

Reading School In-Year Admissions Policy for entry in 2026

These arrangements set out how Reading School will handle In-Year applications for in year admission to the School for Year's 7 - 11 should there be a vacant place.

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 consist of content included in the national curriculum relevant to the year group.

The questions are set by a nationally recognised assessment body. The results of the test will be standardised and placed in rank order. The rankings will be used to determine the rank order of candidates.

The tests assess content included in the national curriculum relevant to the year group 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.

Timetable

Reading School will notify parents in writing within 15 school days of the date for the assessment of ability. The assessments will normally take place in June of the relevant academic year. If a space in a particular year group becomes available prior to this date, then Reading School will invite all applicants to sit the test at a specified time and date giving a minimum of 2 weeks' notice.

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 given on the school website. Further clarification can be obtained from the School's Admission Office. Students must be resident in the Catchment area of the school by the date of testing to qualify as living in the Catchment 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 most 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 Catchment area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces. Offers of day places will only be made to applicants living in the UK at the time of testing.

Reading School will 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 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.

We expect any rental agreement signed between a tenant and landlord to be administered either by a reputable estate/letting agent who is signed up to the Property Ombudsman or ARLA (PropertyMark), and/or signed up with a government-approved Tenancy Deposit Scheme (TDP). We will not accept any rental agreements which do not conform to this standard. <https://www.gov.uk/tenancy-deposit-protection>

The Catchment Area consists of all post codes starting:

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

Inclusion

The places offered each year will be the number remaining after the school has admitted boys with an Education Health and Care Plan (EHCP) who meet the school's eligible score and whose EHCP names Reading School

If your child has special educational or medical needs which may require positive action, you must inform the School via the Registration Form to ensure appropriate arrangements are made for the entrance test sitting. It would be expected that there would be supporting information from an accredited professional recommending arrangements appropriate to the need sent to admissions@reading-school.co.uk as soon as you complete the registration form. 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 will contact the candidate'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. Possible adjustments may include but are not limited to extra time, scribes and modified formats of the test. Where alternative assessment methods are required, candidates must demonstrate ability commensurate with other students in the year group. It is for the school to decide what adjustments are appropriate, having taken account of all the information provided.

Children with an Education Health and Care plan (EHC plan) are admitted under separate statutory procedures, and not under this policy. In the normal admission round, children who qualify and who have EHC plan that names Reading School will be admitted prior to the allocation of places to other candidates, and the number of places available to other children within the PAN for that year group will be reduced. At all other times, children who qualify and have an EHC plan that names Reading School will be admitted even if that means going over the PAN for that year group.

In exceptional circumstances applications may be received for children who are being taught in a school year group outside that which is appropriate to their age. Where this arises, parents 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 school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also consider the views of the head teacher at the school concerned

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 achieve the eligible score, the following oversubscription criteria will be applied if there are more applicants than places available. An eligible score will be determined, below which 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 eligible score who are applying for a boarding place or who live within the Catchment 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:

- Category 1 The candidate is a looked after child or previously looked after child who achieve the eligible score or above for Reading School, for this particular year of entry up to and including five marks below the eligible score. 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) or (c) the applicant was previously in care outside of England. 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).
- Category 2 The student is Pupil Premium or Service Premium child who achieve the eligible score or above for Reading School, for this particular year of entry or whose scores are up to and including five marks below the eligible score (including any re-offers which are made from the waiting list in this category). 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.
- Category 3 Children living with a social or welfare Need: Day applicants must be living within the catchment area at the time of the test. Children for whom it can be demonstrated that they have a significant social or welfare need to attend the school. Applications under this criterion must be supported by written evidence from a relevant professional, such as a doctor, social worker, or other specialist, outlining the child's or family's social or welfare circumstances. The evidence should explain why these needs can only be met by the child attending this specific school, as opposed to another local school.
- Priority under this criterion will only be given in exceptional cases where the evidence shows that attending the designated school is essential for the well-being of the child.
- Category 4 For day applicants the permanent home address of the student is within the Catchment 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 Catchment 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 eligible score 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 Catchment area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category iii).

Boarding Applicants:

- Category 1 The candidate is a looked after child or previously looked after child who achieve the eligible score or above for Reading School, for this particular year of entry up to and including five marks below the eligible score. 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) or (c) the applicant was previously in care outside of England. 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).
- Category 2 The student is Pupil Premium or Service Premium child who achieve the eligible score or above for Reading School, for this particular year of entry or whose scores are up to and including five marks below the eligible score (including any re-offers which are made from the waiting list in this category). 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.
- Category 3 The applicant has a boarding need. Children for whom it can be demonstrated that they have a significant boarding, social or welfare need to attend the school. Applications under this criterion must be supported by written evidence from a relevant professional, such as a doctor, social worker, or other specialist, outlining the child's or family's social or welfare circumstances. The evidence should explain why these needs can only be met by the child attending this specific school as a boarder, as opposed to another local school.
- Priority under this criterion will only be given in exceptional cases where the evidence shows that attending the designated school is essential for the well-being of the child.
- Category 4 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 email 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, Social or Welfare need

A Boarding Need can be defined as a child who needs to attend boarding. A Social/Welfare need is a child who needs to attend the school.

Priority under this criterion will only be given in exceptional cases where the evidence shows that attending the designated school is essential for the well-being of the child.

Examples of evidence that could support an application under the **Boarding or Social or Welfare Need** criterion might include but is not limited to:

Boarding Need:

- 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.

Documentation to support **Social or Welfare** need could include, but is not limited to:

1. Social Worker Reports:

A report from a social worker or caseworker that details the family's or child's circumstances (e.g., involvement in child protection plans, foster care placements) and why the school's location or resources are uniquely suited to meet the child's needs.

2. Police or Court Documents:

Where there are safety concerns, such as a restraining order, witness protection, or family relocation due to domestic violence, which make it essential for the child to attend a school in a specific area.

3. Housing or Refuge Documentation:

Evidence from housing officers or support workers in cases where the family is living in temporary accommodation, a women's refuge, or where relocation to a particular area is essential due to social welfare needs.

4. Support Letters from Charities or Advocacy Groups:

A letter from a charity or non-profit organisation (e.g., domestic abuse or disability support services) providing evidence that the child or family has received support from the organisation and that attending the specific school will benefit their social welfare.

Suitability for boarding

In accordance with paragraph 1.40 of the School Admissions Code 2014, 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 or have the right of residence in the UK according to prevailing legislation.

Reading School Admission Numbers

The standard admission number for each year is:

- Year 7, 150 (138 day and 12 boarding);
- Year 8, 150 (138 day and 12 boarding);
- Year 9, 150 (138 day and 12 boarding);
- Year 10, 150 (138 day and 12 boarding);
- Year 11, 150 (138 day and 12 boarding);

Appeals

Parents and students have the right of appeal to an Independent Appeal Panel if they are not offered a place. Further details can be obtained online at Reading Borough Council's website www.reading.gov.uk/educationandlearning