

**Reading School**

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# **ADMISSIONS FORM**

## **GUIDANCE NOTES**

**Guidance Notes to Accompany Online  
Admissions Form for September 2024 Entry**

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**2024/25**

Erleigh Road, Reading, Berkshire, RG1 5LW



## Admissions Form Guidance Notes for September 2024 Entry

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## **SECTION 1 – STUDENT DETAILS**

This section will be prepopulated with the student details submitted on the original application form.

## **SECTION 2 – CONTACT DETAILS**

In the section for parent/carer contact details please ensure that you include two separate parental email addresses and not the student email address. We do require full contact details for two parents/carers. Please provide personal email addresses and not a work email. This email address will be used for parental school communications.

- **Guardian Information**

For all boarders with parents who live overseas, the school will need to hold full contact details of the Guardian your son spends weekends and exeat with. For pupils who have only one parent with legal responsibility, we do require details of a nominated adult who will be a secondary contact. This person will only be contacted in emergencies when the school cannot contact the parent/guardian.

## **SECTION 3 - INFORMATION RELATING TO CHILDREN NOT LIVING PERMANENTLY WITH THEIR PARENTS**

Please complete this section if your son does not live permanently with the parents.

## **SECTION 4 – PUPIL PREMIUM AND/OR LOOKED AFTER CHILDREN**

Please complete this section if your son has been adopted from care or is eligible for Pupil Premium.

## **SECTION 5 – MEAL ARRANGEMENTS**

Please specify in this section if your son has any special dietary requirements for either personal or cultural reasons. Please also mention any food intolerances here.

- **School Meals**

Research has shown that children at school benefit from a nutritious meal at lunchtime. The catering staff at Reading School will provide an excellent range of hot and cold meals, salads, baguettes and sandwiches that all meet the requirement for Healthy School status.

The cost of a school meal is approximately £3.70 for the main meal and dessert. Students can of course mix and match their choices according to the value of the meal they are buying.

- **Free School Meals**

Eligibility Criteria: Free school meals are available to children whose parents are in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

- **Process to be entitled to Free School Meals**

An application form will be sent to you from the school for completion which must include the name of each child who is eligible for free school meals. See eligibility criteria above. The application form and evidence to support the claim should be given to your child's school each term.

A pupil is only eligible to receive a free school meal when a claim for the meal has been made on their behalf, and their eligibility has been verified by the school where they are enrolled or by the local authority. Free School Meals cannot be provided without supporting documentation.

See the table below for required forms of evidence that are acceptable in support of the claim.

<b>Criteria</b>	<b>Documentary evidence</b>
<i>Income Support or Income Based Job Seekers Allowance:</i>	<ul style="list-style-type: none"> <li>• A recent letter or bank statement, less than one year old, confirming the applicant's entitlement to either Income Support or Income-based Job Seekers Allowance. <ul style="list-style-type: none"> <li>- Letter and / or statement must show the current name and address.</li> <li>- Bank statement must record the payment as 'DWP I/S'</li> </ul> </li> </ul> <a href="http://www.jobcentreplus.gov.uk">www.jobcentreplus.gov.uk</a>
<i>Universal Credit but not Working Tax Credit:</i>	<ul style="list-style-type: none"> <li>• A copy of Tax Award Credit Notice (Form TC 602, Final Award Notice) from the Inland Revenue that confirms the household's entitlement to Universal Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's office Revenue and Customs) that does not exceed £16,190.</li> </ul> <p><b>Note:</b> within Working Tax Credit there is an element for child care. This element forms part of WTC and therefore precludes entitlement to claim FSM with the exception of where this is paid for the first four weeks of unemployment before transferring to other benefits.</p> <a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>
<i>Guarantee element of State Pension Credit:</i>	Pension Credit Award Credit Notice (M1000) from The Pension Service, which is less than a year old and must clearly state the Guarantee element. <a href="http://www.thepensionservice.gov.uk">www.thepensionservice.gov.uk</a>
<i>Support under part 6 of the Immigration and Asylum Act 1999 AND Parent/Legal Carer status</i>	You will need to confirm asylum seeker status and your legal responsibility for the child/children. Acceptable forms of evidence are: <b>Evidence of Asylum Seeker status</b> <ul style="list-style-type: none"> <li>• Home Office documentation confirming Asylum Seeker status and Port of Entry and / or Home Office reference number,  <b>OR</b></li> <li>• If applicable, National Asylum Support Service (NASS) documentation including reference,  <b>AND</b> (see next page)</li> </ul>

	<b>Parent /Legal Carer status</b> <ul style="list-style-type: none"> <li>• Evidence that you are the parent / legal carer responsible for the child / children you wish to claim FSM e.g. Home Office documentation / NASS documentation / IND Application Registration Cards.</li> <li>• <a href="http://www.asylumsupport.info/nass.htm">www.asylumsupport.info/nass.htm</a> <a href="http://www.opsi.gov.uk/ACTS/acts2002/20020041.htm">www.opsi.gov.uk/ACTS/acts2002/20020041.htm</a></li> </ul>
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## SECTION 6 – TRAVEL ARRANGEMENTS

Please complete this section indicating how your son travels to school.

## SECTION 7 – CULTURAL INFORMATION

Please complete this section regarding cultural information with details of your son's religion, ethnicity, home language and first language.

A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.

If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.

## SECTION 8 – MEDICAL INFORMATION

Please complete this section with details of your son's doctor, any medical conditions and allergies he may suffer from, and a record of his immunisations.

### DISABILITY DISCRIMINATION

The Disability Discrimination Act 2005 (DDA) is now incorporated in the Single Equality Act (2010) and together they require schools to:

- Promote equality of opportunity.
- Promote positive attitudes towards disabled people.
- Assess and monitor the impact of their activities on disabled people.
- Make reasonable adjustments to ensure disabled children are not disadvantaged.
- Improve outcomes for disabled people.

Schools in England are currently required to collect data on children with Special Educational Need (SEN), but this does not capture information about all disabled children and to date there has been no consistent way of identifying and categorising disabilities. Collecting this information should help policy and practice to respond to the needs of disabled children and their families in line with the Disability Equality Duty (DED) and Single Equality Schemes.

Please can we ask you to complete the questionnaire included in the Admission Form, whether or not your son has any difficulties.

## SECTION 9 – PARENTAL CONSENTS

To enable a smooth transition for your son when he starts at Reading School please can you ensure that all consents are approved.

- **Paracetamol/Antiseptic Wipes**

Please sign this section to agree to your son being administered paracetamol/antiseptic wipes.

- **ICT User Agreement**  
**Philosophy**

At Reading School we believe that the use of Information and Communication Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology, both off and online. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

The overall aim for the informed use of Information and Communication Technology at Reading School is to enrich learning for all pupils, to support their academic studies, pastoral care and recreational interests and to promote effective communication.

### **Duty of care & e-Safety**

Reading School has a duty of care towards every member of the school to ensure the safe use of computing facilities. New members of the school are asked to read and agree to the rules for the acceptable use of the school computer network that follow and sign to indicate that they have done so. All staff undertakes online e-safety training and all students are encouraged to act responsibly at all times and to be aware of the issues of “content, conduct & contact” when they use ICT, both in school and at home.

This ICT user agreement applies without exception to all members of the school at all times and to visitors with temporary access. It is assumed that by logging into a school computer or by accessing any of the school's ICT services you are agreeing to abide by this agreement.

Further information can be found in the E-Safety Policy document on the school website at the following link:

[E-Safety Policy](#)

- **Bromcom – email communications sent home**

Reading School operates a service called Bromcom MIS, which is used by a large number of schools across the UK to communicate with parents by email and text message. Bromcom will be beneficial to you because:

- Messages will get to you reliably,
- We can send messages independently to a mother and father at the same time,
- You will quickly know about important or urgent messages,
- We can tell you more about what is going on at the school.
- A weekly message from the Headmaster is sent to parents using this system of communication.
- Boarding parents will receive a Boarding Newsletter bi-weekly sent from Bromcom.

To use Bromcom we need to collect your personal email addresses and mobile numbers and we would ask you to complete and return the section in the Admission Form giving your consent for your details to be registered with Bromcom.

Please be assured that Bromcom is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – when you sign up to Bromcom, email messages will be sent from 12027@bromcomcloud.com. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

- **MCAS - My Child At School Parent Portal**

Reading School operates a service called MCAS which is the school's parent portal. Your child's attendance records, timetables and reports can all be viewed on MCAS. The application is also used as the school's payment system for topping up refectory accounts, the purchase of books or paying for school trips. Please be assured that MCAS is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

- **Other Third Party Software**

The school sometimes registers with a range of web based service providers such as MS Teams. Registering with these providers requires that some personal information about your son is provided. This may include his name, date of birth, year group and email address. We do not share your son's details with any company that has not been verified under the Privacy Act 1988.



## • **Permission for Biometric System**

Government guidance says parental permission must be obtained to use students' biometric data. Biometric data can be used in a number of different ways, but in Reading School we use data extracted from your son's fingerprint to allow him to pay for food in the Refectory.

We have been using this method of payment since April 2011 and have recognised substantial benefits:

- Faster payment reduces queuing time
- Students do not need to bring cash into school
- Students can't 'lose' their fingerprint!
- Free school meals allowances added automatically

We have also had a lot of positive feedback from parents who tell us that they like the convenience of adding funds on line and being able to see what their sons are purchasing.

We would like to reassure boys and parents that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint, only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Biometric registration is purely voluntary and those not wishing to sign up are still able to use the system by way of a card. However, if the card is lost there is a charge of £5 for a replacement. A card system is less secure as a lost card can be used by the finder until such time as the loss is reported and the card cancelled. If you would prefer your son to have a card then please email [admissions@reading-school.co.uk](mailto:admissions@reading-school.co.uk) and this can be arranged.

## • **Using Images of Children**

Occasionally, we may take photographs of pupils at Reading School. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 on the Admission Form. They are:

- May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?
- May we use your child's image on our website?
- May we record your child's image on video or webcam?
- Are you happy for your child to appear in the media?
- Are you happy for your child to appear on internal display boards in school?



Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Further information can be found in the Taking Storing and Using Images of Children Policy document on the school website at the following link:

[Taking, Storing and Using Images of Children Policy](#)

## **Home School Agreement**

Please click on the link below to read the Home School Agreement for both students and parents:

[Home School Agreement Policy](#)

### **• Generic Parental Consent - For All Off Site Activities**

When students take part in any off-site activities; the contact information, medical details and dietary requirements held on the School's database will be used.

#### **Local Learning Area visits:**

The school has a defined 'local learning area'. Visits leaving the school site and utilising this, local area (see the Educational Visits Policy for the defined area) are considered to be an integral part of the curriculum. These visits are planned and delivered by school staff, may involve minibuses or other forms of approved transport and are delivered free of charge.

#### **Parents will be informed of any Local Learning Area visits:**

Where these visits take place within the school day your consent is assumed unless you have explicitly asked to opt out, via email, to the Visit Leader.

#### **Activities taking place beyond the normal school day**

Parents will be informed of any visit taking place beyond the normal school day and additional consent will be sought.

#### **PE lessons**

Due to the varied and expansive PE curriculum that Reading School seeks to deliver, we make use of a range of locations within our Local Learning Area, such as, but not limited to: Reading University Sports Park, Rivermead, Palmer Park and our own playing fields at Morgan Road. All PE lessons, including those offsite are delivered by school staff. Offsite lessons may involve students being transported using a school minibus or other forms of approved transport. You will not be informed of the individual PE lessons that take place offsite. Your child's participation in the full PE curriculum is assumed, unless you have explicitly asked to opt out.

#### **Whole School Events**

For whole school events such as the annual Commemoration Service at St Mary's Church, or Sports Day at Palmer Park you will be informed via the weekly Headmaster's Bulletin and website of arrangements and these events will run on an opt-out basis, with attendance assumed unless the school is notified in writing.

Please click on the link below to read the Educational Visits Policy:

[Educational Visits Policy](#)

## • **Code of Conduct - For All Students On School Visits**

As you are aware in today's climate, there are certain precautions we must take before taking your child on the proposed visit. In respect of Health & Safety regulations and insurance, we require the assurance of yourself and your child that the following rules of behaviour will be adhered to both before and during the visit. Failure to comply with these rules while abroad may result in the removal of privileges such as free time without direct supervision, as we may not be able to guarantee the safety of the student. If, in very extreme cases, staff feel that they are not able to guarantee the continued safety of the student because of serious or repeated infractions, they may be forced to ask parents to come and collect their son in order to maintain the safety of the rest of the group at the parents' expense.

Please click on the link below to read the Code of Conduct for Educational Visits:

[Code of Conduct for Educational Visits](#)

## • **Data Protection Act 1998**

Why do we collect and use pupil information?

We collect and use pupil information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE) in line with the Education Act 1996 (Departmental Censuses). We use this personal data to:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic Progress/Assessment Information
- Relevant Medical and Special Educational Needs Information
- Exclusions/Behavioural information
- Post 16 learning information

Please click on the link below to read the GDPR Privacy Notice:

[General Data Protection Regulations \(GDPR\) Privacy Notice](#)