

## **Reading School Non-Routine Admissions Policy for entry in 2024**

### **Application for day and boarding places**

Applications must be made directly to Reading School.

### **Entrance Tests**

The entrance tests will be taken at Reading School. The Entrance Test will consist of:

Maths, Verbal Reasoning and Comprehension.

The Maths, Verbal Reasoning and Comprehension questions are set by a nationally recognised assessment body. The results of the test will be standardised, and placed in rank order. The rankings will be used to determine the rank order of candidates.

The tests assess Maths, Verbal Reasoning and Comprehension and will be such that no additional preparation is necessary. No past papers are available and no further information with respect to the tests will be given. A familiarisation website for the tests can be found at: [Non Routine Familiarisation Website](#)

### **Timetable**

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

### **Catchment area for Day Applications**

The Catchment area is determined by the postcode of the student's home address and guidance on the Catchment area is given on the school website. Further clarification can be obtained from the School's Admission Office. Students must be resident in the Catchment area of the school by the date of testing to qualify as living in the Catchment area. 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. 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. Offers of day places will only be made to applicants living in the UK at the time of testing.

Reading School will 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. Reading School reserves the right to carry out random checks at any time and this may include a home visit.

If a school place is offered based on fraudulent or intentionally misleading information, the offer may be withdrawn, even if the pupil has started at the school. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

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.

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

### **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) as soon as you complete the registration form. 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. 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, 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 that year group 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

## **Oversubscription Criteria**

After the admission of boys 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. A cut-off point will be determined, below which students will not be considered for admission to the school and not therefore ranked according to the over-subscription criteria below. All applicants above the cut-off point who are applying for a boarding place or who live within the Catchment area and are applying for a day place will be ranked strictly by their performance in the test, however priority will be given to applicants in the following categories.

### Day Applicants:

- i) The applicant is a looked after child or previously looked after child<sup>1</sup> or has previously been in care outside of England
- ii) The permanent home address of the student is within the Catchment area of the school and the student is pupil premium child<sup>2</sup>. 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.
- iii) 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.
- iv) Students whose home address is NOT in the Catchment area of the school.

A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves. Parents of children above the cut-off point who change their preference following allocation day i.e because their child was offered a higher preference will be added to the waiting list according to the over-subscription criteria. Equally any child ranked as category iv) who moves into the Catchment area, following receipt of confirmation of change of preferences from the LA will be re-ranked to category iii).

### Boarding Applicants:

- i) The applicant is a looked after child or previously looked after child or has previously been in care outside of England
- ii) Children of members of the UK Armed Forces eligible for the service premium.
- iii) The applicant has a boarding need.
- iv) All other applicants

A waiting list ranked as above will be used to offer further places if any original offers are declined either by the LA, or by the parents/carers themselves.

## **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.

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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 who are not in the normal age group**

Applications from boys who are not in the normal year group will only be considered in exceptional circumstances. Further clarification can be obtained from the School's Admission Office.

### **Offers**

Reading School will post results to parents informing them how their sons have performed in the tests and offer places where appropriate within three weeks of the date of testing.

### **Waiting lists**

The list as described in the oversubscription criteria will be kept open until the end of the January following the tests.

### **Boarding need**

Children with a boarding need include:

- i) 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
- ii) 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.

### **Suitability for boarding**

In accordance with paragraph 1.40 of the School Admissions Code 2014, maintained boarding schools are allowed to request supplementary information from the applicant's present school and home Local Authority to assess suitability for boarding. This will take place prior to the Governors applying the oversubscription criteria. In order to determine the suitability of an applicant to board, Reading School will have regard to:

- i) Information provided by the applicant's current school or previous school, if he is currently out of school.
- ii) Information provided by the home Local Authority on safeguarding issues.

A Suitability for Boarding Form should be returned to Reading School with the Reading School Registration Form.

### **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.

### **Reading School Admission Numbers**

The standard admission number for each year is:

- Year 7, 150 (138 day and 12 boarding);
- Year 8, 150 (138 day and 12 boarding);
- Year 9, 150 (138 day and 12 boarding);
- Year 10, 150 (138 day and 12 boarding);
- Year 11, 150 (138 day and 12 boarding);
- Year 12, 180

### **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)