Reading School: In Year Admissions Policy

In Year Admissions can occur when a student on roll leaves the school and creates a vacancy.

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. 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 during the academic year 2027/28.

All enquiries about admissions should be directed to admissions@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.

Eligibility for In-Year Entry

To be considered for admission to the School in 2027/28, applicants must meet all of the following criteria:

- Be deemed of eligible academic ability
- Have not made an application which contains any incorrect, fraudulent or misleading information. The School can refuse to admit a child if an offer has been made on that basis.
- Repeat applications within the same academic year will not be accepted.

Published Admission Number

In Years 7-11, the School has a Published Admissions Number (PAN) of 150, comprised of 138 day places and 12 boarding places.

In Years 12-13, the School has a Published Admissions Number (PAN) of 180, with no specified number for day or boarding pupils.

In Year Boarding

Boarding fees cover board and lodging and can be found here: Reading School - Boarding Fees. A boarding deposit is required for all those who have received a conditional offer and agreement to the Boarding Terms and Conditions.

Only weekly boarding is available. There is no catchment area for boarding applicants. As a state school, boarding places are open to British citizens and anyone with a right of residence in the UK. 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.

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

Because boarding and day places are offered separately, a boy withdrawn from boarding will be treated as having been withdrawn from Reading School entirely.

Any student considering a Boarding place is welcome to contact boarding@reading-school.co.uk. Any formal change of preference from Day to Boarding needs to be sent to admissions@reading-school.co.uk

Application

Applications must be made directly to Reading School.

Applications can be made online via the In-Year page of Reading School - Admissions at any point of the year. You will receive email confirmation of the application.

It is very rare that we make in-year offers for Sixth Form (Year 12 and Year 13) students, due to the short duration of the course and the pace of the teaching. Applications will be treated on a case by case basis, taking into account the student's academic profile, group size of available subjects and the student's educational and domestic circumstances. We reserve the right to require applicants to sit additional subject tests in order to decide upon academic eligibility. All of the entry requirements and oversubscription criteria in the Year 12 Day/Boarding Policy remain relevant.

We are required to invite all Year 7-11 in-year applicants to sit the test, even when there are no vacant spaces available. An eligible score is therefore no guarantee of an offer of a place.

All Year 7-11 applicants must sit an In-Year entrance test, regardless of whether they previously took the Year 7 test.

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 in that year group to sit the test at a specified time and date giving a minimum of 2 weeks' notice.

Year 7-11 Testing

The Entrance Test will consist of 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 test content will be given.

The In-Year entrance test will contain a mixture of multiple choice and constrained response questions appropriate to that age group from a range of National Curriculum subjects, plus a piece of Creativity.

The test will be on a computer and sat at Reading School unless otherwise notified. A familiarization exercise is available beforehand.

- All registrations will be acknowledged via Applicaa. If you do not receive confirmation within 14 working days, please contact admissions@reading-school.co.uk.
- In cases of separated parents or guardians, the registering parent is responsible for ensuring all parties are informed of the registration and any related communication.
- Where relevant, parents/carers must complete the Special Arrangements, Sporting Aptitude, Looked After Children, Pupil/Service Premium and Social/Welfare Need sections as fully as possible, and are responsible for informing admissions@reading-school.co.uk of any changes to this information after submission.

A link will be sent to you with the Test Details. Parents must print and complete this Test Details form, which must be stamped and dated by the child's secondary school headteacher. Reading School reserves the right to contact the school and share the child's photograph to confirm identity for the entrance test. This completed Test Details form must be brought to the test day.

All sittings will contain the same test content. A child may only take the test once. It is not possible to change the time or venue. Alternative dates are only available in cases of illness or incapacity on the day, supported by a medical certificate in advance or dated on the day.

In exceptional circumstances, test dates and venues may change. Candidates will be notified via email.

The results of the test will be standardised, and placed in rank order with the eligible score set commensurate with the existing students of that year group. The school may apply weightings to different elements of the test, which are set annually. The rankings will be used to determine the rank order of candidates.

Sporting Aptitude Assessment (Years 7-11 only – only if a place is available)

- As part of the registration form, all in catchment and boarding applicants may opt to take part in the Sporting Aptitude Assessment.
- Up to **15 places** (Category 3) may be offered to candidates (from both day and boarding) who:
    - Achieve an eligible score in the academic entrance test

      AND

    - Exceed the threshold relevant for that year group in the Sporting Aptitude Assessment.
- Candidates will be ranked by their sports aptitude score for these places to be allocated. A place will only be offered if a Sporting Aptitude vacancy arises.
- All registered participants who are eligible will be invited to a single assessment session. There is **only one opportunity** to be assessed.
- The assessment includes a range of non-sport-specific tasks designed to measure potential and propensity to develop ability in sport. It is conducted in two stages:
    - **Stage 1**: All candidates participate. Those who meet the minimum threshold will continue to Stage 2 on the same day. Candidates not meeting the threshold will leave after Stage 1.
    - **Stage 2**: Further sports aptitude tests. Scores are awarded for each element of each stage.
- A final ranked score is produced, and a threshold is applied. Parents will be informed if their child has met the threshold and is eligible for consideration under the Sporting Aptitude criterion.
- Only candidates who exceed the threshold will be considered for a Sporting Aptitude place.
- Parents are advised to carefully consider their child's sporting aptitude before registering.
- Please be aware that if you have registered for a day place and you are living outside of the catchment area, your son will not be eligible to sit the sporting aptitude assessments.

Special Arrangements (SEN and Disabilities)

- Parents or carers of children with Special Educational Needs (SEN) (including an EHCP), a visual impairment, disability or who require special support or resources must complete the **Special Arrangements** section of the registration form.
- A description of the child's needs and supporting medical or professional evidence must be provided within 5 days of the registration deadline.
- Reading School will contact the child's secondary school to confirm a history of need/access arrangements, their usual way of working, and we will make reasonable adjustments to ensure any test is accessible.
- Parents will be notified of the adjustments being made before the test.

Medical Issues and Illness on Test Day

- If your son is unwell on the test day but still able to attend, please call **0118 901 5600** at least one hour before the test begins so that staff can monitor him during the session.
- If your son is too ill to attend, you must email admissions@reading-school.co.uk at least one hour before the test starts. A scanned medical note (dated on the test day) must be submitted by **noon on the Wednesday following the test** in order to arrange an alternative date and keep the registration as 'on time'.
- If sufficient evidence is not received by this deadline, the registration will be withdrawn.

Results

The **eligible score** for entry in 2027/28 will be determined by the Governors' Admissions Committee, based on performance of the current cohort, comparisons with previous cohorts, oversubscription criteria, and the PAN. This is not a pre-defined pass mark.

Please note:

- Achieving an eligible score does **not guarantee** a place at Reading School.
- There are not always places available.
- More candidates are likely to achieve the eligible score than there are places available.
- The oversubscription criteria below will be applied.
- Achieving a score that secured a place in a previous year does **not guarantee** admission in 2027/28.
- Candidates below the eligible score will not be considered for admission to the School and will not therefore be ranked according to the oversubscription criteria.

Tie-Break Criteria

If two or more candidates within an oversubscription criteria achieve the same overall score, priority will be given to the child who scores highest in the English paper.

If scores are still equal and there are not enough places for all eligible applicants:

- Priority will be given based on which candidate lives **closest to Reading School** in a straight-line distance.
- If scores remain tied, places will be allocated using a **computerised random number generator**, conducted by an independent person from the Local Authority.

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 required eligible score for entry.
- The number of places available under the oversubscription criteria will be reduced accordingly. Please refer to the separate section on arrangements for students with Special Arrangements sitting the entrance test to ensure you have provided the School with sufficient information regarding special arrangements for the test and evidence of EHCP.

Oversubscription Criteria

Where the number of eligible candidates exceeds the number of available places, offers will be made in the following priority order:

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 5 marks below the usual eligible score. See Appendix 1.

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 5 marks below the usual eligible score. See Appendix 1 and 2.

iii. **Social or Welfare Need (or Boarding Need for a boarding place):** who live in the catchment area (day applicants only) and for whom it can be demonstrated that they have a significant social or welfare (or boarding) need to attend the School. The eligible score for these candidates is 5 marks below the usual eligible score. See Appendix 1 and 2.

iv. **Children of School Staff:** Candidates with an eligible 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 eligible score applies here. See Appendix 2.

Category 2: Sporting Aptitude (only relevant and tested if a place is available)

Candidates with an eligible score who live in the catchment area (or have registered for a Boarding place) and exceed the threshold in the Sporting Aptitude Assessment. See Appendix 5 and 2.

o Ranked by standardised score in the sporting aptitude assessment.

Category 3: Reading Priority Postcodes

- Candidates with an eligible score and whose main home address is within the following postcodes: RG1, RG2, RG30, RG31, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG40, RG41.
- These places will be ranked according to their standardised test score in the following order:
    i. **Twins/Multiples:** Candidates who are born during a multiple birth (a pregnancy resulting in two or more babies), who achieve an eligible score, who apply at the same time or whose twin is already enrolled at the School and live in the catchment area. The usual eligible score applies here. See Appendix 2.
    ii. **All other candidates including Home Schooled children**

Category 4: Catchment Area

- Candidates with an eligible score whose main home address is within the catchment area: RG1, RG2, RG30, RG31, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG40, RG41 plus RG12, RG14, RG18, RG19, RG26, RG27, RG42, RG45, GU15, GU17, GU19, GU46, GU47, OX10, SL4, SL5.
- These places will be ranked according to their standardised test score in the following order:
    i. **Twins/Multiples:** Candidates who are born during a multiple birth (a pregnancy resulting in two or more babies), who achieve an eligible score, who apply at the same time or whose twin is already enrolled at the School and live in the catchment area. The usual eligible score applies here. See Appendix 2.
    ii. **All other candidates including Home Schooled children**

Category 5: All Other Eligible Candidates

- Candidates with an eligible score who do not meet any of the above categories, including those whose address is NOT in the catchment area.
- Ranked by standardised test score.

Evidence of the relevant above status is required to be submitted on the registration form (Applicaa) before the entrance test day. See Appendices for details of relevant evidence.

Any evidence received after this date may be considered as late and therefore only considered after offers are made, 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

- If no places are available, children may join the **in-year waiting list**.
- If more students meet the required standard than there are places available:
    - Places will be allocated using the **oversubscription categories outlined above, by rank order of combined scores**.
- Waiting list rules:
    - Students who pass the test but are not offered a place will remain on the waiting list unless parents request removal.
    - Repeat applications will not be considered in the same academic year.
    - Students who do not meet the standard will be removed.
    - The waiting list is **revised annually** and does **not roll over**. Parents must reapply each year to remain on it.

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.
- Appeals will be heard within **40 school days** of the appeal deadline.
- Appeals submitted **after the deadline** will still be heard.

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 meets the eligible score.

APPENDIX 1: **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	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		Adoption order; Special guardianship order (SGO); Child arrangements order (CAO), or a letter from the

(relevant for Category 1)	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).		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 registration form
Pupil Premium grant (relevant for Category 1)	Funding given to the school 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	1. Children who are currently eligible for Free School Meals* 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 registration 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.	You need **one** of these: - A letter from your child's secondary 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 registration 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	You need **one** of these: - A letter from your child's primary 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 registration form

		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.	
Social or Welfare Need (relevant for Category 1)	Children who live within the Catchment area by the test day, for whom it can be demonstrated that they have a significant social or welfare need to attend Reading School.	Examples of evidence that could support an application under the 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., 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.	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. You must complete the Social or Welfare Need section on the registration form
Boarding Need (Category 1)	Boys for whom it can be demonstrated that they have a significant need to be a boarder at Reading School.	▪ Boys at risk or with an unstable home environment ▪ Boys whose parents are members of the UK Armed Forces, Crown Servants, or key workers (e.g. charity workers, people working for voluntary service organisations, teachers, law enforcement officers and medical staff working abroad)	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.

		whose work dictates that they spend much of the year overseas or working unsocial hours. Examples of evidence that could support an application under the Boarding 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., 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 boarding 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 as a boarder will benefit their social welfare. 5. Official letters detailing the overseas work of parent(s), including time.	The evidence should explain why these needs can only be met by the child boarding at this specific school, as opposed to attending as a day student or boarding at another 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 Boarding Need section on the registration form

APPENDIX 2: **Catchment Area**

Catchment Area (only relevant for Day applicants)

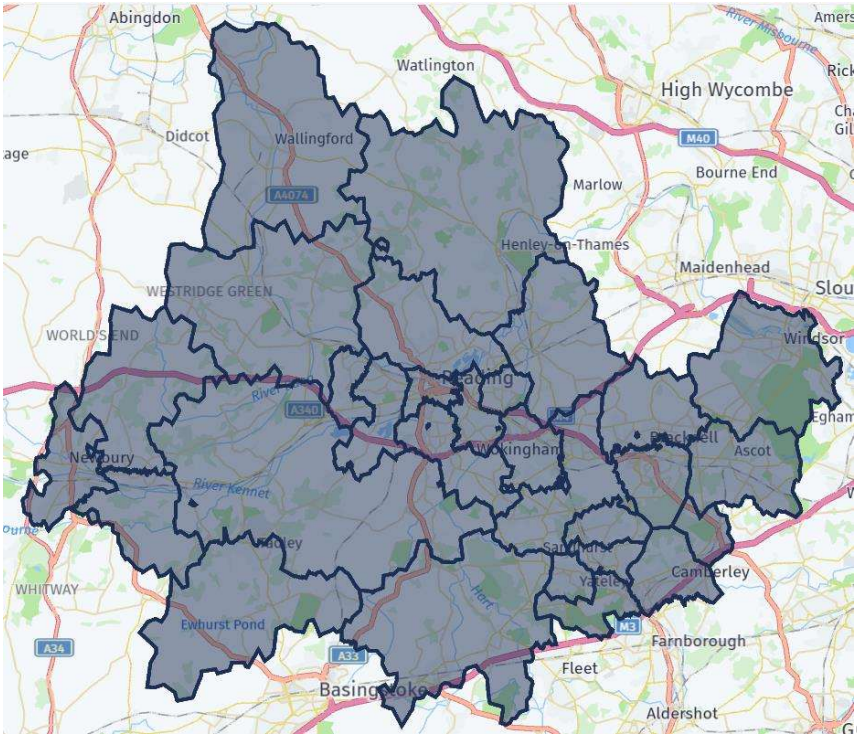
In order to be considered as living in the catchment area, the child's only or main address at the time of registration will be the address that is used. Their only or main address must continue to be in the catchment area when they are offered a place.

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 tie-breaker)

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 3: **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 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 necessary.

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;

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

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

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

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

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

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

l. 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

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

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

o. 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.

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 entry; this address must not be an address of convenience.

APPENDIX 4: **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 for the test and make an application as usual.

- Requests must be noted during registration for the test and supported by **evidence**, such as:
  - Academic, social, and emotional development
  - Parental and headteacher views
  - Medical history and professional advice
  - Previous education outside normal age group

- The **Admissions Authority** will decide whether the child is eligible to sit the Entrance Exam, 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 the entrance test**.
- Candidates may **only sit the Entrance Test once**.

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

APPENDIX 5: **Sporting Aptitude Assessment**

If your child participates in the Sporting Aptitude Assessment but is not successful in meeting the required threshold to be considered for one of these places, he can still be considered for a place at the school under the other admission criteria, provided he has passed the entrance examinations.

Taking part in the Sporting Aptitude Assessment in no way disadvantages your son in his chances of gaining a place in the school under other of the admission criteria.

On the day of the Sporting Aptitude Assessment candidates will take part in fitness tests and sports related practices. While we appreciate that some candidates might feel nervous about taking part in the day, the environment will be relaxed, friendly and supportive. The tests will be administered by our own experienced specialist PE staff, coaches and external assessors.