96
6	Other Children - the tie breaker of straight-line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place, lives 1.021* miles from the school's data point.  <i>* Random allocation used for when two or more distances were same measurement. It was not possible to offer a place to 76 children from category 6</i>	17

### King's Academy Prospect - Admission number 240

Oversubscription criteria page 74 of 'Admissions to secondary school Guide for Parents and Carers 2022'.

The school did not receive more applications than the published admissions number and therefore no oversubscription criteria was used

*Places available on national offer day*

48

**Reading Girls School - Admission number 180, including 42 selective places**

Oversubscription criteria page 99 of 'Admissions to secondary school Guide for Parents and Carers 2022'.

The school did not receive more applications than the published admissions number and therefore no oversubscription criteria was used

*Places available on national offer day*

9

**Reading School - Admission number 138 (Day Places) 12 (Boarding)**

*Total offered a place on National offer day 150.* The schools oversubscription criteria are on page 77 in 'Admissions to secondary school Guide for Parents and Carers 2022'. It has not been possible to offer places to all day applicants in 'category 4' of the oversubscription criteria. Places within this category have been offered based on performance in the tests.

**The Wren School - Admission number 168**

Category	<i>Total offered a place on National offer day</i>	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	2
2	Students who have medical grounds for admission	0
3	Children of founders of The Wren School	0
4	Children of Excalibur employees	1
5	Students living in the catchment area, with a sibling attending The Wren School at the time of application	41
6	Students living outside of the catchment area, with a sibling attending The Wren School at the time of application	5
7	Students living in the catchment area- the tie breaker of straight-line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place lives 1.256 miles from the school's data point. <i>It was not possible to offer a place to 35 children from category 7</i>	119
8	Students living outside of catchment area.	-

## PAST ALLOCATIONS 2021

### Blessed Hugh Faringdon Catholic School - Admission number 180

Category	Total offered a place on National offer day 186	
	Children with a statement of special needs or Education, Health and Care Plan naming the school	7
1	Baptised Catholic looked after children or previously looked after children	0
2	Baptised Catholic children	65
3	Other looked after or previously looked after children	1
4	Children who are members of the Eastern Orthodox churches	0
5	Children of families who are members of other Christian denominations	16
6	Children who are members of other faiths	7
7	Any other children – it was not possible to offer all children from this category. Those, with a sibling and living closest to the school, measured as a straight-line distance from home to school, have been offered places. The school offered into sub-category 4, those whose permanent address is nearest to the school. The last place offered was to a child whose home is 1.204* miles from the school data point. <i>*random allocation used for when two or more distances were same measurement.</i> <i>It was not possible to offer a place to 23 children from category 7.</i>	90

### Highdown School - Admission number 250

Category	Total offered a place on National offer day 250	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	6
2	Children who have strong medical or social grounds for admission	1
3	Children of staff at Highdown School	4
4	Children living in the designated area with a sibling at the school in Years 7 – 11 in September 2021	95
5	Children whose permanent home address is in the designated area – it was not possible to offer all children from this category. Those living closest to the school, measured as a straight-line distance from home to school, have been offered places. The last place offered was to a child whose home is 0.924* miles from the school data point. <i>It was not possible to offer a place to 92 children from category 5</i> <i>*random allocation used for when two or more distances were same measurement.</i>	144
6	Children not in the designated area of the school with a sibling at the school in Years 7-11 in September 2021	-
7	Other children.	-



### John Madejski Academy - Admission number 180

Category	Total offered a place on National offer day 150	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	5
2	Sports specialism	0
3	Children whose permanent home address is in the designated area with a sibling at the school in Years 7 – 11 in September 2020	23
4	Children whose permanent home address is in the designated area*	88
5	Children not in the designated area of the school with a sibling at the school in Years 7-11 in September 2020	0
6	Other children*	34
	75 children were diverted to John Madejski Academy. Where possible we divert children to their nearest co-educational school which has spaces. *Includes diverts	-
	Places available on National Offer Day	30

### Kendrick School - Admission number 128

#### Total offered a place on National offer day 128

The school's oversubscription criteria are on page 72 in 'Admissions to Secondary School - Guide for Parents and Carers 2021' It has not been possible to offer places to all day applicants in 'category 4' of the oversubscription criteria. Places within this category have been offered based on performance in the tests.

### Maiden Erlegh in Reading - Admission number 180

Category	Total offered a place on National offer day 180	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	5
2	Children who are eligible for Pupil Premium at the time of application	8
3	Children of staff at Maiden Erlegh in Reading	0
4	Children with siblings at the school	43
5	Children attending feeder primary schools	77
6	Other children - the tie breaker of straight-line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place lives 1.311 miles from the school's data point. <i>It was not possible to offer a place to 48 children from category</i>	47

**King's Academy Prospect - Admission number 240**

Category	Total offered a place on National offer day 178	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	2
2	Students who have medical grounds for admission	0
3	Children whose permanent home address is in the designated area with a sibling at the school at the time of the application	30
4	Children whose permanent home address is in the designated area*	104
5	Children not in the designated area of the school with a sibling at the school in Years 7-11 at the time of the application	4
6	Other children*	38
	<i>63 children were diverted to King's Academy Prospect. Where possible we divert children to their nearest co-educational school which has spaces. *Includes diverts</i>	
	Places available on National Offer Day.	62

**Reading Girls School - Admission number 180, including 42 selective places**

Category	Total offered a place on National offer day	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	1
2	Ability	16
3	Students who have medical grounds for admission	0
4	Children with a sibling at the school in Years 7 – 11 in September 2021	20
5	Girls living nearest the school	158
	Places available on National Offer Day.	15

**Reading School - Admission number 138 (Day Places) 12 (Boarding)**

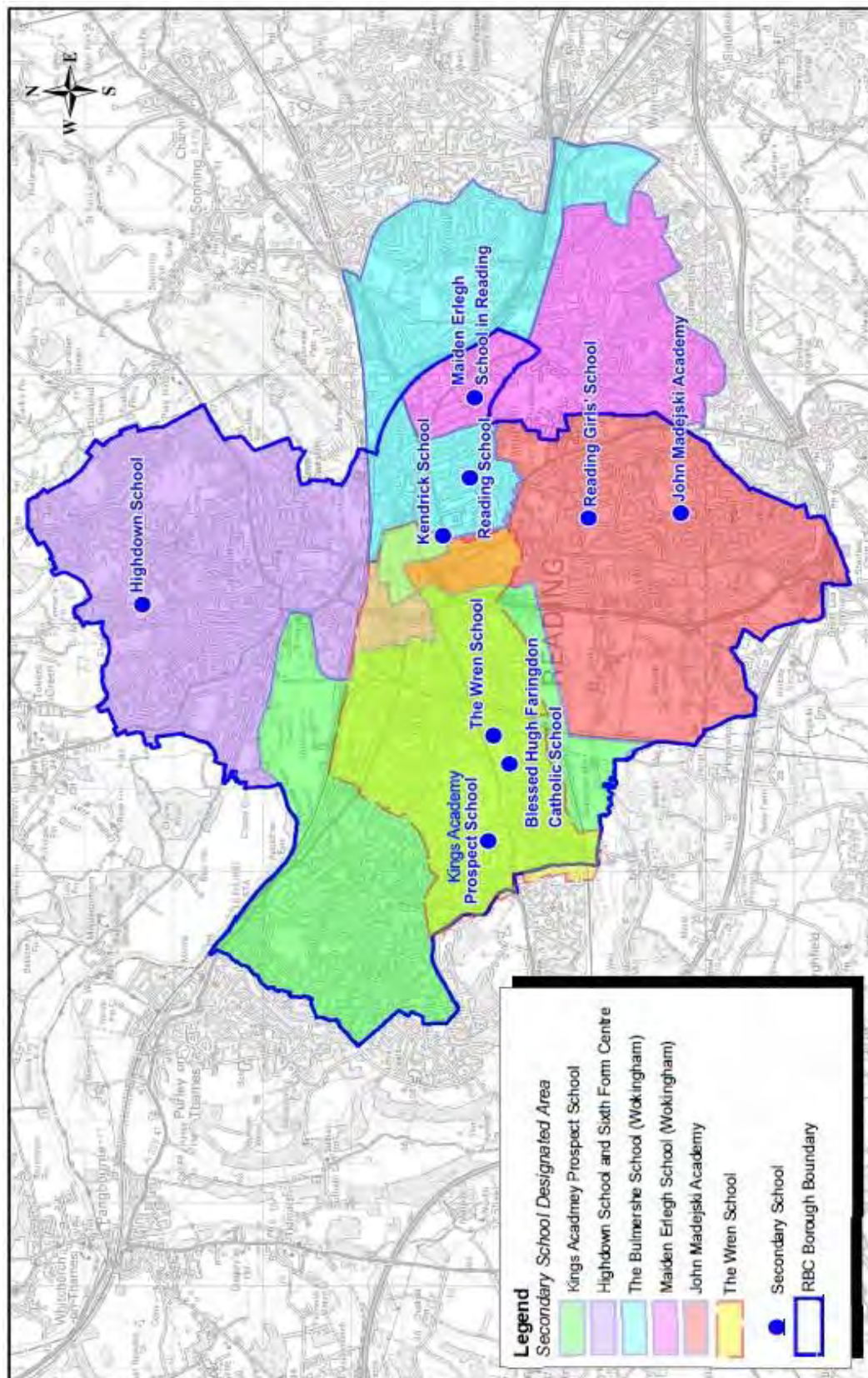
*Total offered a place on National offer day 150. The school's oversubscription criteria are on page 90 in 'Admissions to Secondary School - Guide for Parents and Carers 2021'. It has not been possible to offer places to all day applicants in 'category 4' of the oversubscription criteria. Places within this category have been offered based on performance in the tests.*

**The Wren School - Admission number 168**

Category	Total offered a place on National offer day	
	Children with a statement of special needs naming the school and looked after children or previously looked after children	1
2	Students who have medical grounds for admission	0
3	Children of founders of The Wren School	4
4	Children of Excalibur employees	0
5	Students living in the catchment area, with a sibling attending The Wren School at the time of application	44
6	Students living outside of the catchment area, with a sibling attending The Wren School at the time of application	10
7	Students living in the catchment area- the tiebreaker of straight-line distance from home to school was used as it was not possible to offer every child a place in this category. The last child offered a place lives 1.389 miles from the school's data point. <i>It was not possible to offer a place to 10 children from category 7</i>	109
8	Students living outside of catchment area.	-

## MAP OF READING SECONDARY SCHOOLS

Map shows school locations and if they have a designated area



Secondary Schools	Page
Blessed Hugh Faringdon Catholic School	50
Highdown School and Sixth Form Centre	57
John Madejski Academy	60
Kendrick School	64
King's Academy Prospect	71
Maiden Erlegh School in Reading	74
Reading Girls' School	77
Reading School	80
The Wren School	87

## BLESSED HUGH FARINGDON SCHOOL

ADDRESS:	Fawley Road, Reading, RG30 3EP.
TEL:	0118 9574730
EMAIL:	<a href="mailto:admin@hughfaringdon.org">admin@hughfaringdon.org</a>
WEBSITE:	<a href="http://www.hughfaringdon.org">www.hughfaringdon.org</a>
HEADTEACHER:	Dr Simon Uttley
SCHOOL TYPE:	Voluntary-Aided, Co-Educational, Comprehensive
AGE RANGE:	11-18 (includes Sixth Form)
SPECIALISM:	Performing Arts
DfE NUMBER:	870 5411
ADMISSIONS NUMBER (YEAR7):	180

Blessed Hugh Faringdon Catholic School and Sixth Form Centre is a voluntary-aided school in the Catholic Diocese of Portsmouth. The school was founded by and is part of the Catholic Church and is in the Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. It seeks at all times to be a witness to Jesus Christ.

Blessed Hugh Faringdon Catholic School is an inclusive school which offers a Catholic education. It was set up primarily to serve the Catholic community in the Greater Reading area and although Catholic children have priority of admission, the governing body also welcomes applications from those of other denominations and faiths, or none. The school has an Asperger Base with four places available for Year 7. Admission to the base takes place under a separate procedure administered by Reading local authority in conjunction with the school. The governors expect that all parents applying for places for their children, including those seeking admission to the Asperger Base, will accept the Catholic ethos of the school.

The governors intend to admit into Year 7, in September 2023, 180 pupils without reference to ability or aptitude.

### Admissions Procedure

To apply for a place at this school, you should complete and return:



## 1. The COMMON APPLICATION FORM (CAF)

All applications for places MUST be made on the Common Application Form which is available from your local authority (including online) if you live in Reading or see the website of the local authority in whose area you live, e.g. West Berks, Wokingham etc.

For a valid application the CAF must be returned to the applicant's home local authority either in paper form or online. Guidance on how to do this can be found in the relevant local authority's website.

The completed CAF must be received by the LA on or before the deadline of 31 October 2022.

AND, if applicable:

## 2. The school's SUPPLEMENTARY INFORMATION FORM (SIF)

The LA Coordinated Admissions Scheme and the Statutory Admissions Code allow for schools with a religious character to request parents to complete a separate Supplementary Information Form. This school has a religious character. Please note that while completion of the SIF is not compulsory, if the school does not receive a completed SIF and the relevant supporting evidence for applications in categories 1-2 and 4-6, your application may not be placed in the correct oversubscription category.

You should also complete a SIF if you are applying for priority because of exceptional medical/social need. The additional information on the Supplementary Information Form assists governors in placing applications in the correct oversubscription category. If no Supplementary Information Form and relevant evidence (e.g. baptismal certificate) is submitted governors can only rank the application based on the information contained in the Common Application Form. The SIF is available from the school and the school website.

The completed SIF must be returned to the school office by 31 December 2022.

You are advised to make a copy of the two forms for your records.

## Children with a Statement of Special Educational Need or Education, Health and Care Plan

Students applying for a place in the ASD Resource will have a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) naming the ASD Resource and, if a place is offered there, it will count towards the Admission Number of 180 which includes 5 places in the ASD Resource. There will only be four places available for Year 7 entry, per year, into the Base as a whole and a Statement of SEN or EHC Plan naming the ASD Resource does not automatically guarantee that a place can be offered in the ASD Resource. In addition, other children who have a Statement of SEN or EHC Plan where the school is named in the Statement or Plan will be admitted to the school. These children will also count towards the Admission Number.

## Oversubscription Criteria

Where the number of applications for admission exceeds 180 and after the admission of pupils with Statements of SEN or EHCP, the governors will offer places using the following criteria in the order stated: -

Category		Note
1	Catholic looked after children or Catholic previously looked after children. Evidence of Baptism and adoption (if applicable) will be required	See notes a, b and c
2	Catholic children. Evidence of Baptism in a Catholic Church or a certificate of reception into the full communion of a Catholic Church will be required.	See notes b and c
3	Other looked after children and previously looked after children. Evidence of adoption (if applicable) will be required	See note a
4	Children who are members of Eastern Christian Churches. Evidence of membership of the church provided by a priest of a designated place of worship will be required	See note c
5	Children of families who are members of other Christian denominations. Evidence of membership of the church provided by a priest/ minister of a designated place of worship will be required	See notes c and i
6	Children of families who are members of other faiths. Evidence of membership of the faith, provided by a minister/faith leader of a designated place of worship, will be required	
7	Any other children.	

### Priority within the oversubscription criteria

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- 1) Social or medical need which make the school particularly suitable for the child in question. **STRONG AND RELEVANT EVIDENCE, NAMING THE SCHOOL, MUST BE PROVIDED BY AN APPROPRIATE PROFESSIONAL AUTHORITY** (e.g. qualified medical practitioner, education welfare officer, SENCO, senior UK service personnel, social worker or social care professional). **EVIDENCE OF A DIAGNOSIS OR A LETTER FROM A PARENT EXPRESSING A PREFERENCE FOR THE SCHOOL IS NOT SUFFICIENT EVIDENCE** (see note d).
- 2) Within each oversubscription category above, priority will be given to children with a sibling in the school at the time of application (see note e).
- 3) Within each oversubscription category above, priority will be given to those children in attendance at a named Catholic feeder primary school (see note h).
- 4) Within each oversubscription category above, priority will be given to the applicant whose permanent home address is nearest to the school. This information on distance is provided by Reading local authority using a computerised system; distances are not measured by the governing body. Evidence of residence may be required (see note f).

Notes (these form part of the admission arrangements):

- a) **Looked after children:** ‘A looked after child’ has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

‘Previously looked after children’ are children who were looked after but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted

A copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made, will be required.

- b) **‘A Baptised Catholic’.** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. The Catholic Church comprises within it the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church.

c)

Traditions	Catholic Churches	Equivalent Non-Catholic Churches
Western (Roman)	Latin Catholic Church	Churches of the Protestant Reformation Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church Ethiopian Catholic Church ('Gheezrite') Eritrean Catholic Church <sup>1</sup>	Coptic Orthodox Church Ethiopian Orthodox Church Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church None

	(Syro-)Maronite Catholic Church Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians Indian Orthodox Church Orthodox Syrian (Jacobite) Church Mar Thoma Syrian Church Malabar Independent Syrian Church Church of Thozhiyoor Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church Syro-Malabar Catholic Church	Assyrian Church of the East St Thomas Christians: Syrian Malabrese Church; Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church Belarussian Catholic Church Bulgarian (Byzantine) Catholic Church Georgian Catholic Church Greek (Hellenic) Catholic Church Greek-Melkite Catholic Church Hungarian (Byzantine) Catholic Church Italo-Albanian (Byzantine) Catholic Church Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia) Macedonian Catholic Church Romanian (Greek) Catholic Church Russian Catholic Church Ruthenian (Byzantine) Catholic Church Slovak (Greek) Catholic Church Ukrainian (Greek) Catholic Church	Albanian Orthodox Church Belarussian Orthodox Church Bulgarian Orthodox Church Georgian Orthodox Church Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church Greek Orthodox Church (Arabic speaking) Hungarian Orthodox Church None Serbian Orthodox Church Macedonian Orthodox Church Romanian Orthodox Church Russian Orthodox Church Ruthenian Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church Slovak Orthodox Church Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox Church Ukrainian Orthodox Church Orthodox Church in America (OCA)

- 1) Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome.
- 2) 'Anglican Ordinariates' are members of the Latin Rite but those describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Diocesan Department for Schools, via the school.

- d) **Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to Blessed Hugh Faringdon School, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, **setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school.** Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school.

**Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. **This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a social care professional detailing why this school is the most appropriate placement for the child given the circumstances of the case.**

- e) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a stepbrother/ stepsister or an adoptive or foster brother/ sister, living at the same address.

A child will be given sibling priority if they have a sibling at the school at the time of the child's application.

- f) **Distance:** Distance is the straight-line distance between the Ordnance Survey data point of the child's home and the data point (469299 Easting and 172222 Northing) of the school measured using Reading Borough Council's software.

A child's home address is considered to be a residential property that is the child's only/ main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address on the day the application form was completed and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or an equal distance from the school and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place. This process will be supervised by an independent person, usually an appropriate officer of the local authority.

- g) **Parents/Carers:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.

- h) **Named Catholic feeder primary schools** are; English Martyrs Catholic Primary School, St Pauls Catholic Primary School, St Martins Catholic Primary School, St Anne's Catholic Primary School, Christ the King Catholic Primary School and St Dominic Savio Catholic Primary School.
- i) **'Children of other Christian denominations'** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

The above definition applies to churches who are members of Churches Together in England (a list of the member churches can be seen at [www.cte.org.uk](http://www.cte.org.uk) ), or members of any local Churches Together Group or entitled to be members on the basis of fulfilling the above definition.

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



## HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

ADDRESS:	Surley Row, Emmer Green, Reading, RG4 8LR
TEL:	0118 9015800
EMAIL:	<a href="mailto:office@highdown.reading.sch.uk">office@highdown.reading.sch.uk</a>
WEBSITE:	<a href="http://www.highdown.reading.sch.uk">www.highdown.reading.sch.uk</a>
HEADTEACHER:	Ms Rachel Cave
SCHOOL TYPE:	Academy, Co-Educational, Comprehensive
AGE RANGE:	11-18 (includes sixth form)
SPECIALISM:	Mathematics and Computing
DfE NUMBER:	870 4020
ADMISSIONS NUMBER (YEAR7):	250

Highdown School and Sixth Form Centre is an 11 – 18 co-educational comprehensive academy with specialist status for mathematics and computing.

### Oversubscription Criteria

If there are more applicants than places available applications will be prioritised in accordance with the following oversubscription criteria; children with an Education, Health and Care Plan that names the school will be allocated a place above all other applicants.

Category		Note
1	Looked after children or previously looked after children. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).	
2	Services children	
3	Children who have strong medical or social grounds for admission	See definition of social medical grounds
4	To support Highdown staff, their children may access a preferential place after EHCP and services children	
5	Children whose permanent home address is in the designated area of the school who has an older sibling(s) who will still be attending the school in Years 8-11 in September 2023	
6	Children whose permanent home address is in the designated area of the school	
7	Children who do not live in the designated area who will have an older sibling(s) who will still be attending the school in Years 8-11 in September 2023	
8	Other applicants.	

## Tiebreaker

If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point for each property supplied by Ordnance Survey. The distance between the two points is measured using Reading Borough Council's mapping software. The data point for the home and the school can be seen on Reading Borough Council's website. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority, on behalf of the governing body, will randomly select the child to be offered the final place by drawing lots.

## Definitions

### Sibling

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

### Home address

The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who is statutorily responsible for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. Further clarification of home address is provided in this guide.

### Strong Medical / Social Grounds

Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that Highdown School and Sixth Form Centre is the only school that the student can attend because of the medical or social reasons.

### Multiple Births

In the event that it is possible to offer a place to one child and not others the governing body would agree to allocate additional places beyond the admission number to accommodate children of multiple birth. In these circumstances, in the event of vacancies occurring after allocation day the governing body would not allocate any further places until the number is below the published admission number.

### Armed Forces Children

Highdown School and Sixth Form centre wishes to recognise the Armed Forces Covenant which is a promise between the Government, the National and the Armed Forces. It's there to make sure that people in the Armed Forces Community aren't disadvantaged because of their Service, and that the people who have given the most receive special consideration for the sacrifices they have made for the country.

Highdown School and Sixth Form Centre is committed to look out for any problems these families might face because of their part in the Armed Forces Community, and then to assist in finding solutions to those problems. A family may be disadvantaged when applying for a school place (during service or upon leaving service). When an application is made from the Armed Forces Community and a place cannot ordinarily be offered, the Service children's criteria will give the child a higher preference after Looked After Children and children with an EHCP.

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

## JOHN MADJESKI ACADEMY

ADDRESS:	Hartland Road, Reading, RG2 8AF
TEL:	118 9370200
EMAIL:	<a href="mailto:contact@johnmadejskiacademy.co.uk">contact@johnmadejskiacademy.co.uk</a>
WEBSITE:	<a href="http://www.johnmadejskiacademy.co.uk">www.johnmadejskiacademy.co.uk</a>
HEADTEACHER:	Mrs Louise Baker
SCHOOL TYPE:	Academy, Co-Educational, Comprehensive
AGE RANGE:	11-18 (includes sixth form)
SPECIALISM:	Sport
DfE NUMBER:	870 6905
ADMISSIONS NUMBER (YEAR7):	180

### Admissions Arrangements

The admission arrangements for John Madejski Academy for the year 2023/24 are:

- John Madejski Academy has an agreed admission number of 180 students. John Madejski Academy will accordingly admit 180 students if sufficient applications are received.
- John Madejski Academy will admit up to 10% of 180 students by reference to aptitude in its chosen specialism - sport. Arrangements for selecting those students will be fair and transparent building upon expertise gained in applying such tests in other establishments with a sports specialism. The outline arrangements for aptitude testing appear as Appendix 1 to this document. Where appropriate, provided they qualify for selection by aptitude, priority will be given in the allocation of these places to siblings of students in Years 7 to 11 when the student would be admitted and who were previously selected by aptitude. Any applicant unsuccessful in the selection process will be considered against the oversubscription criteria set out below. The selection process will be carried out in November/December each year (after the receipt of applications). Parent/carers who wish to apply to the Academy for its chosen specialism should complete the academy's supplementary form to register for the tests. This can be obtained from the academy.

### Oversubscription Criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the following criteria:

After the admission of students with statements of Special Educational Needs/EHCP where John Madejski Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

Category	
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 (90) 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 function (see the definition in Section 22(1) of the Children Act 1989)
The John Madejski Academy admits up to 10% of 180 (18 pupils) each year by reference to aptitude in its chosen specialism – sport. Arrangements for selecting those pupils will be fair and transparent, building upon expertise gained in applying such tests in other establishments with a sports specialism. Priority for those places will be as follows:	
2	Students applying for the sports specialism will undertake a series of tests to determine their aptitude in sport and will enter the Gifted and Talented Programme. Tests will include assessments of strength, agility, balance, flexibility, speed, co-ordination, reaction time, cardiovascular efficiency. Tests will be moderated according to the physical profile of each student. Priority in this category will be given to applicants who have the best performance scores.
3	Any child of a member of staff employed by The White Horse Federation for two or more years at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the local authority area for the school being applied for. This includes stepchildren, foster children and children of co-habiting partners. (Please complete JMA Staff supplementary form)
4	Pupils whose home address falls within the designated area for the school whose siblings currently attend JMA and who will continue to do so in September 2023 in Years 7-11.
5	Pupils living within the designated area for the school.
6	Pupils not living in the designated area and whose siblings currently attend JMA and who will continue to do so in September 2023 in Years 7-11.
7	Children other than those falling into priority 1-6 above.

## Decider

Priority within each category above will be determined by distance from the school to the home address. The straight-line distance from the home to the school is measured using Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property. This distance created is given in miles to three decimal points.

## Child Looked After

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 (90) 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 function (see the definition in Section 22(1) of the Children Act 1989)

### Siblings

Sibling refers to a natural brother or sister, a half brother or sister, a legally adopted brother or sister, a stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. To be classed as a sibling, the child must be living at the same home address and attending the same school at the same time as the sibling.

### Multiple Births

If necessary, the school will admit over its PAN to accommodate siblings born at the same (e.g., twins, triplets etc.)

### Children of Staff

Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes stepchildren, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria

### Supplementary Information Form

A common application form must be completed by all parents applying for admission to Year 7. All parents who lost their preferred schools on the local authority's Common Application Form are regarded as having made a valid application. A supplementary form is attached to this policy or available from the school and must be completed for children applying under category 3 of the admissions criteria.

### Designated Area

A designated area is a geographical area set around the school from which students are admitted. A map of showing the designated area for JMA can be found on the school's website.

### Outline Arrangements for Aptitude Testing for Sport

It is anticipated that students may apply for entry under the selection arrangements at three levels:

- Students with an international, national or elite profile in a chosen sport.

Students at this level would not need to be tested for aptitude. They would be identified through a national sports body; they would have a nominated coach and training profile. They are likely to be undertaking 20+ hours of training a week. It is not anticipated that many 10-year-old students applying for Year 7 entry would be in this category, however, it may apply to students wishing to apply to sixth form.

- Students at county level or local equivalent.

The students would have membership of a recognised club and be involved in their young athlete programme. E.g. Reading Football Club. The student would have their own coach, a training programme



involving 10+ hours of training a week. It is anticipated there will be some students at age 10 who will fall into this category as we all students applying for sixth form. These students may not require testing if they can provide a letter of recommendation from a recognised coach and a portfolio of their training structure that follows a recognised programme.

- **Other Students.**

Students in this category will require aptitude testing and will enter the Young Athlete Programme on entry. In consultation with the Sponsor, Principal and Director of Sport, there are at least three suggested testing routes:

- Multi Skills Test – testing a variety of generic skills; problem solving, thinking skills, organisational ability, communication skills and leadership skills. Designed through the specialism
- Fundamental skills in sport e.g. gliding, balancing, kinaesthetic awareness, buoyancy, agility, speed, fitness.

Consideration will need to be given to differences between boys and girls, particularly age 10 when applying these tests and a balance to give equal opportunity developed. Boys tend to have better speed and endurance, while girls are more kinaesthetically aware and have better balance.

Consideration also needs to be given when applying tests at age 10 to those children in their year groups who have birthdays in September and July.

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

## KENDRICK SCHOOL

ADDRESS:	London Road, Reading, RG1 5BN
TEL:	0118 9015859
EMAIL:	<a href="mailto:admin@kendrick.reading.sch.uk">admin@kendrick.reading.sch.uk</a>
WEBSITE:	<a href="http://www.kendrick.reading.sch.uk">www.kendrick.reading.sch.uk</a>
HEADTEACHER:	Ms Christine Kattirtzi
SCHOOL TYPE:	Academy Grammar School (selective) Single Sex Girls School
AGE RANGE:	11-18 (includes sixth form)
SPECIALISM:	Science, Mathematics and Language
DfE NUMBER:	870 5413
ADMISSIONS NUMBER (YEAR7):	128

Kendrick School is a selective girls' school with academy status. All applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code, in which parents/carers are required to make an application to the local authority (LA) in which they live (home LA). Kendrick School will inform Reading LA of all applications received.

### Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2023 (the routine admission round) begins in May 2022 and ends on 31 August 2023.

For entry in September 2023 a girl's date of birth would normally fall on or between 1 September 2011 to 31 August 2012 and she must be working in Year 6 at the time of testing. See section headed 'Applicants who are not in the normal age group' for further information.

Applications must be made on the appropriate local authority (LA) Common Application Form (CAF). In addition, a separate application (to register for the Admission Test) must be made directly to Kendrick School.

Parents/carers must register for the Kendrick School Admission Test by completing the online registration form available on the school website from 1 May 2022. The deadline for registering for the Admission Tests for entry into Year 7 in September 2023 is Wednesday 1 July 2022 (midnight). Late applications will only be accepted in exceptional circumstances (see below).

## Admission Test

Kendrick School will use the same Admission Test as a number of other grammar schools, including the Slough Consortium.

## For Entry 2023

The tests will take place in the 2022 autumn term in all these schools. Applicants for any of these schools may only take the test once. If it is found that an applicant has taken the test twice, the raw scores for the first attempt will be used for the standardisation process.

Applicants who wish to attend an entrance test for another school being held on the same day as the Kendrick School Admission Test will not be permitted to sit the Kendrick School Admission Test on an alternative day. This will not be deemed as an exceptional circumstance.

There will be two tests each of length approximately one hour. There will be a short break between the two test sessions. Each test will assess verbal, non-verbal and numerical ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively.

There are no practice papers, but Familiarisation Booklets will be published on the school website as soon as they are made available but no later than when registration opens on 1 May 2022.

The raw scores will be age standardised and the ranking is determined by the aggregate of the age standardised scores of both tests.

The deadline for receipt of the Common Application Form by the home LA is 31 October 2022.

## Applications received after the deadline

Late applications for the Kendrick School Admission Test will only be accepted in exceptional circumstances. Applicants should write to the admissions officer outlining their reasons. Documentary evidence will be requested. The final decision on whether there are exceptional circumstances will be made by the Headteacher.

## For Entry 2024

Registration opens on 1 May 2023 and closes in mid-June 2023 (date to be confirmed in the 2024 admission policy).

## Results

The result of the Admission Test will be made available to parents/carers in advance of the Common Application deadline of 31 October 2022, unless there are exceptional circumstances (such as the COVID pandemic). Parents/carers are advised to use this information as guidance to the suitability of their daughter for a grammar school place. The results do not guarantee an offer of a place. (See section on “oversubscription criteria”).

## Inclusion

The parent/carer of any child with special educational needs or a disability, who is applying for a place at the school, should inform the admissions officer at Kendrick School so that any special arrangements that might need to be made to enable the child to take the Admission Test can be discussed. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to the need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant's current school. Kendrick School may contact the applicant's primary school to verify and confirm existing arrangements.

Requests for special arrangements should be requested by completing the appropriate section of the Kendrick School online registration form by the closing date of 1 July 2022 (at midnight).

## Fraudulent Applications

Any information that is subsequently proven to be inaccurate will potentially invalidate that application. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

## Education, Health and Care Plans

Children who have a Statement of Special Educational Need or an Education, Health and Care Plan where the school has been named by the local authority will be admitted automatically and the number of places available to other applicants will be reduced accordingly.

## Oversubscription Criteria

All applicants will be ranked according to their performance in the tests. Oversubscription criteria will be applied if there are more applicants than the 128 places available. A qualifying score will be determined (to two decimal places) for candidates in categories 3-6 of the oversubscription criteria below. A qualifying score of five points lower than this score will be applied for candidates in categories 1 and 2 of the oversubscription criteria below (Pupil Premium/Service Premium/child in care).

Offers will be made from the ranked list in the following order and within each category:

Category		Note
1	The applicant is a looked after child or previously looked after child.	See note 2
2	The permanent home address of the applicant is within Priority Areas 1 and 2 of the designated area of the school on 31 August 2022 and beyond and the applicant is in receipt of Pupil Premium or Service Premium 3. Documentary evidence, or confirmation from the applicant's current primary school that the child is in receipt of Pupil Premium or Service Premium will be required.	See note 3
Offers will then be made from the ranked list, according to the ranked order until up to 75% (96) of places have been offered:		
3	The permanent home address of the applicant is within Priority Areas 1 and 2 of the designated area of the school and this has been the permanent home address of the parent(s)/carer(s) and the applicant on 31 August 2022 and beyond.	
The remaining 25% (32) places will be offered in the following order, according to the ranked order until all places in total have been offered:		
4	The permanent home address of the applicant is within Priority Area 1 of the designated area and this home address has been the permanent home address of the parent(s)/carer(s) and the applicant on 31 August 2022 and beyond.	
5	The permanent home address of the applicant is within the Priority Area 2 of the designated area and this home address has been the address of the parent(s)/carer(s) and the applicant on 31 August 2022 and beyond.	
6	Applicants whose permanent home address is NOT in the designated area of the school.	

### Tiebreaker

The following criterion will be used to rank applicants on the waiting list who cannot be distinguished by their performance in the Admission Test, i.e. all those achieving exactly the same overall score in the tests:

- Eligible applicants living nearest to Kendrick School and within the designated area will be accorded the highest priority in the allocation of places. Distance will be from the home address to the front gate of the school. It will be calculated using grid references and online digital mapping software. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Kendrick School, this will be Reading local authority.

### Notes

In 1) above, any such an applicant, provided she has achieved the lower qualifying score, will be offered a place even if she is not ranked in the top 128 places. In 2) any such applicant, provided she has achieved the lower qualifying score and her permanent home address is within Priority Areas 1 and 2 of the designated area of the school, will be offered a place even if she is not ranked in the top 128 places. The total number of places offered will remain, however, at 128.

The ranked list of the remaining applicants with a qualifying score will be used to offer further places (still using the categories of the oversubscription criteria) if any original offers are declined either by the LA because a place is offered at the parent's/carer's higher preference school or by the parents/ carers themselves. This will be called the waiting list.

- 1) An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Section 39(2) of the Children and Families' Act 2014 requires the local authority to consult the school before naming a school on the Education Health and Care Plan. Section 39(4) gives the only reasons why a school should not be named as "(a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or (b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Kendrick School will therefore work with recognised authorities during the consultation process to ensure that a child with an Education, Health and Care Plan is of suitable ability to be successful in a selective school context.
- 2) 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).
- 3) Pupil Premium are those students who have received funding for free school meals at any point in the last six years or who are currently eligible for free school meals. The Service Premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the Premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last five years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

### Designated Area

The designated area is made up of Priority Area 1 and Priority Area 2 and each area is determined by the postcode of the applicant's permanent home address. Places will be offered to applicants who are ranked high enough according to the Admission Test scores and who reside within the designated area. This must be the applicant's permanent home address with their parent/carer) on 31 August 2022 and beyond. The school may ask for documentary evidence to support the application. Only if there are further places available will applicants who live outside the designated area be considered.

The address which will be used for consideration to be living within the designated area would be expected to be the applicant's permanent home address at the time of application, but not later than 31 August 2022, and beyond. This also applies to applicants who are applying late due to exceptional circumstances. Address changes will be investigated and documentary evidence must be provided. Evidence is required of a single address on 31 August 2022.



See Designated Area Postcodes for the list of postcodes within the designated area. Details are also given in the school website and any further clarification, if required, may be obtained from the school's admissions officer.

### Definition of Permanent Home Address

An applicant's permanent home address is their normal place of residence, excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time, Monday to Friday. Where there is a formal residence order or child arrangements order which states that care of the child is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If care of the applicant is not equally shared, the address of the parent with whom the applicant spends the majority of their time must be used. Where there is no formal agreement in place, the address where any child benefit payments are made will be used.

The exception to this is if the family are Crown Servants or members of the Armed Forces. Documentary evidence will be required.

If the main address has changed temporarily, for example where a family is renting a property on a Short-Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address or an address of convenience. An address of convenience is considered to be an address used for the purposes of gaining a school place which is not a child's normal, permanent residence. If the permanent home address of an applicant is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the school.

If the applicant's permanent home address changes after 31 August 2022 and the change of Priority Area would result in a higher ranking, the new address will only be taken into account after the deadline from the LA for accepting or declining a place and re-ranked, if applicable, on the waiting list on 1 September 2022. Applicants will need to provide evidence that the previous home is no longer used by the family, for example proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

If the applicant's permanent home address changes after 31 August 2022 and would result in a lower ranking, the new address will be taken into account immediately and the applicant re-ranked accordingly.

Once offers have been made, Kendrick School will require documentary evidence of the applicant's permanent home address. This will include consideration as to whether or not the address used to make an application was temporary. A temporary address cannot be used to obtain a school place and will only be considered when evidence is provided showing a genuine reason for the move, such as homelessness, flooding or subsidence. Kendrick School reserves the right to carry out random checks at any time and this may include a home visit and/or consulting with the local authority and primary school. Parents will be required to declare that the address used will be their place of residence beyond the date of the student starting school. Kendrick School reserves its right to carry out further investigation of any change of address once the student has started school.

## Designated Area Postcodes

The designated area is made up of Priority Area 1 and Priority Area 2 and each area is determined by the postcode of the applicant's permanent home address.

### PRIORITY AREA 1

RG1

RG2 0, RG2 6, RG2 7, RG2 8

RG30 1, RG30 2, RG30 3, RG30 4, RG30 6

RG31 4, RG31 5, RG31 6, RG31 7

RG4 5, RG4 6, RG4 7, RG4 8

RG5 3

RG6 1, RG6 5, RG6 6, RG6 7

### PRIORITY AREA 2

RG2 9, RG4 9, RG5 4, RG6 3, RG6 4, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27,

RG40, RG41, RG42, RG45 RG14 2, RG14 5

RG20 4, RG20 5, RG20 6, RG20 7

RG22 6

RG23 8

RG29 1

GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52 OX10 0, OX10 1, OX10 6, OX10 8, OX10 9

OX11 9

OX49 5

SL4, SL5, SL6, SL7, SL8

SL1 5, SL1 6, SL1 7, SL1 8, SL1 9

HP10 9, HP11, HP12, HP14 3

*NB: Postcode district is indicated by the first digit and the postcode sector by the second digit. E.g. RG1 5BN: 1 represents district; 5 represents sector.*

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

## KING'S ACADEMY PROSPECT

ADDRESS:	Cockney Hill, Reading, RG30 4EX
TEL:	0118 9590466
EMAIL:	<a href="mailto:enquiries@prospect.reading.sch.uk">enquiries@prospect.reading.sch.uk</a>
WEBSITE:	<a href="http://www.kgaprospect.uk">www.kgaprospect.uk</a>
HEADTEACHER:	Mr David Littlemore
SCHOOL TYPE:	Academy, Co-Educational Comprehensive
AGE RANGE:	11-18 (includes Sixth Form)
DfE NUMBER:	870 5410
ADMISSIONS NUMBER (YEAR7):	240

As part of the King's Group Academies Trust, King's Academy Prospect is a large, diverse and inclusive school, rightly proud of our students, whom we welcome from a wide range of backgrounds. We enable all our students, whatever their ability, background or heritage, to make excellent progress and achieve more than they believe to be possible. Our core values of 'Aspire, Believe, Achieve' are at the heart of everything we do, preparing our young people to be successful, fulfilled and great assets to their community in whatever they choose to do in the future.

### Oversubscription criteria

The following criteria will be applied if there are more applicants than places available. Priority for places will be given according to the following criteria:

Category		Note
1	Children with an Education, Health and Care Plan will be allocated a place above all other applicants	
2	Children in the care of a local authority where the corporate parent names King's Academy Prospect. Looked after Children, these are defined as Looked after Children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.	See note 1
The remaining places up to a total of 240 will be allocated according to the following criteria:		
3	Children who have strong medical or social grounds for admission	See definition of social/medical grounds
4	Children whose permanent home address is in the designated area of the school who have a sibling at the school at the time of application	See definition of designated area and sibling
5	Children whose permanent home address is in the designated area of the school	See definition of designated area
6	Children whose permanent home address is NOT in the designated area of the school who have a sibling at the school at the time of application	See definition of sibling
7	Other children.	

### Tiebreaker

If the school does not have enough places for all applicants in a particular category – places will be allocated to those living nearest to the school measured in a straight-line between the data point of the home and the data point of the school. The data point is the unique address point supplied by Ordnance Survey and measured using the Reading Borough Council's mapping software. The data point for the home and the school can be seen on Reading Borough Council's website.

### Multiple Births

In the event that it is possible to offer a place to one child and not others the governing body agree to allocate an additional place(s) beyond the admission number to accommodate children of multiple birth. In the event of vacancies occurring they would not be allocated until places become available below the published admission number.

### Note 1

- A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- A child is regarded as being 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.
- This includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children adopted under the Adoption and Children Act 2002 (Section 46 adoption orders).
- Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22/4/14 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian/s.

## Definitions

### Designated Area

Designated area can be found by using the Reading Council portal: [my.reading.gov.uk](https://my.reading.gov.uk).

### Siblings

Siblings are children who have either the same mother and/or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

### Home Address

The home address is the permanent address of the parent/carer(s) and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

### Strong Medical/Social Grounds

Children with a chronic medical condition or strong social grounds which is fully supported by written confirmation from the professional person involved in the case, and which states that King's Academy Prospect is the only school that the pupil can attend because of the medical or social reasons.

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

## MAIDEN ERLEGH SCHOOL IN READING

ADDRESS:	81 Crescent Road, Reading, RG1 5SL
TEL:	0118 9668065
EMAIL:	<a href="mailto:MERoffice@maidenerleghtrust.org">MERoffice@maidenerleghtrust.org</a>
WEBSITE:	<a href="http://www.maidenerleghschoolreading.co.uk">www.maidenerleghschoolreading.co.uk</a>
HEADTEACHER:	Mr Will Graham
SCHOOL TYPE:	Academy, Part of Maiden Erlegh Trust, Co- Educational Comprehensive
AGE RANGE:	11-16
SPECIALISM:	Science, Mathematics and Language
DfE NUMBER:	870 4001
ADMISSIONS NUMBER (YEAR7):	180

Maiden Erlegh School in Reading is an 11–16 co-educational all-ability secondary school and this document details the policy to be followed for admissions to Maiden Erlegh School in Reading. It is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as they apply to academies.

**If you are selecting one of the Maiden Erlegh Trust schools (Maiden Erlegh School [Wokingham], Maiden Erlegh School in Reading or Maiden Erlegh Chiltern Edge), it is important that you list the correct one. When selecting this school on the CAF you must state Maiden Erlegh School in Reading. If you list only “Maiden Erlegh School” it will be assume you mean the Maiden Erlegh School in Wokingham.**

### Special Educational Need or Education, Health and Care Plan

Children with a statement of Special Educational Need or Education, Health and Care (EHC) plan where Maiden Erlegh School in Reading is named on the statement will be allocated a place before all other applicants.

### Oversubscription criteria

If there are more applicants than places available and after the admission of children with a statement of Special Educational Needs or Education, Health and Care (EHC) plan that names Maiden Erlegh School in Reading, applications will be prioritised in accordance with the following oversubscription criteria:



Category		Note
1	Looked after children or children who were looked after	See note 1
2	Children who are eligible for the Pupil Premium at the time of the closing date for applications (31 October 2023).	See note 2
3	The children of staff at Maiden Erlegh Trust whose main place of work is Maiden Erlegh School in Reading at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust by 1 July of the year of application and made available on the school website.	
4	Children who have a sibling at the school at the time of application, who is expected to be attending the school when the child will enter the school	See note 3
5	Children who attend the following primary schools - Alfred Sutton, Redlands, New Town, St Johns, Katesgrove, Earley St Peters, New Christ Church Primary School	
6	Any other children.	

In order to be considered within oversubscription point two, a Supplementary Information Sheet must be completed confirming your child's eligibility for pupil premium. The school will not consider applications under this over subscription criteria unless this form is completed.

### Tie-breaker

Where there are more applications in one criterion than places available, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the midpoint of the junction of Hamilton Road and Bulmershe Road (the data point to be used is Easting 473698 Northing 172442) in terms of radial (straight line) distance. Distances will be measured consistently as the straight-line distance from the home to the data point using the Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property. The distance created using this software is calculated using Pythagoras' Theorem and may not be exactly the same as that created with a GIS product as the GIS product may build in a formula to allow for the curvature of the earth. The way in which it is done is to calculate the distance in metres between the Eastings and Northings for each end point then multiply by 0.000621317 to convert to miles.

In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 officers at the academy.

## Multiple Births

Where the application of oversubscription criteria would result in splitting children of multiple births (e.g. twins) or children born in the same academic year from the same family, then places will be offered to both even if this will result in the school going above its admission number.

## Notes

- 1) A previously 'Looked After' child is a child who was looked after but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders: These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46). The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A 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.
- 2) Those eligible for Pupil Premium are children who:
  - Are registered as eligible for free school meals; or
  - Have been registered as eligible for free school meals at any point in the last six years; or
  - Have been looked after continuously by a local authority for at least a day or were previously looked after but were subsequently adopted or became subject of a residence or special guardianship order.
- 3) A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, stepbrother or stepsister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending.

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

## READING GIRLS' SCHOOL

ADDRESS:	Northumberland Avenue, Reading, RG2 7PY
TEL:	0118 9861336
EMAIL:	<a href="mailto:admin@readinggirlsschool.net">admin@readinggirlsschool.net</a>
WEBSITE:	<a href="http://www.readinggirlsschool.co.uk">www.readinggirlsschool.co.uk</a>
HEADTEACHER:	Ms Marika Farrugia
SCHOOL TYPE:	Academy, (with partial selection) Single Sex Girls School
AGE RANGE:	11-16
DfE NUMBER:	870 4003
ADMISSIONS NUMBER (YEAR7):	180 including 42 selective places.

Reading Girls' School is open to girls of all abilities. Within the current planned admission number of 180, up to 42 pupils will be admitted each year by ability. Girls will be identified for this group by means of appropriate tests. To register girls for the test, parents/carers must complete the school's registration form, this is available from the school.

Testing for the Selective Stream will take place at the school in between September and October 2022. Please contact the school for more information. The test is the CEM Select 11+ Entrance Test. You will be informed by the school about the results of the test by letter sent before 31 October 2022.

### Selection and banding (optional)

As a partially selective school, we have 42 places available each year for our selective stream. The application is direct to the school. The test dates for entry in September 2022 is weekly between 20 September and 18 October 2022. The application form can be found on the school website.

<https://www.readinggirlsschool.co.uk/page/?title=Selective+Stream+Test&pid=151>

### Oversubscription Criteria

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted before any other places are allocated.

The criteria for admissions, which are only applied when there are more applications than places, are:

Category		Note
1	Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school provided appropriate evidence is submitted.	See note 1
2	Up to 42 places may be selected by ability assessed by means of selection tests and ranked according to the results of the tests.	
Then the remaining places up to 180 will be allocated according to the following criteria:		
3	Priority will next be given to children on the basis of social or medical need. The school will largely be led by the recommendations from medical practitioners in identifying social and medical needs. If you are making an application on the basis of social or medical need the school requires supporting evidence. The application must be fully supported by written confirmation from the professional involved in the case, which states that Reading Girls' School is in their professional opinion the appropriate school for the pupil to attend for specific medical or social reasons.	
4	Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.	
5	Priority will next be given to children of staff at the school, in either of the following circumstances: a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage	
6	Priority will next be given to children who attend named feeder schools. Our named feeder school is Battle Primary Academy.	
7	Girls living nearest the school being accorded priority, as measured in a straight line from the school to the home address. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council's digital mapping software.	

### Tiebreaker

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tiebreaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Northumberland Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

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

## Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as result of being adopted.

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

## READING SCHOOL

ADDRESS:	Erleigh Road, Reading, RG1 5LW
TEL:	0118 9015600
EMAIL:	<a href="mailto:admissions@reading-school.co.uk">admissions@reading-school.co.uk</a>
WEBSITE:	<a href="http://www.reading-school.co.uk">www.reading-school.co.uk</a>
HEADTEACHER:	Mr Ashley Robson
SCHOOL TYPE:	Academy Grammar School – Day and Boarding, (Selective) Single Sex Boys School.
AGE RANGE:	11-18 (includes Sixth Form)
DfE NUMBER:	870 5401
ADMISSIONS NUMBER (YEAR7):	150 (138 day places and 12 boarding places)

Reading School is a grammar school and is permitted to select the entire intake on the basis of academic ability. To be considered for admission to the school all applicants must take the entrance tests set by the school as the results will be used to allocate the places.

A separate application to register for the entrance tests must be made directly to Reading School for all year groups and submitted by the date specified in their admissions policy.

For entry in September 2023 a boy's date of birth would normally fall on or between 01.09.11 – 31.8.12 and he must be working in Year 6 at the time of testing. See section headed 'Children who are not in the normal age group' for further information.

### Entrance Tests

A child may only take the test once. The Entrance Test consists of three elements: English, Maths and Creative Writing. Children are expected to show ability appropriate to the Key Stage 2 curriculum. No additional preparation is necessary. All these will be tested on one day in September and all tests will take place at Reading School. There are no 'practice papers', but a familiarisation paper is available on the website.

### Timetable

The admissions process for routine admission into Year 7 of a secondary school in 2023, begins in May 2022 and ends on 31 August 2023. The tests will take place at Reading School and the LA will offer places on behalf of Reading School on 1 March 2023.

## Deadline for Registration for the Entrance Test 2022

In order for a student to sit the entrance test, an online registration form via the school website Reading School Registration form must be completed. The registration window opens on 1 May 2022 and closes on 30 June 2022.

Applications must be made on the appropriate local authority (LA) Common Application Form (CAF) no later than 31 October 2022. In addition, a separate application (to register for the Admission Test) must be made directly to Reading School between 1 May 2022 and 30 June 2022.

## Registration for the entrance test received after the deadline

Registration for the test after the deadline will only be accepted in exceptional circumstances beyond the control of the parents. The director of admissions will make a decision based on the evidence provided.

## For Entry 2024

Registration opens on 1 May 2023 and closes on the 30 June 2023 (date to be confirmed in the 2024 admission policy). Please contact the school admissions office for full details.

## DAY PLACES

Admissions number Year 7 – 138

## Catchment area for day applications

The catchment area is determined by the postcode of the student's home address and guidance on the catchment area is available on the school website. Places will be offered to students who are ranked high enough according to the entrance test scores and who reside within the catchment area on the 31 August 2022.

## Integrity of Applications

As its own admission authority, Reading School has a duty to ensure all places are offered correctly and fairly, and therefore has a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the authority fulfils its duty. In all cases the final decision rests with the GAC. Reading School reserves the right to re-open any admission at any time if new and credible information is received which questions the validity of an address. Reading School reserves the right to request any documents it feels necessary. The evidence required will need to prove that no other alternative address was owned and available to the candidate at the appropriate time. The candidate will be given seven days in order to provide the documents requested. During this period, an application will continue to be processed until a decision is made.

In the event of evidence being presented regarding potentially fraudulent applications, the GAC will make a decision as to:

- 1) whether or not the claimed address can, on the balance of probability, be accepted as the child's only or main residence at the appropriate time; and
- 2) if the panel is satisfied that the claimed address cannot be accepted as the child's only or main residence at the appropriate time, whether or not the claimed address was used by the parent/carer solely or mainly in order to gain an advantage in accessing a school place.



Where there is a child arrangement order which states that the child will live an equal amount of time with each of two parents/carers, then it is up to those parents/carers to agree which address to use for the purpose of making a school place application. If under the order the child is not to live an equal amount of time with each of two parents, the address of the parent with whom under the order the child will live most of the time will be used. If the child lives some of the time with each of two parents/carers, and there is no child arrangements order governing with whom the child is to live and when they are to live with those persons, then the address at which any Child Benefit is claimed, or the address at which the child is registered with a GP will be considered.

Candidates may also need to produce evidence that any previous home is no longer used by the family or available for you and your family to live in –for example, proof that the property has been sold/a rental agreement has ended. This is to show that the new address is not a temporary arrangement purely to secure a school place.

If the home address changes after 31 August 2022, the new address can only be taken into account after National Offer Day on 1 March 2023. Reading School will also check the pupil's home address once offers have been made and at the time of admission. If it is different from the application address then further checks will be carried out. This will include consideration as to whether or not the address used to make an application was temporary and purely to secure a school place, as this may be considered fraudulent or intentionally misleading.

Reading School reserves the right to carry out random checks at any time and this may include a home visit. If it is found that fraudulent or intentionally misleading information has been provided to the school either during the admissions process or after an offer has been made, the candidate may be withdrawn, even if they have started at the school. Where the home address changes after the application or during the pupil's first term at school, consideration will be given as to the reason why. Where it is established that reason for the change of address constitutes the application being fraudulent or intentionally misleading, the place may be withdrawn. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings

Please see below for a non-exhaustive list of potential circumstances which may raise suspicions.

The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent or carer receiving child benefit. If you are not eligible for child benefit, please provide a legal document to confirm your arrangements. We will consider all available evidence that you provide to support your application.

- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.
- If you move to a new address without telling us and secure an offer, based on your old address, of a school place that you would not have been offered based on the new address, we will treat this as misleading information and the offer of the school place will be withdrawn.
- If you move after you have received an offer of a school place, in order to be permitted to retain the offer, you must satisfy the council that the change of address was not anticipated prior to the offer of a school place.
- If you use an incorrect address this will be treated as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

### Oversubscription Criteria Day Applications

After the admission of boys who have a statement of special educational needs or an Education, Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. A cut-off point will be determined, below which students will not be considered for admission to the school and not therefore ranked according to the oversubscription criteria below. There is no guarantee of a place being available, but places up to the Published Admissions Number will be allocated in the following order, where boys meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made.

All applicants above the cut-off point will be ranked in the following order and within each category strictly by their performance in the test.

Category		Note
1	(Previously) Looked After Children and/or Children previously in care outside of England with a score up to 5 marks below an eligible score	See note 1
2	Children with Pupil or Service Premium living within the catchment area with a score up to 5 marks below an eligible score.	See note 2
3	Children whose permanent home address is within the catchment area.	
4	Children whose permanent home address is NOT within the catchment area	

Evidence of all of the above will need to be submitted and approved in order for a child to be admitted.

### Tiebreaker

In the event of standardised scores being tied for two or more candidates and where admission would exceed the PAN, the final rank order will be determined using performance in the Creative Writing element.

Where this still leads to a tie break situation the following criterion will be used to allocate places as between borderline candidates who cannot be distinguished in terms of academic ability. With regard to the historic links with the borough of Reading, eligible boys living nearer to the school will be accorded a higher priority in the allocation of day-boy places. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council digital mapping software. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Reading School, this will be Reading local authority.

## BOARDING PLACES

Admissions number Y7 – 12

Only weekly boarding is available.

### Application for a place

All applications from parents who reside in England are covered by the coordinated admissions arrangements in which parents make an application to the local authority (LA) in which they live. Boarding applications are now part of this scheme and applications will be made on the appropriate local authority (LA) common application form. Parents/carers may express a number of preferences and reasons for those preferences.

### Entrance Tests

The testing procedure, results, deadline for receipt of applications and procedures for applications received after the deadline for boarding places is the same as that for day places earlier in this guide.

### Oversubscription Criteria Boarding

After the admission of boys who have a statement of special educational needs or an Education, Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. A cut-off point will be determined, below which students will not be considered for admission to the school and not therefore ranked according to the oversubscription criteria below. There is no guarantee of a place being available, but places up to the Published Admissions Number will be allocated in the following order, where boys meet the necessary academic and eligibility entry requirements, assuming that an offer from a higher preference has not been made.

All applicants above the cut-off point will be ranked strictly by their performance in the test, however priority will be given to applicants in the following categories.

Category		Note
1	(Previously) Looked After Children and/or Children previously in care outside of England with a score up to 5 marks below an eligible score;	See note 1
2	Children with Pupil or Service Premium living within the Catchment area with a score up to 5 marks below an eligible score;	See note 2
3	The applicant has a boarding need.	See boarding need
4	All other candidates.	

### Tiebreaker

In the event of standardised scores being tied for two or more candidates and where admission would exceed the PAN, the final rank order will be determined using performance in the Creative Writing element.

Where this still leads to a tie break situation an independent person will supervise random allocation. In the case of Reading School, this will be Reading local authority.

### Boarding need

Children with a boarding need include:

- i) Those at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
- ii) children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

### Suitability for boarding

In accordance with paragraph 1.43 of the School Admissions Code, maintained boarding schools are allowed to request supplementary information from the applicant's present school and home local authority to assess suitability for boarding. This will take place prior to the Governors applying the oversubscription criteria. In order to determine the suitability of an applicant to board, Reading School will have regard to:

- i) Information provided by the applicant's current school or previous school, if he is currently out of school.
- ii) Information provided by the home local authority on safeguarding issues.

A Suitability for Boarding Form should be returned to Reading School with the Reading School Registration Form by 30 June 2022.

### Boarding Regulations

Boarders must have suitable accommodation outside school for the weekends. This must be provided by the family or a guardian. Reading School regrets that it is unable to assist in finding a guardian.

### Boarding Fees

Reading School boarding fees are charged in accordance with the DfE guidance 'Full cost recovery and rate of return - Managing and charging for boarding provision'.

### Other Information – Applicable to both day and boarding applicants

#### Notes

- 1) The candidate is a looked after child or previously looked after child who achieve the cut-off point or above for Reading School, for this particular year of entry up to and including five marks below

the cut-off point. 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). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

The candidate was previously in care outside of England who achieve the cut-off point or above for Reading School, for this particular year of entry or up to and including five marks below the cut-off point.

- 2) Pupil Premium or Service Premium child who achieve the cut-off point or above for Reading School, for this particular year of entry or whose scores are up to and including five marks below the cut-off point (including any re-offers which are made from the waiting list in this category after 1 March 2023. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to pupil premium/service premium will be required. Children given priority under this criterion fall into the following categories: Children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

### Inclusion

The school acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents of any child with a disability or special educational need who wishes to sit the entrance test. Parents should notify Reading School on the registration form if their child will need additional support in order to access the test and supporting information will need to be provided at least two months before the test. Children with a visual impairment will be assessed in an appropriate manner that makes reasonable adjustments for their needs, in line with RNIB guidance. Children with an Education, Health and Care Plan (EHCP) who meet the academic entrance requirements of the school and name Reading School on the CAF will be offered a place. Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list provided they meet the academic entrance requirements of the school. Children currently studying outside of the normal age group are able to register and make an application. A decision on whether to offer them a place will be made by the school in the child's best interests. Any child who has already moved on to Year 7 will not be considered.

### Passport Requirements

All students must be entitled to hold a full British Citizen passport or have the right of residence in the UK according to prevailing legislation.

**A full copy of their policies can be obtained from their website.**

## THE WREN SCHOOL

ADDRESS:	61-63 Bath Road, Reading, RG30 2BB
TEL:	0118 2143888
EMAIL:	<a href="mailto:admin@wren.excalibur.org.uk">admin@wren.excalibur.org.uk</a>
WEBSITE:	<a href="http://www.wrenschool.org">www.wrenschool.org</a>
HEADTEACHER:	Mr John Salberg
SCHOOL TYPE:	Academy Free School Co – Educational Comprehensive
AGE RANGE:	11-18 (includes Sixth Form)
DfE NUMBER:	870 4002
ADMISSIONS NUMBER (YEAR7):	168

The Wren School is a publicly funded, co-educational, secondary Free School, with sixth form, established by The Wren School Academy Trust in 2015, which joined the Excalibur Academies Trust on 1 February 2019. The Wren was created to serve the families of central west Reading, and so the data point for the school is at Yeomanry House, Castle Hill, and not the school. Being a popular and successful school with a Good Ofsted report, demand for places is very high, and the school has been oversubscribed within catchment in recent years. The school aims to provide a curriculum that challenges and nurtures the academic and personal development of its students who are drawn from a multi-cultural and socially diverse catchment area.

### Oversubscription criteria

The criteria are listed below in the priority order applied to applications when there are more applications than available places.

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight-line distance from the academy's data point (Yeomanry House – see catchment area map) to the home address data point. All data points are supplied by Ordnance Survey and the distances between these are measured using RBC's mapping software. Priority in each category will be given to the shortest distance. In case of the distance being the same a tiebreaker will be used (see below).

### Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan –

All children whose Education, Health and Care Plan names The Wren School must be admitted.

Category	
1	Looked after children 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.
2	Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant, general practitioner or specialist to show that it would be detrimental to the child not to be admitted to the preferred academy. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child. All supporting evidence should accompany the original application.
3	The founders of The Wren School have successfully applied to the Secretary of State for derogation from the school admissions code giving priority in the oversubscription criteria to their children. This is limited to the individuals who played a major role in establishing the school, during the application and pre-opening stages, and have continued to play a significant role in the running of the school. A list of relevant founders is available from the school on request.
4	Children of Excalibur employees employed at the academy on a permanent, minimum 40% full time equivalent contract with the trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5	Students living in the catchment area, with a sibling attending The Wren School at the time of application
6	Students living outside of the catchment area, with a sibling attending The Wren School at the time of application
7	Students living in the catchment area
8	Students living outside of catchment area.

**Tiebreaker** - When two or more children with the same priority for admission live exactly the same distance from the preferred school, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

## Definition of Terms

**Home Address** - The home address given for the child should be the address where the child will be living at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address of the parent who is in receipt of the Child Benefit will be used. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The local authority reserves the right to check details held on the council tax database to confirm residency at an address.



## Looked After Children

- Looked after children 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.
- Looked after children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased Excalibur Academies Trust Admission Policy (2023/24) for The Wren School 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).

**Adopted** - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

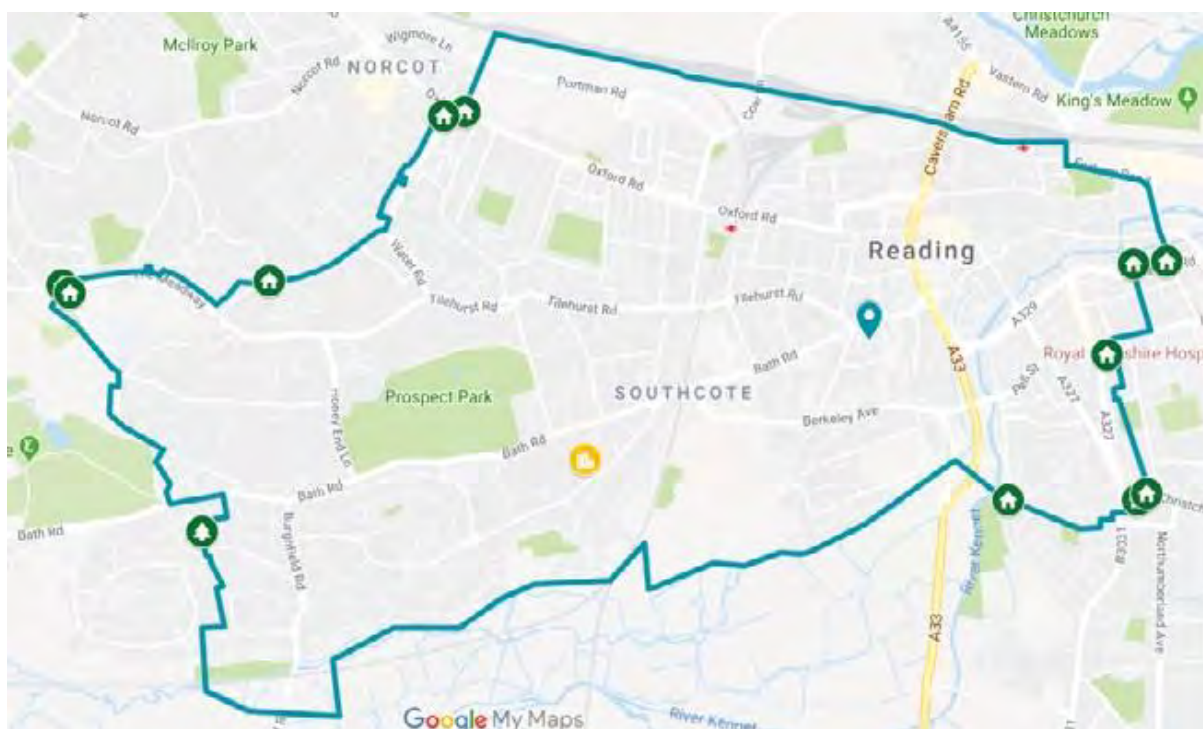
**Children with Special Education Needs (SEN) with an Education, Health and Care (EHC) Plan** - All children whose EHC Plan names The Wren School must be admitted.

**Sibling** - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the academy as at the application deadline and continue to do so when the child is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

## Catchment Area

The address which determines whether a child lives in the catchment area of the academy, is the place where he or she is ordinarily resident at the deadline for applications and will continue to do so when the child is admitted.

The map shown below is for illustrative purposes only. The detailed map can be seen via the admissions page of the school's website, where it is possible to enter specific addresses to determine if they are in catchment.



N.B. The data point for The Wren School is Yeomanry House, Castle Hill, NOT the school.

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

## SCHOOLS IN OTHER LOCAL AUTHORITIES

If you live in the borough of Reading you can apply for any state schools in any local authority on the Reading Application form. You should not submit an additional form to other local authorities as applications need only be made to a child's home local authority, regardless of which local authority the preferred school is located in. Information on the admissions arrangements and open days/ evenings for all schools is available from the relevant LA.

### Wokingham Borough Council

School Admissions Team, Children's Services,  
Wokingham Borough Council, Shute End,  
Wokingham, Berkshire RG40 1WN

Tel 0118 974 6000

Email: [admissions@wokingham.gov.uk](mailto:admissions@wokingham.gov.uk)

Website:

<https://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-secondary-school-age-11/>

### Maiden Erlegh School - (Wokingham)

Off Silverdale Road, Earley, Reading RG6 7HS  
(Co-Educational)

### The Bulmershe School:

Woodlands Avenue, Woodley, Reading RG5  
3EU (Co-Educational)

### The Forest School:

Winnersh, Wokingham RG41 5NE  
(Boys School)

### The Holt School:

Holt Ln, Wokingham, Berkshire RG41 1EE (Girls  
School)

### Oakbank School:

Hyde End Lane, Spencers Wood, Reading, RG7  
1ER (Co-Educational)

### The Piggott School:

Twyford Road, Wargrave, Reading, RG10 8DS  
(Church of England, Co-Educational)

### Waingels College:

Waingels Road, Woodley, Reading, RG5 4RF  
(Co-Educational)

### Bohunt School:

Sheerlands Road, Arborfield, RG2 9GB.  
(Co-Educational)

### Emmbrook School:

Emmbrook Road, Wokingham, RG41 1JP  
(Co-Educational)

### St Crispin's School:

London Road, Wokingham, RG40 1SS (Co-  
Educational)

**More information can be found on the  
Wokingham Borough Council Website.**

## West Berkshire Council

School Admissions Team, West Street House,  
West Street, Newbury RG14 1BD

Telephone: 01635 551111

Email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)

Website:

<https://info.westberks.gov.uk/secondaryadmissions>

### Denefield School:

Long Lane, Tilehurst RG31 6XY

(Foundation – Co-Educational)

### Little Heath School:

Little Heath Road, Tilehurst RG31 5TY

(Voluntary-aided Co-Educational)

### Theale Green School:

Church Street, Theale, RG7 5DA

(Academy – Co-Educational)

### The Willink School:

School Lane, Burghfield Common, Reading RG7

3XJ (Academy – Co-Educational)

**More information can be found on the West  
Berkshire Council Website.**

## Oxfordshire County Council

School Admissions Team, Children's Services,  
Macclesfield House, Oxford, OX1 1NA

Telephone: 0345 241 2487

Email: [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)

Website:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/year-7-applications>

### Maiden Erlegh Chiltern Edge School

Reade's Lane, Sonning Common, Reading,

RG4 9LN (Co-Educational)

### Gillotts School:

Gillotts Lane, Henley on Thames RG9 1PS

(Co-Educational)

### Langtree School:

Woodcote, Reading RG8 0RA (Co-Educational)

**More information can be found from the  
Oxfordshire County Council Website.**



## UTC READING

ADDRESS:	Crescent Road, Reading, RG1 5RQ
TEL:	0118 938 1020
EMAIL:	<a href="mailto:enquiries@utcreading.org.uk">enquiries@utcreading.org.uk</a>
WEBSITE:	<a href="http://www.utcreading.co.uk">www.utcreading.co.uk</a>
HEAD OF SCHOOL:	Mrs Jax Snipp
SCHOOL TYPE:	University Technical College, Academy, Co – Educational, Comprehensive
AGE RANGE:	14-19
SPECIALISM:	Computer Science and Engineering
DfE NUMBER:	870 4000
ADMISSIONS NUMBER (YEAR 10):	120

### Process of Application

Arrangements for applications for places at UTC Reading will be made directly to UTC Reading.

The closing date for all applications (for entry to Year 10 and Post 16) will be 31 December the calendar year prior to admission (i.e. for admission in September 2023, the deadline for application would be 31 December 2022). Offers of places will be made by the end of January immediately following the deadline (i.e. January 2023 for admission in September 2023). Places not accepted by the end of the following month (i.e. February 2023 for admission in September 2023) will be re-allocated according to the procedures in the oversubscription criteria.

### Consideration of Applications

The UTC Reading will consider all applications for places at UTC Reading. Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Reading will offer places at UTC Reading to all those who have applied, though the UTC Reading will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to the UTC Reading sixth form.

## Oversubscription Criteria

Category	
A	A looked after child (as defined in the Children Act 1989) 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 UTC Reading to have been in state care outside of England and ceased to be in state care as a result of being adopted.
B	Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will include all postcodes in RG1, RG2, RG4, RG5, RG6 and RG30
C	30% of places allocated to applicants within Area 2 which will include all postcodes in RG7, RG8, RG9, RG10, RG12, RG27, RG31, RG40, RG41, RG42, RG45, GU46 and GU47
D	30% of places allocated to applicants within Area 3 which will include all postcodes in RG14, RG18, RG19, RG21, RG22, RG23, RG24, RG26, SL1, SL2, SL4, SL5, SL6, SL7, GU14, GU15, GU17, GU18, GU19, GU20 and GU51
E	Remaining 10% of places will be allocated to pupils living outside the areas listed in b to d above with those living closest to the front gates of UTC Reading (straight-line distance - using Ordnance Survey data points of school and property) being admitted.

If the number of applicants within any one area exceeds its allocated number of places, places will be allocated randomly to the applicants within that area. UTC Reading will ensure that someone independent of the UTC supervises the random allocation processes.

In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining post code areas by random allocation.

If there is the same number or fewer applicants than places available, then all applicants will be offered a place. Any unfilled places after all applicants in paragraph five have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.

Applications from sets of twins or other children from multiple births will be treated as individual applicants. This may result in one child being allocated a place under random allocation and another not.

If we are unable to distinguish between applicants on the basis of distance under Criterion 5 (because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

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

## OTHER LA / UTC STUDIO SCHOOLS

### UTC OXFORDSHIRE

ADDRESS:	Greenwood Way, Harwell, Didcot OX11 6BZ
TEL:	01235 391587
WEBSITE:	<a href="http://www.utcoxfordshire.org.uk">www.utcoxfordshire.org.uk</a>
SCHOOL TYPE:	Science/Engineering
AGE RANGE:	14-19
DfE NUMBER:	931 4008

### BICESTER TECHNOLOGY STUDIO

ADDRESS:	Queen's Avenue, Bicester, OX26 2NS
TEL:	01869 243331
WEBSITE:	<a href="http://www.bicestertechstudio.org.uk">www.bicestertechstudio.org.uk</a>
SCHOOL TYPE:	Co-educational, Non-Selective Specialism: Studio School
AGE RANGE:	14-19
DfE NUMBER:	931 4012

### FUTURES INSTITUTE BANBURY

ADDRESS:	Ruskin Road, Banbury, OX16 9HY
TEL:	01295 257942
WEBSITE:	<a href="http://www.futuresbanbury.org">www.futuresbanbury.org</a>
SCHOOL TYPE:	Co-educational, Non-Selective
AGE RANGE:	14-19
DfE NUMBER:	931 4006



## USEFUL NUMBERS AND CONTACT DETAILS

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

## OTHER LOCAL AUTHORITIES

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

## OTHER USEFUL TELEPHONE NUMBERS

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

## USEFUL WEBSITES

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

Every effort has been taken to ensure that the information in this booklet is correct at the time of going to press, but some details may be subject to change.

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# Brighter Futures for Children



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