

Reading School Admissions Policy Non-Routine Admission Arrangements



Application for day and boarding places

Applications must be made directly to Reading School.

Entrance Tests

The entrance tests will be taken at Reading School. The Entrance Test will be in two parts:

- Part One: Verbal, Numerical and Non-Verbal.
Part Two: English Comprehension extension question.

The Verbal, Numerical and Non-Verbal questions are set by a nationally recognised assessment body. The English extension question will test literacy. The results of the Part One Verbal, Numerical and Non-Verbal questions will be combined, standardised, and placed in rank order. On the basis of this rank order, the top candidates, in order of rank, will then have their comprehension questions assessed. The results of the Verbal, Numerical and Non-Verbal tests, and the English extension questions will be combined. The combined rankings will be used to determine the rank order of candidates.

The tests assess verbal, numerical and non-verbal ability and will be such that no additional preparation is necessary. No past papers are available and no further information with respect to the tests will be given. A familiarisation website for Part One of the tests can be found at: <https://www.intuproject.org/CEMSelect/CSFamiliarisation.swf>

Timetable

There is no set timetable for non-routine admissions. Reading School will only test an applicant if there is a place available.

Designated area for Day Applications

The designated area is determined by the postcode of the student's home address and guidance on the designated area is given in the School prospectus. Further clarification can be obtained from the School's Admission Office. Students must be resident in the designated area of the school by the date of testing to qualify as living in the designated area. This must be the student's permanent home address with their parent(s) / carer(s), e.g. the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday) and the school may ask for documentary evidence to support the application. The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

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 current 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 who are applying for a boarding place or who live within the designated area and are applying for a day place will be ranked strictly by their performance in the test, however priority will be given to applicants in the following categories.

Day Applicants:

- i) The applicant is a looked after child or previously looked after child¹
- ii) The permanent home address of the student is within the designated area of the school and the student is pupil premium child². 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.
- iii) The permanent home address of the student is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the student.
- iv) Students whose home address is NOT in the designated area of the school.

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. Equally any child ranked as category iv) who moves into the designated area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category iii).

Boarding Applicants:

- i) The applicant is a looked after child or previously looked after child
- 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.

The 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.

For boarding applicants, 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.

Children who are not in the normal age group

Applications from boys who are not in the normal year group will only be considered in exceptional circumstances. Further clarification can be obtained from the School's Admission Office.

Offers

Reading School will post results to parents informing them how their sons have performed in the tests and offer places where appropriate within three weeks of the date of testing.

Waiting lists

The list as described in the oversubscription criteria will be kept open until the end of the January following the tests.

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.

¹ 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

² Pupil Premium are those pupils who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The [service premium](#) is designed to support children with parents serving in the regular British 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 3 years or 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)

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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.

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 Admission Numbers

The standard admission number for each year is:

Year 7, 150 (138 day and 12 boarding);

Year 8, 124 (112 day and 12 boarding);

Year 9, 124

Year 10, 124

Year 11, 124

Year 12, 15.