

## Reading School Admissions Policy

### Admission Arrangements for Year 7 Boarders for entry in September 2019



#### Co-ordinated secondary admissions

Reading School's admissions process is in line with the co-ordinated secondary school admissions scheme as set out in the DfE Code of Practice 2011. These arrangements set out how Reading School will handle applications for admission to the School for Year 7 boarding.

#### Application for a place

All applications from parents *who reside in England* are covered by the co-ordinated 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 up to 3 preferences and give reasons for those preferences. Applications must also be made directly to Reading School.

For parents *who reside outside England*, applications should be made directly to Reading School only. Parents should expect to receive an acknowledgement of their application from Reading School.

Only weekly boarding is available.

For entry in September 2019 a boy's date of birth would normally fall on or between 01.09.07-31.8.08 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.

#### Reading School Admissions Numbers

The admission number for Year 7 boarding places is a maximum of 12.

#### Entrance Tests

The entrance tests will consist of two 50 minute papers, each of which assess verbal, numerical and non verbal 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. These tests can only be taken once. There are no practice papers for sale in respect of these tests. A familiarisation sheet of questions can be found on our website. They will be tests for which no additional preparation is necessary.

The raw scores will be age standardised. The ranking is determined by the aggregate of the age standardised scores of both tests. The entrance tests will take place on **Saturday 15<sup>th</sup> September 2018**. There will be other schools that will be using the same tests as Reading School. If your son takes our test after this date and is found to have taken the same test, then we will use the raw scores from the first test he took, even if it was at another school.

#### Timetable

The admissions process for routine admission into Year 7 of a secondary school in 2019, the routine admission round, begins in May 2018 and ends on 31 August 2019. The tests will take place at Reading School and the LA will offer places to applicants who reside in England on behalf of Reading School on 1 March 2019.

#### Deadline of receipt of applications

The Reading School registration form will be available online on 1<sup>st</sup> May 2018. For families without online access, please contact the admissions office. Applicants applying for entry to Year 7 in September 2019 should submit the form to the school **by midnight on Tuesday 19<sup>th</sup> June 2018**. Applicants must also submit the Suitability for Boarding form.

#### Applications received after the deadline

Applications received after the deadline will be treated as late applications and will not be accepted. However, applications that are received late for a good reason may be considered, if evidence of exceptional circumstances are given. Such cases might be if illness prevented a single parent/carer from returning the form on time, if the reason for lateness is supported in writing by a medical professional involved in the case or if the applicant has moved into the area after the deadline (evidence will be required). Any such candidates will be tested in June 2019. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

#### Admissions outside of the routine admissions round – Non-routine admissions

Applications for entry to Year 7 after the end of the routine admission round and applications for entry to Years 8, 9 or 10 at any time are treated as non-routine admissions. Applications must be made directly to Reading School. Attention is drawn to the policy 'Non-Routine Admission Arrangements'.

## **Inclusion**

The parents of any child with special educational needs or a disability, who are applying for a place at the School, should write to the Admissions Officer at Reading School so that any special arrangements that might need to be made to enable the child to take the entrance tests, 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. Reading School may contact the applicant's primary school to verify and confirm existing arrangements.

## **Fraudulent Applications**

Any information that is subsequently proven to have been provided fraudulently will potentially invalidate that application.

## **Oversubscription Criteria**

After the admission of boys who have a statement of special educational needs or an Educational 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 be deemed not to benefit from the style of education provided at Reading School and these students will not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below.

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.

- i) The applicant is a looked after child or previously looked after child<sup>1</sup>
- ii) Children of members of the UK Armed Forces eligible for the service premium.
- iii) The applicant has a boarding need.
- iv) All other applicants

A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves. Parents of children above the cut-off point who change their preference following allocation day i.e because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria.

## **The tie-break situation**

In the event of 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 1.40 of the School Admissions Code 2011, 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 19<sup>th</sup> June 2018.

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<sup>1</sup> 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 definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardian ship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order
  - Adoption Order

**Children who are not in the normal age group**

Applicants must be studying in Year 6 at the time of testing. Applicants who sit the tests early and are not successful, will only be permitted to apply again the following year provided they are repeating Year 6. Written confirmation from the school will be requested. Any boy who has moved on to Year 7 will **not** be accepted.

**Offer date**

On the national offer date of 1 March 2019 the home LA will inform all parents/carers, residing in England, of the school allocated to their child. On 1 March 2019, for applicants who reside outside England only, Reading School will make offers of places, when applicable.

**Results**

Reading School will post results of tests to parents in advance of the Common Application date (31<sup>st</sup> October 2018). If your son is assessed as suitable for admission to Reading School, you may wish to list Reading School as one of your preferences on your Common Application Form. However being assessed as suitable for Reading School will not guarantee that your son will be offered a place as it is extremely likely that more boys will qualify for places than the School can accommodate. In this case we will apply our oversubscription criteria as listed above.

**Waiting lists**

During the routine admission round a 'waiting list', as detailed above, will be administered if the school has more applicants than places available. Reading School will keep a waiting list open until 31<sup>st</sup> January 2020. This list will be made available to the LA who will offer places on our behalf for parents who reside in England. From 1 March 2019, Reading School will offer places when appropriate to parents who reside outside England.

**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'.

**Passport Requirements**

All students must be entitled to hold a full British Citizen passport, be a national of the European Economic Area or have the right of residence in the United Kingdom. The holding of a British Overseas or British Dependent Territories passport does not make a child eligible for a State Boarding School education, neither does a temporary student visa.

**Reading School Admissions Numbers**

The Admission Number for boarding places in Year 7 in September 2019 is 12.