

## **Reading School Admissions Policy and Guidelines for Year 7 day places for entry in September 2023**

### [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.

### [Admissions Authority](#)

As an Academy, Reading School ('the School') is its own admissions authority. However, the School operates its admissions policy and procedures in line with the Local Authority ('LA') coordinated scheme for school admissions, which in turn follows the Department for Education School Admissions Code. The School is catchment as a selective grammar school under S.104 of the School Standards and Framework Act 1998 and places will therefore be offered to boys on the basis of ability, as determined by performance indicating appropriate ability in the entrance test.

The School admits 150 boys into Year 7 each year (this is our Published Admission Number – PAN), which is made up of 138 day places and 12 boarding places.

### [Further Information](#)

#### [Integrity of Applications](#)

The school reserves the right to disqualify a child where an application has been made which contains incorrect, fraudulent or misleading information, or to refuse to admit the child if an offer has been made on that basis.

#### [What is 'incorrect, fraudulent or misleading information'?](#)

#### [Application Process](#)

Anyone wishing to name Reading School on their CAF must have registered to sit the entrance test at Reading School.

#### [Key Dates for Parents](#)

#### [Registration](#)

In order for a student to sit the entrance test, an online registration form via the school website [Reading School Registration form](#) must be completed. The registration window opens on 1<sup>st</sup> May 2022 and closes on 30<sup>th</sup> June 2022.

#### [I haven't registered, am I able to apply?](#)

#### [Catchment Area](#)

The catchment area is determined by the postcode of the student's home address and guidance on the catchment area is available on the school website [Catchment Area](#). Places will be offered to students who are ranked high enough according to the entrance test scores and who reside within the catchment area on the 31<sup>st</sup> August 2022.

#### [I don't live in the catchment area, am I able to apply?](#)

#### [Late Registration](#)

Registration for the test after the deadline will only be accepted in exceptional circumstances beyond the control of the parents. The Director of Admissions will make a decision based on the evidence provided.

#### [I have missed the deadline to register for the tests, am I too late?](#)

## [Inclusion](#)

The School acts at all times in accordance with the Equality Act 2010 and will therefore consider a request for reasonable adjustments from the parents of any child with a disability or Special Educational Need who wishes to sit the entrance test. Parents should notify Reading School on the registration form if their child will need additional support in order to access the Test, and supporting information will need to be provided at least 2 months before the Test. Children with a visual impairment will be assessed in an appropriate manner that makes reasonable adjustments for their needs, in line with RNIB guidance.

Children with an Education Health and Care Plan (EHCP) who meet the academic entrance requirements of the school and name Reading School on the CAF will be offered a place.

Children directed via the Fair Access Protocol will take precedence over any child already on the School waiting list provided they meet the academic entrance requirements of the school.

Children currently studying outside of the normal age group are able to register and make an application. A decision on whether to offer them a place will be made by the school in the child's best interests. Any child who has already moved on to Year 7 will not be considered.

## [Further information and next steps relating to inclusion](#)

### [Entrance Test](#)

A child may only take the test once. The Entrance Test consists of 3 elements: English, Maths and Creative Writing. Children are expected to show ability appropriate to the Key Stage 2 curriculum. No additional preparation is necessary. All 3 will be tested on one day in September and all tests will take place at Reading School. There are no 'practice papers', but a familiarisation paper is available on the website;

### [How will my son's score be calculated?](#)

### [Late Testing](#)

Where a child is unable to sit the entrance test through exceptional circumstances beyond the control of the parents, the school may decide to make arrangements for testing to take place at a later date. The Director of Admissions will make a decision based on the evidence provided.

### [My son is unable to sit the test on the published date, can he sit it at a later date?](#)

### [Entrance Test Result](#)

You will be informed of your son's entrance test result by email in mid-October. This will indicate if he has achieved an eligible score. On the basis of this, you may wish to list Reading School as one of your preferences on the Common Application Form. Achieving an eligible score does NOT guarantee the offer of a place, as there are likely to be more children with eligible scores than places available.

### [How is the 'eligible score' decided?](#)

### [Eligible Score & Oversubscription](#)

An eligible score is no guarantee of a place at Reading School, as places are likely to be oversubscribed. In the case of oversubscription, the following criteria will be applied until the Published Admissions Number is complete:

- Category 1: (Previously) Looked After Children and/or Children previously in care outside of England with a score up to 5 marks below an eligible score;
- Category 2: Children with Pupil or Service Premium living within the catchment area with a score up to 5 marks below an eligible score;
- Category 3: Children whose permanent home address is within the catchment area;
- Category 4: Children whose permanent home address is NOT within the catchment area; Evidence of all of the above will need to be submitted and approved in order for a child to be admitted.

### [Further information and my son has achieved the eligible score, is he guaranteed a place?](#)

## [CAF](#)

For the Local Authority to offer you a place at Reading School, you must name the school on the Local Authority's Common Application Form and be ranked high enough in the entrance test results, according to the school's admissions criteria. The Local Authority will announce offers on National Offer Day (1<sup>st</sup> March 2023). Unless a CAF preference is registered, a place will not be offered, even if a child achieves a high enough entrance test score to be eligible.

[Further information on the CAF and should I name Reading School as my first preference on the CAF?](#)

## [Tie Break](#)

In the event of standardised scores being tied for two or more candidates and where admission would exceed the PAN, the final rank order will be determined using performance in the Creative Writing element.

Where this still leads to a 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.

## [Waiting List](#)

If your son achieves an eligible score but is not offered a place, he will be placed on a waiting list until 31<sup>st</sup> January 2024. This waiting list is ranked in accordance with our Admissions Criteria. If a place at the School becomes available in Year 7 between 1st March 2023 and 31st January 2024, the next eligible boy on the ranked waiting list will be offered the place by the Local Authority without having to sit a further Entrance Test.

[Further information on Waiting List](#)

## [In-Year/Later Admissions](#)

In Year vacancies are rare. If a vacancy occurs after the Autumn Term of Year 7, those on the 'continued interest' list for the relevant year group are required to take our In-Year Entrance Test. Further details can be found on the Non-Routine Admissions Policy.

## [Appeals](#)

All candidates refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals must be made in writing and the appellants must set out the reasons on which the appeal is based.

Details of appeals can be found at the following link: [Appeals](#)

## ADMISSIONS GUIDELINES

### Admissions Authority

In accepting a place, parents undertake to ensure their child's full commitment to both the curricular and co-curricular life of the School.

Note that wherever the term 'parent(s)' is used in this document it is also deemed to include a carer or any other person who is in loco parentis.

The GAC (Governors' Admissions Committee) is a sub-committee of the Full Governing Body (FGB). It comprises at least three Governors plus the Headmaster, and is supported by the Clerk to the FGB. It has delegated authority to govern and monitor routine admissions policy and processes, and to reach judgements about how individual admissions cases should be managed in a fair and equitable manner.

## RETURN TO POLICY

### Integrity of Applications

As its own admissions authority, Reading School has a duty to ensure all places are offered correctly and fairly, and therefore have a duty to ensure all addresses used for the purpose of allocating school places are accurate. Any address can be investigated at any time to ensure the authority fulfils its duty. In all cases the final decision rests with the GAC. Reading School reserves the right to re-open any admission at any time if new and credible information is received which questions the validity of an address. Reading School reserves the right to request any documents it feels 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.

In the event of evidence being presented regarding potentially fraudulent applications, the GAC 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.

Where there is a child arrangement order which states that the child will live an equal amount of time with each of two parents/carers, then it is up to those parents/carers to agree which address to use for the purpose of making a school place application. If under the order the child is not to live an equal amount of time with each of two parents, the address of the parent with whom under the order the child will live most of the time will be used. If the child lives some of the time with each of two parents/carers, and there is no child arrangements order governing with whom the child is to live and when they are to live with those persons, then the address at which any Child Benefit is claimed, or the address at which the child is registered with a GP will be considered.

Candidates may also need to produce evidence that any previous home is no longer used by the family or available for you and your family to live in –for example, proof that the property has been sold/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 applicant's permanent home address changes after 31<sup>st</sup> August 2022 and the change of address would result in a higher ranking, the new address will only be taken into account after the deadline from the LA for accepting or declining a place and then re-ranked, if applicable, on the waiting list on **1st September 2023**. Applicants will need to provide 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 the family to live in or that a rental agreement has ended.

If the applicant's permanent home address changes after 31<sup>st</sup> August 2022 and would result in a lower ranking, the new address will be taken into account immediately and the applicant re-ranked accordingly.

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, as this may be considered fraudulent or intentionally misleading.

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>

Reading School reserves the right to carry out random checks at any time and this may include a home visit. If it is found that fraudulent or intentionally misleading information has been provided to the school either during the admissions process or after an offer has been made, the candidate may be withdrawn, even if they have started at the school. 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. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings

Please see below for a non-exhaustive list of potential circumstances which may raise suspicions.

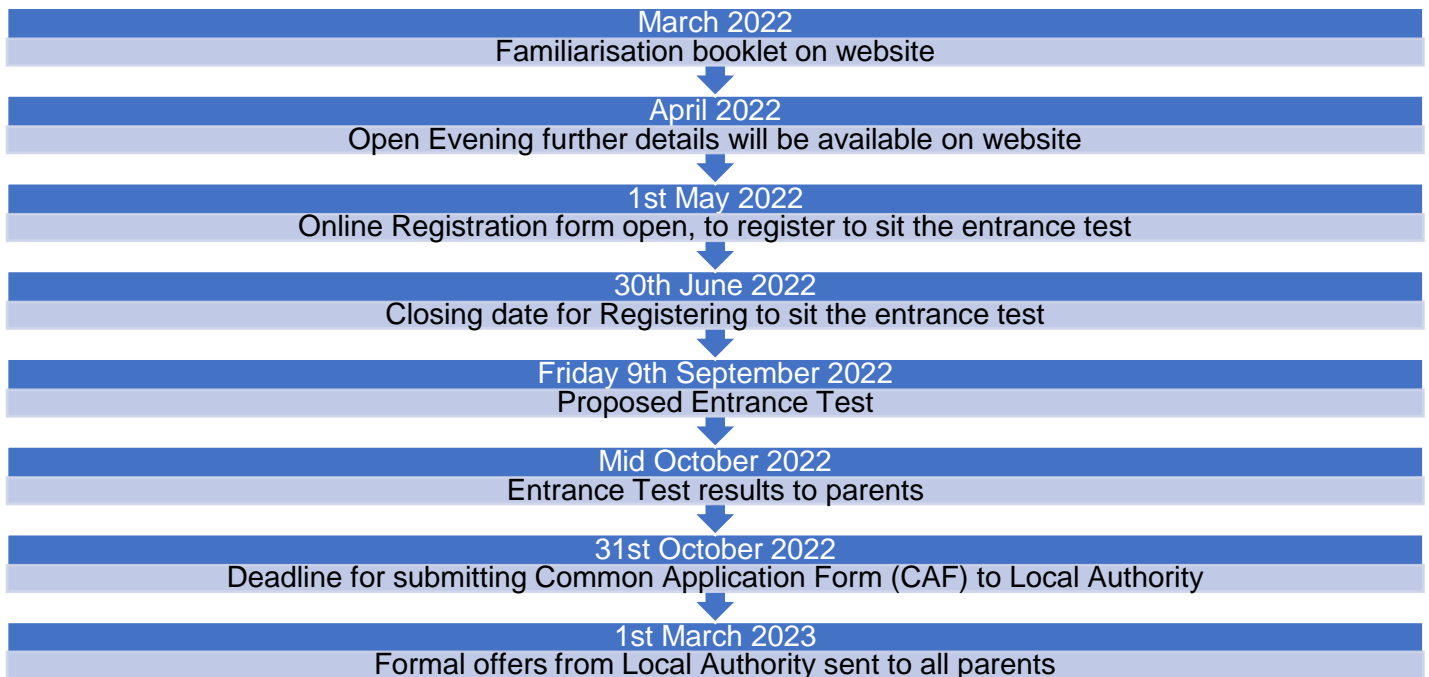
The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent or carer receiving child benefit. If you are not eligible for child benefit, please provide a legal document to confirm your arrangements. We will consider all available evidence that you provide to support your application.
- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.
- If you move to a new address without telling us and secure an offer, based on your old address, of a school place that you would not have been offered based on the new address, we will treat this as misleading information and the offer of the school place will be withdrawn.
- If you move after you have received an offer of a school place, in order to be permitted to retain the offer, you must satisfy the Council that the change of address was not anticipated prior to the offer of a school place.
- If you use an incorrect address this will be treated as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

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## Registration

Anyone unable to complete an online registration should contact the school. Any candidate who does not register to take the test and names us on the CAF (Common Application Form) will not be included in the Reading School ranking. Registering for the entrance test is NOT an application for a place at Reading School.



## RETURN TO POLICY

### Catchment Area

Only if there are further places available will students who achieve the academic standard and live outside the catchment area be considered. In order to be considered as living in the catchment area, the child's address on 31<sup>st</sup> August 2022 will be the address that is used. This must be the child's permanent home address with their parent(s) / carer(s), e.g. the address where the child is registered with a GP. In the cases where parents have shared responsibility for a child, the permanent address will be where the child 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 catchment 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 31<sup>st</sup> August 2022, parents must provide proof of the new address which will be requested by Reading School.

Candidates 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. If parents/carers wish to discuss their circumstances prior to making their application, they should contact their home Local Authority.

Candidate 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.

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

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### Late Registration

A registration after the closing date for registering for tests will only be accepted for the entrance tests where the school is satisfied that illness, bereavement or other exceptional circumstance beyond the control of the parents prevented a timely registration, or the child moved into the area after the closing date for test registration. Evidence will be required in these circumstances. Late notification of the testing timetable by a child's current school or otherwise will not be accepted as a reason why timely registration was not possible. Any such candidates will be tested in June 2023. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

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### 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 academic entrance standard 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](mailto:admissions@reading-school.co.uk) 2 months before the test. 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 paper. 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 (i.e. entry to Year 7 in September), 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 Year 7 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 take into account the views of the head teacher of the school concerned

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### [Entrance Test](#)

Candidates will be tested in English and Maths and Creative Writing. The English and Maths elements are marked by computer and age-standardised. All students with an eligible score from those two elements will have their creative writing element assessed.

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### [Late Testing](#)

Where a child is unable to sit the entrance tests through serious illness, bereavement or other circumstance beyond the control of the parent(s), (notified to the school on or before test day), or the child moved into the area after the test dates, the school may consider these applications to be timely and make arrangements for testing to take place as soon as possible after the original test date. Evidence will be required in these circumstances. Children sitting these tests will be considered alongside those children who sat the tests in September 2022. Where the school is not satisfied that a timely registration was prevented, this will mean that it will be refused on the grounds that the school's admission criteria had not been met and the child will not be permitted to take the Test. For children whose registration or Common Application Form (or both) were submitted after the closing dates and where they were not considered to be timely, there will be an opportunity to sit the school entrance tests for consideration after the first round of allocations on 1 March 2023 (usually June 2023). 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 candidate has moved into the area after the deadline, (evidence will be required). If an applicant cannot sit the test on the date of testing due to their child sitting the test at another school, then consideration will be given as to whether they will be allocated the late test date in June 2022. The final decision on whether there are exceptional circumstances will be made by the Director of Admissions.

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### [Entrance Test Result](#)

In order to be eligible for admission to the school, candidates must achieve an 'eligible score' which includes minimum standards in each element of the test. This is not a pre-defined pass mark, but reflects an candidate's position in the rank order of standardised scores in the Maths and English elements, once a minimum standard for Creative Writing has been achieved.

The Admissions Committee will determine, by reference to performance in the tests, an appropriate eligible score and a rank order of children who should be offered a place. Parents who apply for testing on time will receive notification if their child is placed on the eligible list as soon as possible

Reading School will post results of tests securely online to parents in advance of the Common Application date (31<sup>st</sup> October 2022). If your son is assessed as eligible 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 eligible 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 in this policy.

Please note that Reading School have not offered day places to those living outside of the catchment area for more than 15 years.

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### [Oversubscription Criteria](#)

After the admission of boys who have 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 candidates than places available. A cut-off point will be determined (eligible score), below which students will 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 entry requirements, assuming that an offer from a higher preference has not been made

All candidates 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 candidate is a looked after child or previously looked after child 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. 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 candidate 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 permanent home address of the student is within the catchment area of the school and the student is Pupil Premium or Service Premium child 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 1<sup>st</sup> March 2022. 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 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 4 Students whose home address is NOT in the catchment area of the school.

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### CAF

The rank order of eligible students will be communicated to the Local Authority for use in the coordinated allocation process. Test performance can be used to help parents choose which schools to apply for, but notification that your child has met the Qualifying Standard does not constitute an offer of a place at Reading School, the school is not legally permitted to make such offers. It is the LA, under the coordinated admissions scheme, that has the legal responsibility to administer admissions.

### Completing the CAF (Common Application Form)

There is a coordinated admissions process in England with exchange of information between local authorities (LA). This means that you must apply to your home LA for any state-maintained secondary school in England. Parents/carers must apply for Year 7 secondary school place to their home local authority by **31<sup>st</sup> October 2022**. Preferences should be ranked with your most preferred school listed first (ie Preference 1).

You should list your school preferences **in your genuinely preferred order**. You should contact your own Local Authority if you have any queries on completing the CAF

The “Equal Preference System” was created to prevent admission authorities (particularly where an individual school is the admission authority) giving higher priority to parents who make a particular school their first preference. The system is enshrined in the School Admissions Code and it has legal force. Every school that you place on your Common Application Form (CAF) is treated as if it was a separate application – each one is *equal* – and the highest possible preference will be offered. The admission authority **cannot** discriminate against your application simply because you did not put a school in first place on the CAF.

Schools are **not** told where you ranked them in your preferences. Admission authorities are expressly forbidden by law (again, it is enshrined in the Admissions Code) from passing on this information

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## [Waiting List](#)

Parents who have named Reading School on the CAF but whose child has not been offered a place at Reading School will automatically go on the waiting list if Reading School was a higher preference choice on the CAF than the school they have been allocated and their child achieved the qualifying score or above.

Parents of children above the cut-off point who change their preference following allocation day ie because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria. Any applicant who moves outside of the catchment area will be re-ranked to category 4 from category 3 as soon as the school is made aware of this change of address. Equally any child ranked as category 4 who moves into the catchment area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category 3 on 1<sup>st</sup> September 2023.

On 31st January 2024, the ranked waiting list will cease and children will have to sit a further Entrance Test if a vacancy were to arise. In this case, a non-routine application form will need to be completed once the waiting list ceases.

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