

**Reading School  
Admissions Policy for  
Year 12 entry in September 2024**

These arrangements set out how Reading School will handle applications for admission to the School for Year 12.

Reading School welcomes applications from both internal and external students who wish to join Reading School Sixth Form for their post-16 education. The minimum qualifying academic requirements apply equally to both internal and external applicants.

The school offers 180 places for entry into the Sixth Form each year. 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 if it means that the number of students attracting Pupil Premium or Looked After/Previously Looked After Children can be increased.

**Application for day and boarding places**

Applications must be made directly to Reading School.

**Subject List**

The sixth form prospectus 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. 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 into the Sixth Form**

For entry into the Sixth Form students must have achieved the equivalent of a total of at least 56 points (9=9, 8=8, 7=7, 6=6 or if still studying old GCSE/IGCSE qualifications then A\*=8, A=7, B=6 etc) from 8 GCSE subjects and at least a grade 5 at GCSE in Mathematics and English or a DfE recognised equivalency. Individual subject requirements must also be attained and are published in the Sixth Form Information Booklet. If a student is pupil premium/service premium or Looked After Child/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.

In addition, we will use the following points for any applicant who has sat either an IGCSE or an AS Level:

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

### **Entry requirements into the Sixth Form for overseas students**

For entry into the Sixth Form students must have achieved the equivalent of a total of at least 56 points (9=9, 8=8, 7=7, 6=6 or if still studying old GCSE qualifications then A\*=8, A=7, B=6 etc) from 8 GCSE subjects and at least a grade 5 at GCSE in Mathematics and English or a DfE recognised equivalency. Individual subject requirements must also be attained and are published in the Sixth Form Information Booklet. If a student is pupil premium/service premium or Looked After Child/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.

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.

### **Applicants from Reading School**

Applicants from Reading School will be offered a Sixth Form place in mid-March, conditional upon them achieving the required GCSE grades. The offer of a place may be withdrawn if the applicant does not attend the registration day on GCSE results day or notify the admissions office that he is unable to attend. Those students not offered a place by mid-March who then go on to meet the entry requirements in August, may be offered a place, although the choice of subjects at that time will be limited.

### **Applications from other Schools**

After all applicants from Reading School who are likely to be qualified for entry into the Sixth Form have been accommodated, places will be offered to students from other schools. This will be subject to the availability of places on individual courses and combination of subjects. The offer of a place may be withdrawn if the applicant does not send in, as per the conditional offer instructions, their GCSE results on results day..

Where a place is offered to an external applicant and accepted, the student must attend the enrolment day in September 2024 and commence school on the first day of term. Where the student fails to attend on either day, the place may be withdrawn and offered to another applicant. A change in subject choices at this stage is not possible.

### **Reading School Admissions Numbers**

The pupil admission number for Year 12 is 180, with no specified number for day or boarding pupils. This includes those already in Year 11 who apply for the sixth form and achieve the standard required for entry.

### **Timetable**

The admissions process for routine admission into Year 12 of Reading School in 2024 begins in December 2023 and ends on 1 September 2024. Applications must be made to Reading School and NOT to the Local Authority. Online application forms will be available from 1<sup>st</sup> December 2023 and parents should expect to receive an acknowledgement of their application.

### **Deadline of receipt of applications**

The closing date for receipt of the application by Reading School is the last Friday in January. (Friday 26<sup>th</sup> January 2024). For those applying for a boarding place, a Suitability for Boarding Form should be returned to Reading School with the Reading School Application Form by 26<sup>th</sup> January 2024.

### **Applications received after the deadline**

Applications received after the deadline will be treated as late applications, but may be considered if submitted by 1 September 2024. Late applications will be considered once all on time applications have been dealt with.

## Catchment area for Day Boys

The catchment area is determined by the postcode of the student's home address and guidance on the catchment area is given in the School prospectus and on the school website. Further clarification can be obtained from the School's Admission Office. Conditional places for day applicants will only be offered to applicants who reside within the catchment area **at the time of application**. This must be the student's permanent home address with their parent(s) / carer(s), e.g. the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday) and the school may ask for documentary evidence to support the application. Students applying for day places from outside the catchment area will only be considered if all the available places cannot be filled by students from within the catchment area or by boarders. Students living overseas will be considered in the same way as those living out of the catchment area. Please see Oversubscription Criteria for further information.

The Governing Body are committed to ensuring that the allocation of school places is fair and transparent and takes very seriously any attempt to gain an unfair advantage in the admissions process. We will further investigate any application that appears to be misleading or fraudulent. Places allocated on the basis of fraudulent or misleading information will be withdrawn and, it is important to note, that a place can be withdrawn even after an applicant has started school.

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

The Catchment Area consists of all post codes starting:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG10, RG12, RG18, RG19, RG30, RG31, RG40, RG41, RG42, RG45.

RG9 1, RG9 2, RG9 3, RG9 4 & RG9 5  
RG14 1, RG14 2, RG14 3, RG14 5, RG14 6 & RG14 7  
RG20 4, RG20 5, RG20 6 & part of RG20 7 (east of A34)  
RG26 3, RG26 4 & part of RG26 5 (north of A339)  
RG27 0 & parts of RG27 8 & RG27 9 (north of M3)

GU15 1, GU15 2, GU15 3 & GU15 4  
GU17 0 & GU17 9  
GU19 5  
GU46 6 & GU46 7  
GU47 0, GU47 8 & GU47 9

OX10 0, OX10 8, OX10 9 & part of OX10 6 (south of A4130)  
OX11 9

SL4 4  
SL5 0, SL5 7, SL5 8 & SL5 9

Any student attending Reading School prior to 2022 (ie. current Year 7-11) will be able to continue into the sixth form as a day student if they currently live in SL6 1, SL6 2, SL6 3, SL6 4, SL6 5, SL6 6 & SL6 7 and meet the academic criteria.

## Definition of Permanent Home Address

An applicant's permanent home address is their normal place of residence, excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time. Where there is a formal residence order or child arrangements order which states that care of the child is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If care of the applicant is not equally shared, the address of the parent with whom the applicant spends the majority of their time must be used. Evidence is required of a single address on 26<sup>th</sup> August 2024. The school may ask

for documentary evidence to support the application. If the permanent home address changes between when an offer is made and 26<sup>th</sup> August 2024, Reading School will require documentary evidence of the new address. In all cases 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.

#### **Once offers have been made,**

Reading School will require documentary evidence of the applicant's permanent home address. This will include consideration as to whether or not the address used to make an application was temporary. Reading School reserves the right to carry out random checks at any time and this may include a home visit. Parents will be required to declare that the address used will be their place of residence beyond the date of the student starting school. Reading School reserves its right to carry out further investigation of any change of address once the student has started school. If the applicant's permanent home address changes after application and before 26<sup>th</sup> August 2024 and would result in a lower ranking, the new address will be taken into account immediately and the applicant re-ranked accordingly

#### **Inclusion**

Any student with special educational needs or a disability, who is applying for a place at the School, should write to the Special Educational Needs Coordinator so that the School can assess the application appropriately.

#### **Fraudulent Applications**

Any information that is subsequently proven to have been provided fraudulently will potentially invalidate that application.

#### **Conditional Offers**

Conditional offers, if appropriate, will be made by the end of March 2024 and, for applications received after this date, responses will be made within two weeks of receipt of the predicted examination grades.

#### **Oversubscription Criteria**

After the admission of students who have a statement of special educational needs or an Educational Health and Care Plan which names the school and who meet the academic standard, the following oversubscription criteria will be applied if there are more applicants than places available. Applicants will be ranked on this list according to their predicted points score (56 or above or 54 or above for Pupil Premium/Service Premium/Looked After or Previously Looked After students) below which students will not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below.

A waiting list ranked as above will be used to offer further places if any original offers are declined. Every effort will be made to accommodate students who meet the entry requirements for a place in Year 12, but applicants should appreciate that some subjects may become full in which case we will operate a waiting list. This will be most relevant to applications received after 26<sup>th</sup> January 2024. Applicants will be ranked on this list according to their predicted points score.

All applicants predicted 56 or above or 54 or above for Pupil Premium/Service Premium/Looked After or Previously Looked After students who are applying for a day or boarding place will be ranked in the following order and within each category strictly by their predicted points score:

- i) The applicant is a looked after child or previously looked after child or the applicant was previously in care outside of England<sup>1</sup> or has previously been in care outside of England.
- ii) Children of members of the UK Armed Forces eligible for service premium (boarding applicants only).
- iii) The applicant has a boarding need (see note below) (boarding applicants only)
- iv) The permanent home address of the student is within the catchment area of the school and the student is in receipt of pupil premium<sup>2</sup>. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to free school meals/service premium will be required.
- v) 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 (Day Applicants Only).
- vi) Students whose home address is NOT in the catchment area of the school (Day Applicants Only).

### **The tie-break situation**

The following criterion will be used to allocate places as between borderline candidates who cannot be distinguished in terms of academic ability. With regard to the historic links with the Borough of Reading, eligible boys living nearer to the School will be accorded a higher priority in the allocation of day-boy places. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school using Reading Borough Council digital mapping software. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Reading School, this will be Reading Local Authority.

For boarding applicants, in the event of a tie-break situation an independent person will supervise random allocation. In the case of Reading School, this will be Reading Local Authority.

### **Offer date**

Offers of places will be confirmed as soon as appropriate examination results are confirmed.

### **Waiting lists**

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. If places exist on 1 September 2024 they will be offered based on their subject choices and the availability of places in those subjects, but priority will be given to boarding applicants and day applicants who live within the Catchment Area.

### **Appeals**

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

### **Boarding need**

Children with a boarding need include:

Those at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or

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<sup>1</sup> 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).

<sup>2</sup> Pupil Premium are those pupils who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The [service premium](#) is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria: one of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last 5 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

A Suitability for Boarding Form should be returned to Reading School with the Reading School Application Form by 26<sup>th</sup> January 2024.

### **Boarding Regulations**

Boarders must have suitable accommodation outside School for the weekends. This must be provided by the family or a guardian. Reading School regrets that it is unable to assist in finding a guardian.

### **Boarding Fees**

Reading School boarding fees are charged in accordance with the DfE guidance 'Full cost recovery and rate of return - Managing and charging for boarding provision'.

### **Passport Requirements**

All students must be entitled to hold a full British Citizen passport or have the right of residence in the UK according to prevailing legislation.