Year 12 Day Admissions Policy

Reading School welcomes applications from both internal and external students who wish to join Reading School Sixth Form for their post-16 education. All students in the current Year 11 at Reading School who meet the entry requirements of their conditional offers will automatically obtain a place. There is no guarantee of a place being available in Year 12 for external applicants. However, the minimum qualifying academic requirements apply equally to both internal and external applicants.

Reading School ('the School') is a designated grammar school and operates as a single-sex academy. The Governing Body is the admissions authority and follows the School Admissions Code 2021.

Students may apply for a place if their sixteenth birthday falls between 1st September and 31st August (inclusive) of the academic year in which they apply. If their fifteenth birthday falls within this period, students may apply for a place for entry into the School one academic year early provided they are in Year 11 at secondary school and a letter of recommendation is received from the Head Teacher. Entry for these students would be at the discretion of the Governors – see Appendix.

Education at Reading School is free, and admission is not dependent on any voluntary financial contribution.

Entry is selective by ability and based on a process designed to identify students whose needs are best met by the school's academic provision. This policy adheres to the Equality Act 2010. This policy applies to admissions for entry in 2027.

All enquiries about admissions should be directed to sixthformadmissions@reading-school.co.uk, with your child's full name in the title. Families are expected to read the full admissions policy and guidance before making contact.

Published Admission Number

The school offers 180 places for entry into the Sixth Form each year, with no specified number for day or boarding pupils. In a typical year about 145 internal students will qualify to enter the Sixth Form, leaving a minimum of 35 further places for external students. The Admissions Number may be exceeded if that enables Reading School to improve the viability of projected teaching group sizes in minority subjects (i.e. to preserve a broad curriculum and for reasons of efficiency) and/or if it means that the number of students eligible for Pupil Premium or Looked After/Previously Looked After Children can be increased.

Converting from Boarding to Day

It is NOT permitted to convert a boarding place into a day school place at any point after conditional offer.

Because boarding and day places are offered separately, a boy withdrawn from boarding in Years 12-13 inclusive will be treated as having been withdrawn from Reading School entirely.

Converting from Day to Boarding

Any student considering a Boarding place for Sixth Form is welcome to contact boarding@readingschool.co.uk (or internal students can speak to either of the Housemasters). Any formal change of preference from Day to Boarding needs to be sent to sixthformadmissions@reading-school.co.uk **Applications**

Applications must be made directly to Reading School.

Applications can be made online via Reading School - Year 12 Entry from 1st December 2026 until 30th January 2027. You will receive email confirmation of the application.

Applications received after the deadline will be treated as late applications but may be considered if submitted by 1 September 2027. Late applications will be considered once all on time applications have been dealt with.

Catchment Area

Due to oversubscription, it is likely that only day students living in the catchment area will receive offers. Please see Appendix 3 and 4 for further details on addresses.

Moving into the catchment area before GCSE results day will not change the original decision made as to whether to make an offer or not. Rather, it will allow a review of the application which could result in a change in waiting list position or if there is space in subjects, an offer being made.

Subject List

The Sixth Form Information Booklet sets out the subjects delivered in the Sixth Form. While the School's policy is to offer a very broad curriculum, and every effort is made to accommodate any combination of A level subjects, places on a very few specific subject courses may be limited due to staffing constraints.

It is therefore possible that an applicant who chooses less popular subjects is offered a place, even though their overall points from their Best 8 GCSE results may be lower than applicants that have not been offered a place.

Admission is subject to maximum set sizes not being exceeded in individual subjects. It is important to note that the School may not be able to offer places to all external applicants who meet the minimum entry criteria.

If there are insufficient students applying for a specific subject to create a viable teaching group it may be necessary, in exceptional circumstances, to withdraw that subject from the options on offer.

Entry Requirements

Applicants must have achieved:

- The equivalent of a total of at least 56 points from 8 GCSE subjects if studying 3 A Levels (OR 64 points if studying 4 A Levels)
- AND at least a grade 5 at GCSE in Mathematics AND English (or a DfE recognised equivalency)
- AND met the individual subject requirements as published in the Sixth Form Information Booklet here.

If a student is Pupil or Service Premium or (Previously) Looked After Child, then the equivalent of a total of at least 54 points from 8 GCSE subjects and at least a grade 5 at GCSE in Mathematics and English (or a recognised equivalency) is required. Subject requirements remain as in the Sixth Form Information Booklet.

In addition, we will use the following equivalency points:

IGCSE:	AS Level Points:	Old GCSE/IGCSE:
A* 8.5 A 7 B 5.5 C 4 D 3 E 2 F 1.5 G 1	A = 10 B = 8 C = 6 D = 4 E = 2 U = 0	A* = 8 A = 7 B = 6 C = 5 D = 4 E = 3

If a student is not studying GCSE or IGCSE, then ENIC equivalency must be sought by the applicant. If ENIC are unable to give a GCSE equivalency, then we will not be able to consider the application further.

Offers

Receiving a conditional offer does **not guarantee** a place at Reading School.

Applicants achieving below the relevant Best 8 and/or subject points threshold will not be considered for admission to the School and not therefore ranked according to the oversubscription criteria.

The conditional offer letters are specific and firm regarding subjects. It is only under exceptional circumstances that a change (or drop) of subject will be permitted at any point. Instances of this are rare, and the Headmaster will make a final decision. External students receiving conditional offers that are based on choosing undersubscribed subjects must retain these subjects for the duration of their studies.

Internal Students:

Based on their predicted grades, Year 11 students from Reading School may be made a conditional offer in mid-March 2027, conditional upon them achieving the required GCSE grades and living in the catchment area at the point of offer and 1st September 2027.

The conditional offer of a place may be withdrawn if the applicant does not complete the Sixth Form Registration Form on GCSE results day and/or meet the conditions of their offer.

Any students not made a conditional offer in mid-March who then go on to meet the entry requirements on GCSE results day may be offered a place, although the choice of subjects at that time will be limited.

External Students:

After all Year 11 students from Reading School who are likely to be qualified for entry into the Sixth Form have been accommodated, conditional offers will be made to students from other schools. This will be subject to the availability of places on individual courses and combination of subjects. The offer is conditional upon students achieving within 2 points of their predicted Best 8 score – this is to prevent the use of over-inflated predicted grades, and Reading School will use reasonable judgment to determine acceptable scores.

The conditional offer of a place may be withdrawn if the applicant does not complete the Sixth Form Enrolment Form online on GCSE results day and/or provide evidence of meeting the conditions of their offer ie. Submit GCSE results sheets within the required window on GCSE results day.

Offers of places will be confirmed as soon as appropriate examination results are confirmed. An accepted place may be withdrawn if the student fails to commence school on the first day of term. A change in subject choices at this stage is not possible.

For 'late' applications received, responses will be made within two weeks of receipt of the predicted examination grades. **Tie-Break Criteria**

If two or more candidates within an oversubscription criteria achieve the same overall score then priority will be given based on which candidate lives **closest to Reading School** in a straight-line distance.

These tie-break procedures also apply to the **waiting list.**

Education, Health and Care Plans (EHCP)

- Children with an Education, Health and Care Plan (EHCP) that name Reading School will be admitted **before other applicants**, provided they meet the relevant points threshold for entry in 2027.
- The number of places available under the oversubscription criteria will be reduced accordingly.

Oversubscription Criteria

All applicants meeting the relevant points thresholds will be ranked in the following order and within each category strictly by their predicted points score:

Category 1: Priority Places

Candidates who meet the following criteria, allocated in the following order, ranked by standardised test score:

i. **Looked-After, Previously Looked-After Children and Internationally Adopted Previously Looked After Children:** who are in public care (in or outside England), or were previously in care and later adopted or placed under a residence/special guardianship order. The eligible score for these candidates is is 54 points in Best 8. See Appendix 2.

ii. **Pupil Premium or Service Premium:** who live in the catchment area and are entitled to the Pupil Premium or Service Premium grant. The eligible score for these candidates is 54 points in Best 8. See Appendix 2 and 3.

iii. **Social or Welfare Need:** who live in the catchment area and for whom it can be demonstrated that they have a significant social or welfare need to attend the School. The eligible score for these candidates is 54 points in Best 8. See Appendix 2 and 3.

iv. **Twins/Multiples:** Candidates who are born during a multiple birth (a pregnancy resulting in two or more babies), who achieve an eligible score, live in the catchment area and have a sibling ranked in the top 180 of day applicants. The usual points score applies here. See Appendix 3.

v. **Children of School Staff:** Candidates with an eligible points score who live in the catchment area and whose parent is permanently employed by Reading School at the time of the test or recruited to a post with a recognised skill shortage. The usual points score applies here. See Appendix 3.

Category 2: Only and Main Home Address in Catchment

- Candidates whose only and main home address is within the catchment area at the time of both application and offer. See Appendix 3.
- Ranked by predicted points score.

Category 3: All Other Eligible Candidates

- Candidates who do not meet any of the above categories, including those whose address is NOT in the catchment area. See Appendix 3.
- Ranked by predicted points score.

Evidence of the relevant above status is required to be submitted on the application form (Applicaa) before the end of February. See Appendices for details of relevant evidence.

Any evidence received after this date may be considered as late and therefore only considered after mid-March, unless evidence of a genuine change of circumstances is received and approved.

Reading School reserves the right to recategorise or withdraw an application or offer of a place if it has been made on the basis of an incorrect, fraudulent or misleading application.

Waiting List

Applicants meeting the entry requirements but applying for subjects that are full or applying for a day place and living outside the catchment area, will be placed on a waiting list. Where places exist, they will be offered based on the applicant's subject choices and the availability of places in those subjects, with due consideration for both the oversubscription criteria and for actual points achieved. A waiting list will only be maintained until the end of the first half term of Year 12, due to the volume and pace of work.

Appeals

- Parents/carers of children who are refused or not offered a place will be informed of their right to appeal, in accordance with the School Admissions Appeal Code (Appealing a school's decision) - Appeals must state the **grounds for appeal**.
- All appeals are heard by the same **independent panel**, and their decision is **binding** on both the school and the family.
- Further details can be obtained online at Reading Borough Council's website https://www.reading.gov.uk/children-and-education/schools/schoolappeals/

Fair Access Protocol (FAP):

- Reading School follows the **Fair Access Protocol (FAP)** and considers applications made by the Local Authority on a **case-by-case basis**.
- This admissions policy operates **separately** from the Fair Access Protocol. However, the school will take into account the relevant provisions of the **School Admissions Code (2021)** when making decisions under FAP, provided that the candidate is able to evidence academic ability commensurate with the current cohort.

APPENDIX 1

Key Dates/Timeline

- Open Day – 25th November 2026
- Application Opens – 1st December 2026
- Application Deadline – Midday 31st January 2027
- Evidence Deadline – Midday 12th February 2027
- Conditional Offers Made – 5th March 2027
- Sixth Form Transition Days – 7th and 8th July 2027

- GCSE Results Day – 19th August 2027
- Sixth Form Registration deadline – 1pm on 19th August 2027
- External Students GCSE deadline to submit results – 1pm on 19th August 2027
- Sixth Form Confirmation Letters sent out – no later than 26th August
- Appeal Deadline – 1st September 2027
- First Day of Term – 3rd September 2027

APPENDIX 2: INDICATORS

Type	What is it?	Who is eligible?	What evidence do I need to give Reading School?
Looked After, Previously Looked After or Special Guardianship (relevant for Category 1)	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).		Adoption order; Special guardianship order (SGO); Child arrangements order (CAO), or a letter from the local authority confirming the child's status immediately before a court order was made. You must complete the (Previously) Looked After Child section on the application form
Pupil Premium	Funding given to the school	1. Children who are currently eligible for Free School Meals*	You need **one** of these:

grant (relevant for Category 1)	for children from lower income families to support their time in school You can find out about your eligibility here: Apply for free school meals - GOV.UK	2. Children who have been eligible for Free School Meals at any point in the last 6 years* 3. Children who are currently in care 4. Children who have previously been in care *at the time of completing the application form AND admission The School will use the Local Authority's eligibility checking service and therefore may require your National Insurance number and/or your child's UPN from their current school.	- A letter from your child's school saying that they are eligible for the Pupil Premium - Current evidence of receipt of income support - Child tax credit - Job seekers allowance - Employment support allowance (income based) - Guaranteed element of state pension credit and support under Part VI of the Immigration and Asylum Act 1999 You must complete the Pupil Premium section on the application form
Service Premium grant (relevant for Category 1)	Funding given to the school for children from military families to support their time in school	1. Children who have one or more parents serving in the regular armed forces 2. Children who have been registered as a 'service child' on a school census in the past 6 years 3. Children who have had one parent die while serving in the Armed Forces and the child receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme 4. Children who have a parent in the armed forces of another nation that is stationed in England The School will use the Local Authority's eligibility checking service and therefore may require your National Insurance number and/or your child's UPN from their current school.	You need **one** of these: - A letter from your child's school saying that they are eligible for the Service Premium - A letter from the parent(s) armed forces commander or other senior officer - Evidence of pension rights You must complete the Service Premium section on the application form

Social or Welfare Need (relevant for Category 1)	Children who Children who live within the Catchment area by the 30th June 2026, for	Examples of evidence that could support an application under the Boarding OR Social or Welfare Need criterion might 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.,	Applications under this criterion must be supported by written evidence from a relevant professional, such as a doctor, social worker, or other specialist, outlining
	whom it can be demonstrated that they have a significant social or welfare need to attend Reading School.	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.	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. You must complete the Social or Welfare Need section on the application form

APPENDIX 3: **Catchment Area**

In order to be considered as living in the catchment area, the child's only or main address on 31st January 2027 will be the address that is used.

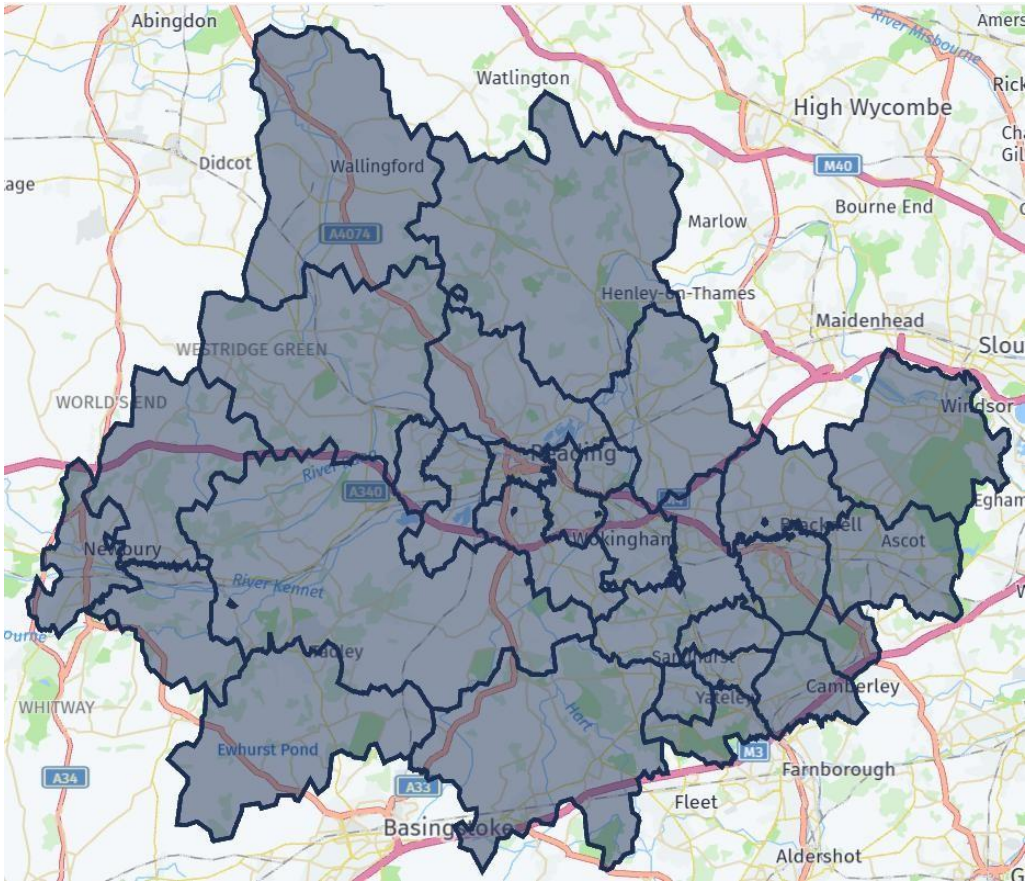
RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG14, RG18, RG19, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45, GU15, GU17, GU19, GU46, GU47, OX10, SL4, SL5

A map of the catchment area is available below (the postcode supersedes the map)

Please note: the catchment is 'in or out' only – distance does not matter (unless in the rare case of a tiebreaker)

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

(in keeping with this advice: Admission of children of crown servants - explanatory note)



(doogal.co.uk)

APPENDIX 4: **Investigating Addresses**

The Governors are concerned to ensure that applicants who provide misleading, incomplete or fraudulent information for admissions do not deprive other applicants of a rightful place. The Governors' Admissions Committee will consider each application and apply the school's admissions rules where an address appears to be temporary or false.

To ensure that places are offered correctly and fairly, we reserve the right to request any and all further information later in the year and at any time to demonstrate that the child is still resident there.

We reserve the right to to re-open any admission at any time if new and credible information is received which questions the validity of an address, and will request any documents we feel neccessary.

The evidence required will need to prove that no other alternative address was owned and available to the candidate at the appropriate time.

The candidate will be given 7 days in order to provide the documents requested. During this period, an application will continue to be processed until a decision is made.

Elements that cast doubt on the application and therefore prompt suspicion of fraudulent addresses:

An application will be viewed critically and may ultimately be refused or withdrawn after further investigation and request for evidence if, inter alia (non-exhaustive list):-

a. any rental agreement has been contracted in the 12 month period prior to the closing date for admissions;

b. the family has recently moved from a property from which their application was less likely to be successful;

c. there are reasonable grounds to believe that the home address provided is an “accommodation" address for the purposes of a fraudulent application;

d. evidence of the parental address is not supplied at the time the application is made;

e. parents are unable to provide sufficient evidence that the previous address has been disposed of and is no longer used by the family to live in;

e. an Assured Shorthold Tenancy of minimum 12 months (or other alternative evidence of residency) cannot be provided;

f. if a child’s application address does not match the address of that child at their current school;

g. when a child is attending a school in a different authority or substantial distance to that of the School or the residential address;

h. when a family moves residence at any point during the Admissions process (including during their first term at the School)

i. Council tax information shows a different residence at the time of application;

j. The family has returned to an existing property which was occupied prior to the closing date of applications;

k. A rental agreement is not administered by an agent who is signed up to the Property Ombudsman or ARLA (PropertyMark), and/or not 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

l. More than one property is owned, rented or occupied and sufficient evidence cannot be provided where the child usually lives;

m. Where Reading School are not informed of an address change within 2 weeks of the move;

n. Where an incorrect address is used, including that of a property that is owned but not occupied by the child’s parent(s);

In the event of evidence being presented regarding potentially fraudulent applications, the Governors’ Admissions Committee will make a decision as to:

1. whether or not the claimed address can, on the balance of probability, be accepted as the child’s only or main residence at the appropriate time; and
2. if the panel is satisfied that the claimed address cannot be accepted as the child’s only or main residence at the appropriate time, whether or not the claimed address was used by the parent/carer solely or mainly in order to gain an advantage in accessing a school place

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the child has started at the School.

Where a child arrangement order states the child lives equally with two parents/carers, the latter must agree which address to use for the school application. If the order specifies the child lives mostly with one parent/carer, that address will be used. If there is no order and the child lives with both parents/carers, the address where Child Benefit is claimed or where the child is registered with a GP will be considered and other contributory evidence considered.

If the applicant moves into the catchment area after the 31st January, the new address will only be taken into account after 1st September 2027, and the applicant re-ranked on the waiting list accordingly.

If the applicant moves out of the catchment area after the 31st January, the new address will be taken into account immediately and the applicant re-ranked accordingly.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

APPENDIX 5: **Education Outside Normal Age Group**

Children are usually educated with peers in their chronological age group. However, in **exceptional circumstances**, parents/carers may request admission outside their child's normal age group. They must register and make an application as usual.

- Requests must be noted during application and supported by **evidence**, such as:
    - Academic, social, and emotional development o Parental and headteacher views o Medical history and professional advice o Previous education outside normal age group
- The **Admissions Authority** will decide whether the child is eligible, based on individual circumstances, in the child's best interests and in line with **sections 2.18–2.20 of the School Admissions Code**. Parents will be informed of the outcome **before offers are made**.
- If successful, the child will be placed in their **normal age year group** upon entry. There is **no right of appeal** against this placement.

    - For guidance on submitting an application, parents should contact the **Sixth Form Admissions Officer on sixthformadmissions@reading-school.co.uk**.