



READING SCHOOL

ADMISSION GUIDELINES
FOR ENTRY TO YEAR 7 IN SEPTEMBER 2018

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INTRODUCTION

The purpose of this booklet is to outline the entry procedures for prospective students aiming to join Reading School in September 2018 as a Year 7 student, both day and boarding. It also contains our full admission procedures for admission arrangements into Year 7, day and boarding, for the 2018/19 academic year.

Parents are advised to read this document carefully prior to making an application on behalf of their son so that they fully understand the steps they must take and are aware of the key dates in the process.

Copies of this guide, application forms and our admissions policies are also available on the admissions section of our website: www.reading-school.co.uk

The guide is organised under the following key headings:

1. Year 7 admissions
2. The Designated Area
3. Open events
4. Summary of key dates
5. Format of entrance tests
6. Access arrangements for entrance tests
7. Test day
8. Notification of test results
9. Admissions Procedure for Year 7 places for day boys in 2018
10. Admissions Procedure for Year 7 Boarders in 2018

1. Year 7 Admissions

There are 138 day places and 12 boarding places for entry in September 2018. Selection for entry is as described in this booklet and in the 'Admissions Arrangements for Entry into Year 7 in September 2018'.

Applications must be made on the appropriate Local Authority Common Application Form (CAF). Boys currently at a state school will have this form automatically sent to them. However, if they are in the independent sector, they will need to ask their Local Authority for the form.

A separate application to register for the entrance test must be made directly to Reading School.

The **sole purpose** of registration is to enable your son to sit the entrance test. Please note – registering for the test is **not** an application for a place at Reading School and is **not** considered to be an expression of interest in Reading School. At this stage you are simply asking for your son to sit the entrance test for Year 7 entry. On the basis of the results of that test, you may choose to apply to Reading School.

Please note that you cannot apply for both a day and boarding place. If you apply for a boarding place, are offered and accept a place, there is no right of transfer to a day place. The only time you can transfer is at the end of Year 11 for Sixth Form, and then only if you are resident in the designated area.

1.1 Grammar Schools taking the same test on the same day

Reading School is part of a group of Grammar Schools who will be using a common admissions test on **Saturday 16th September 2017** for the September 2018 intake. The group includes Reading School, Kendrick School, the Slough Consortium of Grammar Schools, Ilford County High School, Woodford County High School and Chelmsford County High School. In addition, there are other schools in the wider geographical area who will be using the same test on the same day.

Applicants for any of these schools can only sit the test **once**; the raw marks from the test will be passed to the other schools for inclusion in the appropriate standardisation sample but only if you have registered with one or more of the named schools. All schools within the consortium will hold the admissions test on the same day. Please read the advice below if you think you are likely to place both Reading School and one or more of the Schools listed above as preferences on your Common Application Form (CAF).

CEM Entrance Assessment for 2018 Entry (note from the exam providers)

- This test may be taken at only **ONE** of the schools listed
- If you are applying to more than one school, you **MUST** register with **EACH** school, according to their admissions policy. Your son's scores can only be shared with those schools for which he is registered
- When completing the registration form, please indicate the **ONE** school where your son will sit the test.

1.2 Registering for the Test

In accordance with the School Admissions Code, the school is required to conduct the Entrance Test so that parents can be informed of the outcome before the deadline for submitting the CAF to their home Local Authority (**31st October**). Parents are therefore advised to submit the online registration form to Reading School to register for the Entrance Tests no later than midday on **20th June 2017**. You are then asked to submit the common application form to the home Local Authority no later than **31st October 2017**. If you wish to know the outcome of the test before completing the school preference form (CAF) then please wait to complete your form until after you have received the results of the entrance test. The results of the test will be sent out mid-October and in plenty of time to meet the **31st October** deadline.

1.3 Completing the Online Registration Process

Reading School online registration will be available to complete via the school website from **1st May 2017** and must be completed and submitted to Reading School no later than **midday on 20th June 2017**. The school will acknowledge receipt of the online registration by email. If parents have any issues completing the online form, then please contact the admissions office who will be pleased to assist.

You will receive a unique log in and it is important to keep this information safe as entrance test information and timings will be sent via email and you will require this unique identifier to access the information. The results of the test will also be accessible with this unique identifier.

PLEASE NOTE: The online system will close at midday on 20th June 2017. Late registration will not be accepted unless in accordance with the admissions policy.

TEST VENUE AND SHARING OF SCORES: Please indicate on the online registration form where your son will be sitting the test. Parents who are considering registration for Reading School and any other school using the same test on the same day **must** read the registration form carefully and select the centre at which they wish their son to sit the test. For example, if you wish your son to sit the test at Reading School and share his raw score with the Slough Consortium, you **MUST** register an application with the Slough Consortium but indicate on their registration form that he is sitting the test at Reading School.

Some parents may be considering including one or more Slough Grammar Schools on the Common Application Form or one of the other named Grammar Schools within the Consortium. These schools and Reading School will be using the same test on the same day, and it is not possible for pupils to sit the test more than once.

However, parents whose son sits the test at Reading School may request that the raw score is shared with one of the other schools/consortiums for inclusion in their standardisation. Similarly, parents whose son sits the test at one of the other schools/consortiums may request that the raw score is shared with Reading School for inclusion in the Reading School standardisation.

In either of these cases, parents would subsequently receive two sets of results, for example, one from the Slough consortium, the other from Reading School. These standardised results will be different, as the same raw score is being compared to those of a different cohort of children. Indeed, the standardisation process may differ from school to school.

Scores cannot be retrospectively shared after the standardisation process has taken place.

IMPORTANT: You must use exactly the same details for your son when registering at different schools. This includes first name, surname, date of birth, and address. Failure to do this could severely delay your application and may mean that your son's details cannot be matched in order to share scores.

TEST DAY - CLASHES WITH OTHER GRAMMAR SCHOOLS: Your son can only be in one place to sit a test on Saturday 16th September 2017 regardless of the test provider. Priority should always be given to your first preference school. However, if there is a conflict with dates and the name of the school does not appear in the drop down list on the registration form, then please select 'Other' and name the school when prompted.

1.4 What if my son is ill on the day?

If your son is ill on the day of the tests and you can supply a Doctor's certificate dated 16th September 2017, arrangements will be made for him to take the test on another set date.

1.5 Completing the Common Application Form (CAF)

If you live outside Reading, you must apply through your own Local Authority even if the candidate attends a Reading school. The CAF is issued by the candidate's primary school or can be obtained directly from your Local Authority. However, the majority of applicants now complete the CAF online and this method has many advantages. You will receive a unique log in, and can change your preferences up to midnight of the deadline for submission. On the CAF you must list all the state schools you wish to apply for including grammar schools both in and outside your own area.

Your preferences should be placed on the CAF in rank order. ***List the schools to which you are applying in your genuinely preferred order.*** All preferences are considered using the over-subscription criteria for each school. Where a student can be placed at more than one school, the offer will be for the highest ranked school where places are available.

Local Authorities will make offers to eligible students using the stated admission criteria for each school. It is therefore very important to find out the particular admission requirements for each school you are interested in. These will be published on each school's website.

You will be notified which school your son has been allocated through your Local Authority on 1st March 2018 – this is the national allocation day.

2. The designated area

Reading School is unable to offer a place to every applicant. Therefore, we operate a 'designated area' as part of its oversubscription criteria. For more information on our oversubscription criteria, please read the relevant admissions policy.

Places will be offered to applicants who are ranked high enough according to the entrance test scores and who reside within the designated area. Only if there are further places available will applicants who live outside the designated area be considered. **In order to be considered as living in the designated area, your address on 31st August 2017 will be the address that is used for entry into Year 7.** 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.

NB: If you son is offered a place at Reading School, proof of address will be sought.

The designated area consists of all post codes starting with:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG10, RG12, RG18, RG19, RG30, RG31, RG40, RG41, RG42, RG45.

RG9 1, RG9 2, RG9 3, RG9 4 & RG9 5

RG14 1, RG14 2, RG14 3, RG14 5, RG14 6 & RG14 7

RG20 4, RG20 5, RG20 6 & part of RG20 7 (east of A34)

RG26 3, RG26 4 & part of RG26 5 (north of A339)

RG27 0 & parts of RG27 8 & RG27 9 (north of M3)

GU15 1, GU15 2, GU15 3 & GU15 4

GU17 0 & GU17 9

GU19 5

GU46 6 & GU46 7

GU47 0, GU47 8 & GU47 9

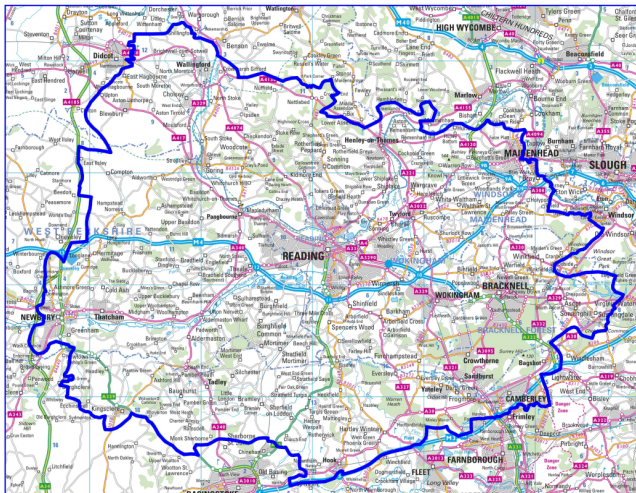
OX10 0, OX10 8, OX10 9 & part of OX10 6 (south of A4130)

OX11 9

SL4 4

SL5 0, SL5 7, SL5 8 & SL5 9

SL6 1, SL6 2, SL6 3, SL6 4, SL6 5, SL6 6 & SL6 7



3. Open events

The Open Day for prospective Year 7 entrants for September 2018 is on Thursday 27th April 2017 from 3.00pm. Parents and students currently in Year 5 are welcome to visit the school and hear an address by Mr Robson, Headmaster and Mr Evans, Deputy Headmaster, who will speak about the school and the admissions process every half hour from 3.30pm to 7.30pm during the evening. A copy of the current prospectus will be available on arrival. No appointment is necessary.

Please note there will be no parking available on the school site during these events. The nearest public car parks are the Queen's Road multi-storey or The Oracle, which are both an approximate 15 minute walk from the school. Please be respectful of our neighbours if you choose to park on the roads near to the school.

We have a Boarding Open Morning scheduled for **Saturday 20th May at 10.00am**. There will be an opportunity to meet the Housemasters and Boarding Staff, and to tour the School and Boarding Houses. **If you would like to visit the School on this day, please contact the Admissions Office to make an appointment.**

4. Summary of key dates

Year 7 Familiarisation Booklet available from:	27 th April 2017
Open Days	Thursday 27 th April – 3.00pm – 7.30pm Saturday 20 th May – 10.00am (Boarders only)
Online Registration Forms available from:	1 st May 2017
Registration Forms to be returned to Reading School	By midday on Tuesday 20 th June 2017
Test Day	Year 7: Saturday 16 th September 2017
Supplementary Test Day (medical evidence will be required)	Monday 25 th September 2017
Test Results posted and available online from Reading School	Mid-October 2017
Deadline for submitting CAF to home Local Authority	31 st October 2017
Offer date from home Local Authority (Year 7)	1 st March 2018

5. Format of entrance tests

5.1 Tests for prospective Year 7 students

The entrance test is provided by the Centre for Evaluation and Monitoring (CEM) at the University of Durham. The test will comprise two separate papers, each lasting approximately 50 minutes and administered within a one hour period.

Each test will assess Verbal, Non-Verbal and Numerical ability. Candidates are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics and to be able to apply these creatively. **They will be tests for which no additional preparation is necessary.** There are no practice papers but a familiarisation sheet will be available on the school website and on request. **ALL** questions on both papers are multiple choice. Pupils indicate their answers on an answer sheet.

There will be a short break between the tests when candidates will be able to have a drink and a snack and go to the toilet if necessary.

Candidates will be supervised throughout by members of staff and supported by senior students. The instructions for the tests will be provided by a prepared audio soundtrack. *(Reading School reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable).*

Entrance tests will be taken at Reading School on **Saturday 16th September 2017** in the morning over two sessions. Applicants will be sent details (including special arrangements where necessary) no later than one week prior to the test day. It is not possible to request a particular session. Please therefore do not ask for special consideration in this respect.

All applicants will be sent a registration form online to which a photo of the candidate will be attached. We ask that parents print off the registration form and ask the current primary school to sign it and use their school stamp to confirm that the photo is a true likeness of the candidate and confirm his date of birth. **Applicants must bring this completed registration form with them on the test day.**

Equipment

The candidate should bring with him 2 HB pencils and a rubber. Please note that the use of dictionaries, electronic calculators of any description (including calculator watches), stopwatches or timers are not permitted. Please do not allow your son to bring them to the examination. Mobile phones, iPads or any other electronic aids should not be brought to the test.

Drinks and snacks are not permitted during the tests unless you have notified the Admissions Office in writing of a specific medical condition in advance of the test.

Illness on the Test Day

If on the morning of 16th September, or the days immediately prior to the tests, a candidate is judged to be too ill to sit the test on 16th September he may, on production of supporting medical information, be given an opportunity to take the test at the supplementary test day. **There will be no other opportunity to sit the test.** This is in the interest of security and fairness to all candidates.

5.2 Test Results and standardisation

Papers are marked centrally by CEM who then carry out a standardisation process.

Standardisation is a statistical procedure whereby raw scores (number of questions answered correctly) are converted to standardised scores to make it fair for candidates of all ages. The procedure takes into account the scores and ages of all the candidates that take the test on the same day and for the same school.

6. Access Arrangements for Year 7 entrance tests

We recognise that some applicants may have special educational needs that require special arrangements made for the tests. Parents should inform the school **in writing, in advance** of the tests by completing the relevant section of the registration form so that the appropriate arrangements can be made. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the candidate's current school. Reading School may contact the candidate's current school to verify and confirm existing arrangements.

A general rule would be that if your son regularly receives additional time to complete assignments in school, or would be eligible for additional time for examination purposes, he may be eligible for additional time in the entrance tests.

There may also be other reasons for special consideration, e.g. visual impairment or physical disability.

In addition, if your son has English as an Additional Language and has been resident in the UK for less than two years at the time of taking the test, please ensure the admissions office are made aware of this no less than one week prior to the entrance tests.

Similarly, illnesses or other conditions can arise in the week leading up to the test. Parents are advised to contact the school immediately to discuss the most appropriate test arrangements for their son. Also in the event of applicants taking the test despite illness on the day, it is advisable to notify staff on arrival at the school.

7. Test Day

Year 7 Applicants: all tests (day and boarding) will be taken at Reading School on **Saturday 16th September 2017** in the morning. Applicants will be sent details (including special arrangements where necessary) no later than one week prior to the test day. As there are two sittings for the test and we are unable to confirm whether first or second sittings have been allocated, you are asked to keep the whole day free. Due to the large number of applications received we are not able to alter test sittings once they have been allocated. Please therefore do not ask for special consideration in this respect.

All applicants will be sent a registration form online to which a photo of the candidate will be attached. We ask that your son's primary school sign the registration form and use their school stamp to confirm that the photo is a true likeness of your son and confirm his date of birth. Your son must bring this registration form with him on the test day.

Year 7 Boarders: Please note applicants will have the opportunity to attend a taster evening in one of our boarding houses. Details will be sent with the arrangements for the test day.

8. Notification of Test Results

The parent/carer of the applicant will be sent the results of the entrance tests before the deadline for submission of the Common Application Form by post and electronically. The target date for this is mid-October. The result notified will be the total standardised score of both tests. The raw score attained will **not** be given. In this letter the applicant will be informed if they have met the standard for Reading School. However, meeting the standard does not guarantee a place at Reading School. An offer is dependent upon:

- The applicant including Reading School as a preferred school on the CAF
- The number of candidates with a qualifying score who put Reading School on their CAF
- The resulting rank order adjusted for those living within the designated area
- The application, if required, of the oversubscription criteria.

Please be aware that if your son is sitting the entrance test for more than one school, the standardised scores will differ from school to school. This is because each school will standardise against the cohort sitting the entrance tests for that particular school.

We do not publish the pass mark in advance of the tests. The decision regarding the pass mark will be made by the Governing Body Admissions' Committee prior to the publication of results.

You will be notified which school your son has been allocated through your Local Authority on 1st March 2018 – this is the national offer day. You will also receive a letter from Reading School if your son has been offered a place.

If you son is not offered a place at the school of your choice, you have a right to appeal against this decision to an Independent Appeal Panel. Details of how to appeal can be obtained from your Local Authority.



9. Reading School Admissions Arrangements for Year 7 places for day boys for entry in September 2018

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.

School covered by these arrangements

These admission arrangements apply to Reading School.

Application for a place

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. In addition, applications must be made directly to Reading School.

For entry in September 2018 a boy's date of birth would normally fall on or between 01.09.06-31.8.07 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

The entrance tests will consist of two 50 minute papers, each of which assesses 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 16th September 2017**. 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 2018, the routine admission round, begins in May 2017 and ends on 31 August 2018.

Applications must be made to Reading School in addition to the LA. The tests will take place at Reading School and the LA will offer places on behalf of Reading School on 1 March 2018.

Deadline of receipt of applications

The Reading School registration form will be available online on 1st May 2017. For families without online access, please contact the school admissions office. Applicants applying for entry to Year 7 in September 2018 should submit the form to the school **by midday on Tuesday 20th June 2017**.

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 2018. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

Admissions outside 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. Reading School has accepted Reading Local Authority's In Year Fair Access Protocol. Attention is drawn to the Reading School policy 'Non-Routine Admission Arrangements'.

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 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 designated area. Only if there are further places available will students who achieve the academic standard and live outside the designated area be considered. **In order to be considered as living in the designated area, the student's address on 31st August 2017 will be the address that is used.** 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 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 in the following order and within each category strictly by their performance in the test

- 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 or service 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).

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)

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.

Children who are not in the normal age group

Such boys 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

The home LA will inform all parents/carers in writing of the school allocated to their child on the national offer date of 1 March 2018.

Results

Reading School will post results of tests to parents in advance of the Common Application date (31st October 2017). 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 31st January 2019. This list will be made available to the LA who will offer places on our behalf should a vacancy arise.

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 day places in Year 7 in September 2018 is 138.

10. Reading School Admission Arrangements for Year 7 Boarders for entry in September 2018



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 2018 a boy's date of birth would normally fall on or between 01.09.06-31.8.07 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 16th September 2017**. 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 2018, the routine admission round, begins in May 2017 and ends on 31 August 2018. 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 2018.

Deadline of receipt of applications

The Reading School registration form will be available online on 1st May 2017. For families without online access, please contact the admissions office. Applicants applying for entry to Year 7 in September 2018 should submit the form to the school **by midday on Tuesday 20th June 2017**. 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 2018. 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 child³
- 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.

³ 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 guardianship 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
- Confirmation by the local authority the child has the following order
 - Adoption Order

A Suitability for Boarding Form should be returned to Reading School with the Reading School Registration Form by 20th June 2017.

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 2018 the home LA will inform all parents/carers, residing in England, of the school allocated to their child. On 1 March 2018, 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 (31st October 2017). 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 31st January 2019. 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 2018, 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 2018 is 12.

READING SCHOOL

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