

**Reading School
Admissions Policy
Admissions Arrangements for Year 7 places for day boys
for entry in September 2020**



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 2014.

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 a number of preferences and reasons for those preferences.

For entry in September 2020 a boy's date of birth would normally fall on or between 01.09.08-31.8.09 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 14th September 2019**. 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 2020, the routine admission round, begins in May 2019 and ends on 31 August 2020.

The tests will take place at Reading School and the LA will offer places on behalf of Reading School on 2 March 2020.

Deadline for Registration for the Entrance Test

The Reading School registration form will be available online on 1st May 2019. For families without online access, please contact the school admissions office. Applicants applying for entry to Year 7 in September 2020 should submit the form to the school **by midnight on Friday 14th June 2019**.

Registration for the entrance test received after the deadline

Registrations received after the deadline will be treated as late registration and will not be accepted. However, registrations 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 2020. 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 2019 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.

If the home address changes between registering for the entrance test and 31st August 2019, parents must provide proof of the new address which will be requested by Reading School.

Applicants may also need to produce 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 you and your family to live in or that 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 31st August 2019, the new address can only be taken into account after National Offer Day on 1st March 2020.

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. Reading School reserves the right to carry out random checks at any time and this may include a home visit.

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the pupil has started at the school. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

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.

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 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 will contact the applicant's primary school to verify and confirm existing arrangements. If it is unclear what additional arrangements are required, a SENCO to SENCO conversation will take place.

Fraudulent Applications

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

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 not be considered for admission to the school and not therefore ranked according to the over-subscription 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 1

The applicant is a looked after child or previously looked after child¹ (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 arrangements order or special guardianship order) 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.

Category 2

The applicant 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.

Category 3

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 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 Monday 2nd March 2020. 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.

Category 4

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.

Category 5

Students whose home address is NOT in the designated area of the school.

Waiting List

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 5 who moves into the designated area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category 4.

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 2nd March 2020.

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 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 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 5 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)

Results

Reading School will post results of tests securely online to parents in advance of the Common Application date (31st October 2019). 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 2021. 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 2020 is 138.