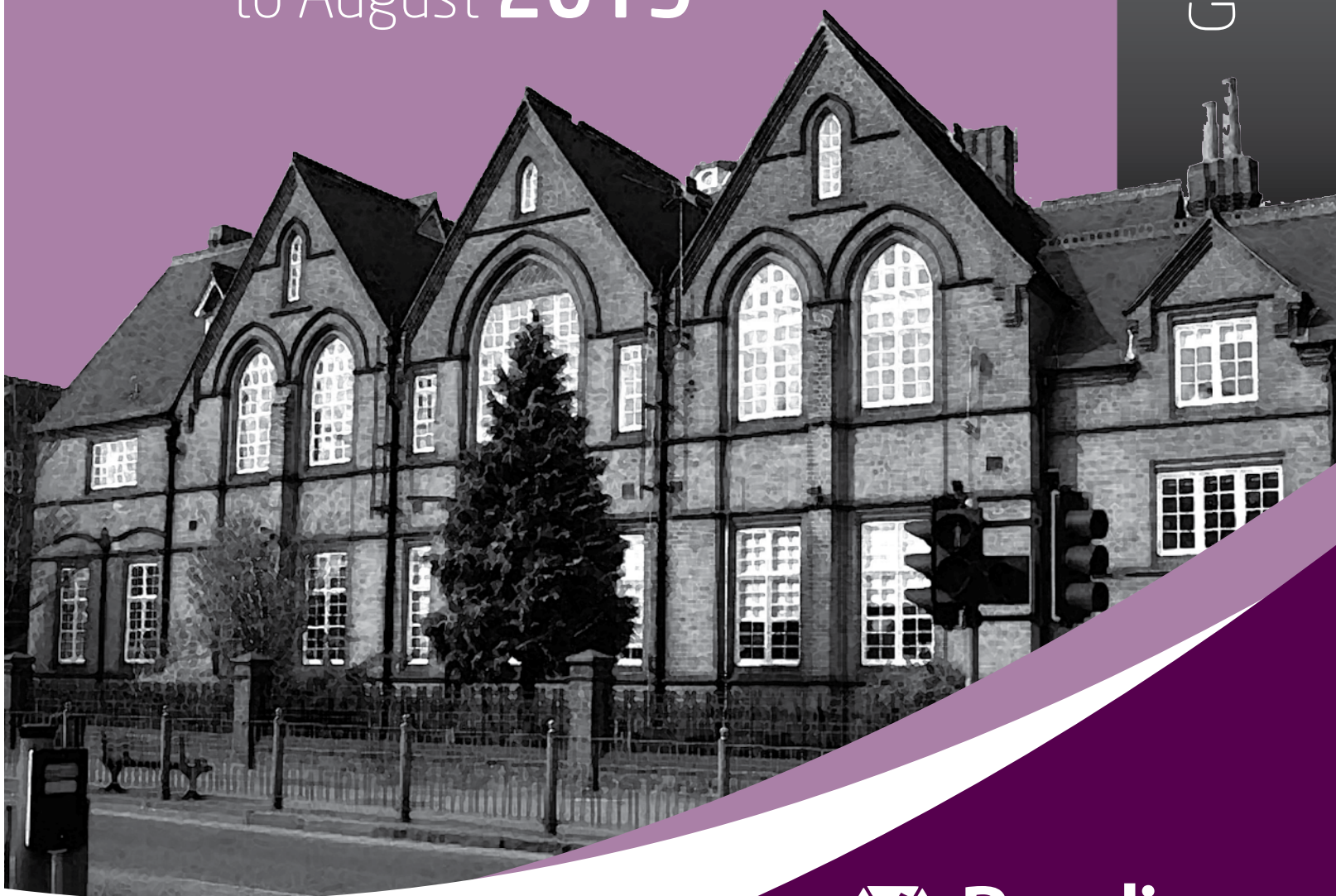


# Starting School

Admissions to  
Infant/Primary  
Schools

September **2018**  
to August **2019**

Guide for Parents and Carers



**Reading**  
Borough Council  
Working better with you

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dla swojego dziecka w szkole podstawowej ( primary school) , proszę  
kontaktować się na poniższy numer telefonu : (0118) 937 3777. (Polish)

Favor telefonar para ☎ (0118) 937 3777 para obter mais informações sobre admissões  
em escolas.  
(Portuguese)

# INTRODUCTION

## Dear Parent/Carer

Starting primary school is an exciting time for children and their parents and carers. But it can also be a time of worry and concern.

Deciding on a school is probably one of the most important decisions a parent or carer has to make and we know this can be a new and daunting experience for many people.

This guide is designed to help you through that process and to make applying for a school place as smooth and straightforward as possible. It contains a lot of detail, and it is important that you read it carefully and follow the guidance step by step to ensure that you maximise your chances of reaching a successful outcome for you and your child.

There has been much publicity in recent years about the pressures on school places across the county. Reading is no exception and we have invested £61m to ensure that there are sufficient primary school places for every child who needs one. However our schools are popular and while we do everything possible to meet people's aspirations, there is no guarantee that we will be able to allocate a place at your preferred schools.

We are proud of all the schools in Reading and the wide range of opportunities they offer. We believe that your child will be able to succeed at any of our schools. Schools all publish a prospectus on their websites, which provides useful information including Ofsted reports. The school website will also give a flavour of the full range of opportunities, activities and achievements of the school. I know you will balance the attractions of all the schools available to you, taking account of the importance of young people being educated alongside others from their community. A visit to the school will give you a feel of what the school is seeking to achieve for its pupils and whether you think your child will be happy there. It is important to make up your own mind and not rely on comments from other people.

The deadline for applications is 15 January, 2018 and you should ensure that you get your application to us in good time. Being late will put you at a disadvantage. You should submit your application online. If you do not have access to the internet, you can get a paper form from your child's nursery, or the admissions team. If anything is unclear, or you have questions that are not answered by the guide, please call the Admissions Team on 0118 937 3777. They will be pleased to help you.

I hope you find this guide help and I wish your child every success and happiness in their primary school.



Councillor **Tony Jones**

Lead Councillor for  
Education and Children's Services



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Admissions Team, Children, Education and Early Help Services,  
Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

Tel: 0118 937 3777  
email: [admissions.team@reading.gov.uk](mailto:admissions.team@reading.gov.uk)

# TIMETABLE FOR THE PRIMARY ADMISSIONS PROCESS

<b>15 January 2018</b>	National closing date.
<b>16 April 2018</b>	National offer day.
<b>30 April 2018</b>	Deadline to accept the places at the allocated school.
<b>15 May 2018</b>	Deadline for lodging an appeal.
<b>April 2018 – August 2018</b>	Where a school has offered all its available places we will operate a waiting list. If a place becomes available it will be offered to the pupil who best fits the admissions criteria.
<b>June 2018 – August 2018</b>	Appeals – heard by independent panels set up by the relevant Admission Authority.
<b>31 August 2018</b>	End of Admission round.

Please note: you must apply for a school place even if your child's name is already on the 'register of interest' of a school, or your child attends the nursery class.

## When can children start school in a primary/infant school?

*If your child was born between the 1 September 2013 and 31 August 2014 and is offered a place in a primary/infant school then they will be able to start full-time in September 2018. However, your child does not have to go to school until the term following their fifth birthday. The table below sets out when your child must be receiving full-time education.*

<b>Children born between</b>	<b>Statutory school age</b>
01.09.13 - 31.12.13	January 2019
01.01.14 - 31.03.14	April 2019
01.04.14 - 31.08.14	September 2019

*Until your child reaches statutory school age, you can decide whether you want them to start full-time school in September 2018, or whether to reserve the place offered and defer their admission. When you are offered a school place for your child you will have to tell us whether you want your child to start school in September 2018, January 2019 or April 2019. It is not possible to hold a place at a school into another school year so if your child does not have to go to school until September 2018 they will have to take up their place by April 2019. If you choose to wait until September 2019 you will have to re-apply for a place in Year 1 and the school may be full.*

*In some circumstances summer born children may be admitted to a reception class in September 2019. This will only be agreed, if it is in the best interest of the child.*

*For more information see page 10.*

## Part-Time in schools

Parents/carers may ask for a part-time place until their child reaches statutory school age if they believe that this is in their child's best interest. Further information on this option is given on page 10.



# EXPLANATION OF TERMS

The terms, abbreviations and legal extracts that we need to use in this guide may sometimes be difficult to understand by those unfamiliar with the education system. We hope these explanations will help but, if you are unsure about anything in this guide please telephone the School Admissions Team on 0118 937 3777 for an explanation.

## **Admission Authority**

The admission authority of a school determines the admission policy for the school. The admission authority for community primary schools is the local authority and the admission authority of a voluntary-aided school or Academy is the Governing Body of the individual school.

## **Admission Number (AN)**

Every school has an Admission Number (AN). The AN is normally based on the number of classrooms and resource areas. The AN represents the maximum number of places available in the year group which pupils normally enter on joining the school i.e. Reception Year in Infant and Primary Schools. Places must be offered up to this number. The Admission Number for each school is given in the information on schools later in this guide.

## **Categories of maintained schools**

### **Community Schools**

These schools are maintained by the Local Authority (LA). The LA is the Admission Authority and it is responsible for determining the admission arrangements and allocating school places.

### **Free Schools**

Free schools are funded and operate in the same way as an Academy.

### **Infant Schools**

These schools cover the Reception to Year 2 age groups. Children from these schools

would transfer to a Junior School or the Junior part of a Primary School to continue their education.

### **Junior Schools**

These schools cover the Year 3 to Year 6 age groups.

### **Primary Schools**

These schools cover the Reception to Year 6 age groups.

### **Voluntary Aided Schools**

Management responsibility is shared with the LA but the Church or Governing Body play a greater role. The Governing Body is the Admission Authority and agrees the admission policy which will normally be different from those used by the LA.

### **Academy Schools**

An Academy is a publicly funded independent school established by the Secretary of State. The Governing Body is the Admission Authority and is responsible for the admission policy. The school enters into a funding agreement with a charitable company. The funding agreement provides the framework within which the academy must operate. This funding agreement states that the Academy must comply with the School Admissions Code and are included in the Local Authority co-ordinated Admissions.

## **Department for Education (DfE)**

The central government department responsible for education and schools.

## **Catchment Area**

Catchment area (sometimes known as 'designated area') is a geographical area from which children are given priority for admission to a school as part of the oversubscription criteria. This means that if there are more applications than places available, children living in the designated area of a school will be given priority but it does not guarantee admission to that school. If you move into a

catchment area of a school after your child has started school then admission to that school will only be possible if there is a place available in the appropriate year group. Maps giving a guide to the catchment areas for community schools in Reading are given on pages 32 to 34. More detailed information on the catchment areas in Reading is available on Reading Borough Council's website [www.reading.gov.uk](http://www.reading.gov.uk) or from the Admissions Team. Other schools may also have catchment areas which may be parishes or other boundaries. The school will advise you. In the event of a dispute about the definition of designated area, the maps held by Reading Borough Council are regarded as definitive.

To be considered for your catchment area school you must list the school as one of your preferences. Places are not reserved for children living in the catchment area of the school. If the school is not listed as one of your preferences, then your child will not be considered for the school and the school may not have places available if you are not offered any of your preferred schools.

### **Foundation Stage**

The period of education from age three to five is known as the Foundation Stage. During the Foundation Stage children may be in a range of different educational settings, including nursery schools, schools, private nurseries, pre-schools, playgroups, independent schools, and some accredited childminders. The Foundation Stage finishes at the end of the Reception Year.

### **Home Address**

The definition of home address for a Reading community primary school is the permanent home address of the child and their parent(s)/carer(s). Temporary addresses used solely for admission to a school will not be accepted.

Applications for schools are processed on the basis of the child's single permanent home address where they live with their parent(s) or carer(s). Where the home address has changed from the address provided to the

early years provider or changes during the application process, evidence regarding the new address and disposal of the previous address, through a contract of sale or change of tenancy agreement may be required. A tenancy agreement must be for one year or more. Parents/carers will be asked to declare that the address used will be the child's home address beyond the 1 September 2018. Any change of address after submitting the application must be notified to Reading Borough Council.

The Admission Team will check the records held by Reading Borough Council Tax Department to confirm the home address supplied. It may be necessary to carry out additional investigations and seek further evidence of proof of address e.g child benefit, medical cards, driving licence. If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Monday to Friday, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g legal separation) will be required. Temporary addresses whilst retaining a permanent home in Reading will not be accepted. If a child does not live with a parent or legal carer i.e a single parent family where the parent is ill and the child lives with a grandparents for the majority of the week a full explanation will need to be supplied together with supporting evidence from a professional supporting the family/child.

The offer letter sent on 16 April 2018 will be sent to the address supplied and used for the allocation of the place at the named school. If the home address has changed and the Admissions Team have not been notified then the place offered in the letter may be withdrawn. Offers received by email or viewed on the online service are not the formal offer.

The Admission Authority has the right to reject applications or withdraw a school place based on fraudulent or intentionally misleading information concerning a child's

permanent home address. There will be a right of appeal to an independent appeal panel should this happen. The Admissions Team occasionally receives information from members of the public concerning potential misleading or fraudulent applications. Signed statements will be required to support such allegations together with supporting evidence in order that such allegations can be investigated. The names of anyone supplying information will be withheld in accordance with the Council's Whistle Blowing Policy which can be found on the Council's website [www.reading.gov.uk](http://www.reading.gov.uk)

### Medical/Social Grounds for Admission

It is important that you check whether the Admission Authority of your preferred school(s) use this category as part of over-subscription criteria for admission. It is not used by all Admission Authorities and when used it is given different levels of priority. If you believe your application meets the criteria you must check how the Admission Authority of your preferred school will consider your application and what evidence you must supply. It will not be sufficient to tick the boxes online or on the paper form as supporting evidence must be provided by you or the professional supporting your request. You will not be prompted to supply this information.

### Looked After Children (LAC)

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the Local Authority.

### Local Authority (LA)

Reading Borough Council is the Local Authority (LA) responsible for maintained schools in Reading.

### National Curriculum Tests

These are national performance tests set by the Qualifications and Curriculum Authority (QCA). Children at the end of Key Stage 1 & 2 take statutory Standard Assessment

Tests (SATs). The results of these tests are published in the school's prospectus or can be obtained from [www.direct.gov.uk/educationandlearning](http://www.direct.gov.uk/educationandlearning)

### National Curriculum Year Groups

The National Curriculum is a programme of study laid down by law for all pupils aged 3 to 16 in state maintained schools. It provides a balanced education for a child covering 11 subjects overall, and divided into Key Stages according to age.

Reception	Foundation	4-5 years
Year 1	Key Stage 1 (Infants)	5-6 years
Year 2		6-7 years
Year 3	Key Stage 2 (Juniors)	7-8 years
Year 4		8-9 years
Year 5		9-10 years
Year 6		10-11 years

### NOR

Stands for number on roll and means number of children attending a school.

### Ofsted

This is the abbreviated name of the Office for Standards in Education, which is the Government Department responsible for inspecting and producing inspection reports on schools. Ofsted reports are available from schools or from

[www.direct.gov.uk/educationandlearning](http://www.direct.gov.uk/educationandlearning) or [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### Over-subscribed schools

This means that a school has more applications than there are places available.

### Over-subscription criteria

Criteria which children will be given priority if a school receives more applications than places available.



## Parent

Any person having parental responsibility for a child (as defined in the Children Act 1989) or who has care of a child, including an LA. Section 576 of the Education Act 1996 defines 'parent' as all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

## Pupil Premium and Service Premium

### Pupil Premium

The pupil premium gives schools extra funding to raise the attainment of disadvantaged pupils from reception to year 11. Children eligible for pupil premium are

- All children eligible for free school meals at any point in the past 6 years
- looked-after children who have been looked after for 1 day or more
- are adopted
- leave care under a Special Guardianship Order or a Residence Order

### Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds.

3 and 4 year olds in state funded early education will attract EYPP funding if they meet at least 1 of the following criteria:

Their family receives one of the following;

- Income support
- Income based Job Seekers Allowance
- Income related Employment Support Allowance.
- Support under part VI of the immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not

also entitled to working tax credit and have an annual gross income of no more than £16,190)

- Working tax credit run on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit.

The child is currently being looked after by a local authority in England and Wales.

The child has left care in England and Wales through:

- An adoption
- A special guardianship order
- A child arrangement order.

Children must receive free early education in order to attract EYPP funding. They do not have to take up the full 570 hours of early education they are entitled to in order to attract EYPP.

### Service Premium

The service premium gives schools extra funding to support children and young people with parents in the 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 3 years
- 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)

### Register of Interest

This is a register kept by some schools of children whose parents/carers have expressed an interest in a place at the school. Parents/carers may have completed a form for the school to be included on the register. This is not a formal application for a place and you must apply to Reading Borough Council. Schools are not obliged to keep these registers.

### Sibling

The definition of sibling can vary but unless otherwise stated by the Admission Authority

the following definitions will be used. Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

For the purposes of over-subscription criteria for Reading community primary schools, siblings are children who will still be attending the school in September 2018 at the time of application. Other schools may have different description i.e siblings at the time of application. Please check the over-subscription criteria of your preferred school.

The over-subscription criteria for Reading community schools (see pages 18 – 23) defines children, who do not live in the catchment area of a school who have a sibling attending the school in September 2018 as category 5. There is no guarantee that we will be able to offer a place at the school for children in this category if the school is over-subscribed.

### **Supplementary Forms**

Some schools need extra information to help them rank applications according to their over-subscription criteria. You may need to complete a supplementary form if you would like your child considered for a voluntary aided school. These forms are available from the school or the Local Authority Admissions Team. Supplementary forms can be downloaded from

**[www.reading.gov.uk/schooladmissions](http://www.reading.gov.uk/schooladmissions)**

Supplementary forms should be returned to the schools.

### **Pupil Premium/Supplementary forms**

Some schools (such as community primary schools) give priority within a category to children who are in receipt of the Early Years Pupil Premium (EYPP) at the time of application. To be considered for this priority parents /carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school or nursery confirming that they

receive pupil premium for the child. This can be downloaded from the Reading Borough Council Website or obtained from your child's nursery setting. These forms should be sent to the School Admissions Team.

### **Straight-line distance (tie breaker)**

An admission authority may use radial or straight-line distance from the home to school as part of over-subscription criteria. In most cases this is used to tell the difference between applications when there are more applications than places available in the same category of the over-subscription criteria. This is called the tie-breaker. In Reading all the schools measure the straight-line distance from the home to the school, using the Ordnance Survey data points of the home and the school, using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the properties Easting and Northing. This point can be anywhere on the property. The distance created, using this software, is calculated to 3 decimal places.

In the rare event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from Committee Services Team for Reading Borough Council will supervise the selection process.

### **Waiting Lists**

After 16 April 2018 a 'waiting list' will be kept if the school has more applicants than places available. A waiting list is always ranked according to the over-subscription criteria of the school and is normally only made up of children whose parents have not received an offer at a higher preferred school. Change of preference requests and late applications will be added to the waiting list after the 1 May 2018. When a place becomes available this will be offered to the next child on the waiting list. Positions on the waiting lists may go up or down due to places becoming available or

additional late applications. Waiting lists for Reading community primary schools will be held until the end of July 2019, after which parents/carers must re-apply for a place in Year 1. Other schools and Local Authorities may only retain the waiting list until the end of December 2018. You will need to check with the appropriate Admission Authority.

A child's name will automatically be added to the waiting lists. If, however, you are happy to accept the allocated school you will have the opportunity to withdraw your child's name from the waiting list(s) on the acceptance form.

Waiting lists for Years 1-6 will be kept according to policy of the appropriate Admission Authority as some may not keep waiting lists beyond the reception year group.

For those schools who operate 'in year' waiting lists, these will be held until the end of December 2019, after which time an applicant will be removed unless they reapply. To be placed on the waiting list after December, please reapply by completing an in year application form and sending it to the school admissions team.

# HOW TO APPLY

There is a co-ordinated admissions process in England for admissions to primary schools. This means parents/carers must apply to their home Local Authority for any state maintained school in England.

- If you pay Council Tax to Reading Borough Council then you must apply to Reading Borough Council either online at **[www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions)** or by completing a paper application form.
- You can name up to four preferences
- You are advised to put more than one preference. Do not list the same school more than once
- You are advised to consider naming your catchment area school
- You should put the school you want first
- If you list another Local Authority School you need not apply to that authority as well
- You may wish to complete a supplementary form for a voluntary-aided, foundation school or community school. These forms are available from the Local Authority maintaining the school or from the school
- You should apply by the 15 January 2018
- Every parent/carer who has applied for a school place by the closing will be offered a place at one school. How you rank your preferred schools will decide which school you will be offered if there is a place available for your child at more than one school.
- The offer of a place by Reading Borough Council may be on behalf of another Admission Authority
- The offer letter will be posted on the 16 April 2018
- You will be required to accept the place offered by the 1 May 2018

- You can defer your child's admission - see page 10
- All schools must hold waiting lists until at least the 31 December 2018

## APPLY ONLINE.

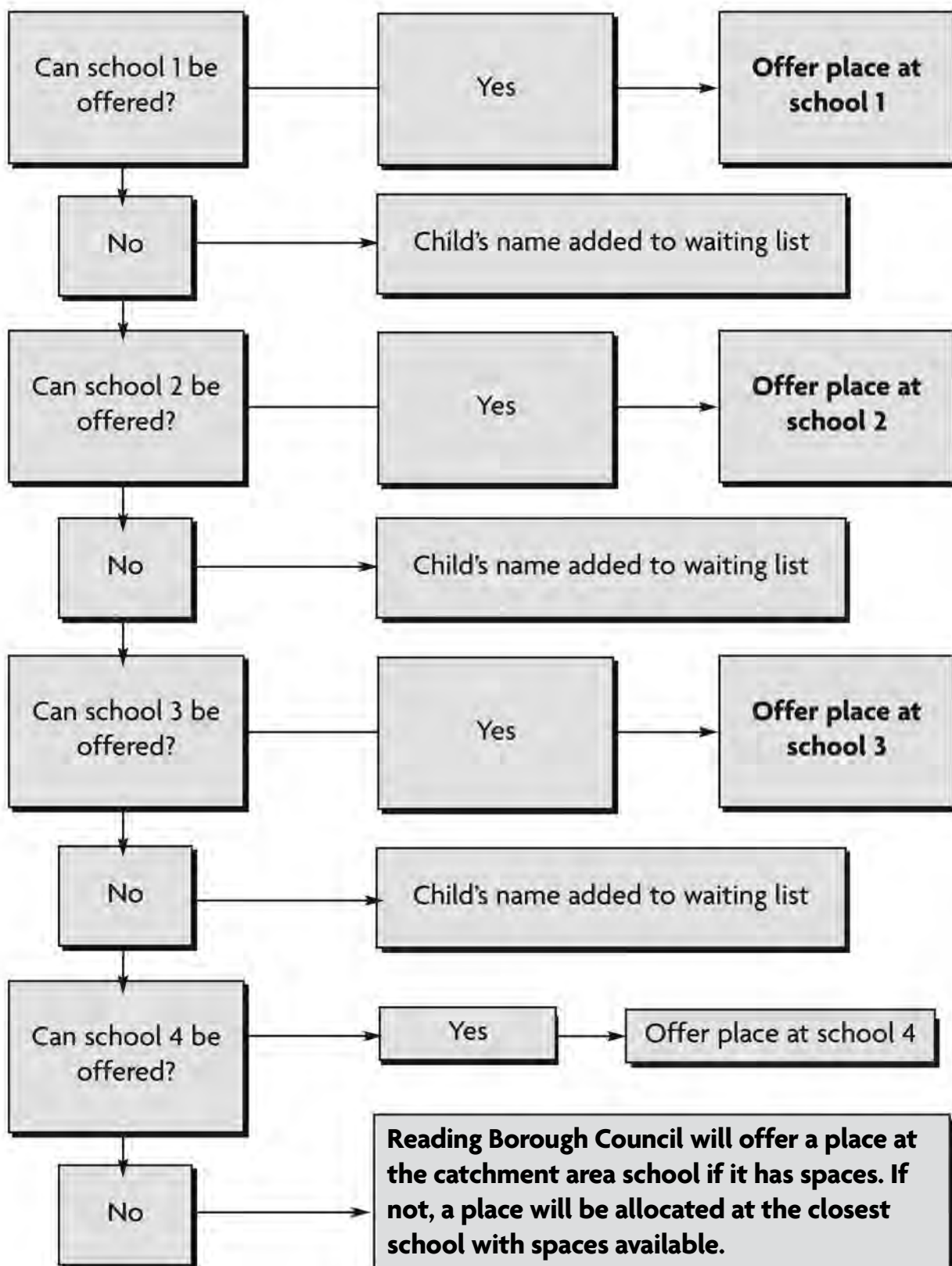
- **It is simple and convenient**
- **You can change your preferences at any time until the closing date**
- **You will receive an email to confirm your application has been submitted**
- **You will receive an email on the morning of 16 April 2018 informing you which school has been allocated to your child. You will be able to access your application for further information.**

Apply online at  
**[www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions)**

If you cannot apply online and would like a paper form, please ask your child's nursery or contact the school admissions team.

**It is important to note that all applications for all schools are treated on an equal preference basis.** This means where parents/carers rank the school on the application form will not be used to decide how places are allocated. If there are more applicants than places available, the places will be allocated according to the over-subscription criteria of the Admission Authority. The over subscription criteria for Reading Borough Council community schools are published on page 18 of this guide. Other schools have different over-subscription criteria and these are given on pages 45-83. The over-subscription criteria for schools in other Local Authorities will be published in the appropriate Local Authority guide for parents/carers.

The appropriate admission authority, for all the schools that you list on your application will consider your child for a place without regard to how you ranked the school. Applications for all the schools you list are considered equally. The admission authority, if that is not Reading Borough Council, will inform Reading Borough Council whether they are able to offer a place. Reading Borough Council will then look at your application to see which schools can be offered and how you ranked those schools. A place will be offered at the school you listed highest that can offer a place as per the diagram below.



# SOME COMMON QUESTIONS AND ANSWERS

## **Who should apply?**

Parents and carers of children born between 1st September 2013 and 31st August 2014.

## **What if I don't want my child to start school in September 2018?**

Your child does not have to start school in September 2018. However, you must apply for a place by the 15 January 2018. Once you have secured a place at a school it is possible to delay your child starting school until they become statutory school age. (See table on Page 1). This is known as deferring entry. If you decide to defer, the school is required to reserve your child's place until the end of the Reception year or statutory school age, whichever is earliest.

If you wish to defer your child's place you should discuss this with your child's nursery and the school allocated.

## **Can my child attend school part-time?**

Parents/carers may ask for a part-time place until their child reaches statutory school age, if they believe that this is in their child's best interest.

Parents cannot insist that a school provide a part-time place, that is individually tailored to their child. They can offer a minimum of 12-15 hours spread over every morning or similar depending on what meets the school's needs and will work with parents/carers. Most parents and schools will be able to organise an arrangement that is amicable to both parties. If parents/carers are considering this option they will need to understand what that will mean to the child in terms of what he/she will be missing out on.

## **Can my child start school outside their normal year group?**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Each case will be considered individually and a decision will be made in every case that is in the best interest of the child, taking into account the parents'/carers' views, information about the child's academic, social and emotional development from their current setting, 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 they had not been born prematurely. In each case the Headteacher of the school to which the parents are seeking admission will be consulted and their views will be taken into account.

Where the request is for a summer born child to start school in a reception class in September 2019, then the parents'/carers' reasons will be carefully considered and if they are confident it is in the best interest of their child to start school for the first time when they are five then this will be the deciding factor, if the other evidence is balanced. In circumstances where professionals have significant concerns the request may not be approved.

Details of each school's policy for admission outside of the normal age group can be found with each school's oversubscription criteria later in this guide.

To request a child's admission is delayed to start in September 2019 parents/carers must apply in writing giving their reasons and supply any supporting documents i.e. information from their child's education setting or medical evidence. At the same



time they must make an application for a reception place, in the normal way for September 2018 by 15 January 2018. Each case will be carefully considered and parents/carers will be informed of the decision in writing, before 16 April 2018, setting out clearly the reasons for the decision. If the request is agreed then the application submitted for September 2018 will be withdrawn before a place is offered and a new application must be submitted for September 2019. The decision made by an admission authority is not binding on any other Admission Authority.

If refused, then parents must decide whether to accept the offered place, or refuse it and make an in year application for Year 1 in September 2019.

**Parents of children born between 01/09/2013 and 31/08/2014 should still apply before 15th January 2018 even if they are requesting their child to start school in Reception 2019.**

Parents/carers will have a right of appeal but only if they have not been offered a place in another year group. If you are seeking to delay your child's admission to primary school you should take into account that you can defer your child's admission beyond September 2017.

#### **When is the closing date for applications?**

The national closing date for applications is **15 January 2018**.

#### **Where should I return my completed application form?**

You should apply online at [www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions). If you complete a paper application form you should return it to the Admissions Team:

Admissions Team, Children, Education and Early Help Services, Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

Please check all sides of the form are completed and that the form is signed and dated. If you prefer you can also apply online at [www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions).

If your child attends a Reading Borough

Council nursery class you can also return the form to the School Office.

#### **How will I know if the Admissions Team has received my form?**

If you apply online you will receive an email to confirm that you have submitted your form.

If you submit a paper form the Admissions Team will write to let you know that your form has been received. You should receive the letter within three weeks of returning the form, however this depends on the volume of applications. If you have not heard back to your paper application by 1st February 2018, please contact the admissions team.

#### **What happens if my application is received after the closing date?**

Your application must be submitted by **15 January 2018**. Places are not reserved for those who apply late. This rule applies even if you already have a sibling at your chosen school.

Applications received after the closing date will not be considered until after the first round of place allocations has been completed on **1 May 2018**.

Sometimes there is a good reason for a late application such as illness preventing a single parent/carer returning the form on time or a family move to the area. If these applications are received by **1 February 2018** and are supported by either the medical professional involved in the case or documentary evidence to confirm the family move, then these applications will be treated as on-time applications.

#### **What happens if I move house?**

Applications can only be processed on the basis of the child's current address. Places at over-subscribed schools cannot be reserved for children moving into the area.

If you move house after the closing date but before **1 February 2018** and you can provide documentary evidence i.e letting agreement valid for a year or a house purchase completion date showing that you will be resident by **1 February 2018** then that address will be used for the allocation

of places. If you move after **1 February 2018** your application will be marked late and considered on **1 May**.

### **How do I get information about schools?**

We strongly advise you to visit and see for yourself the quality of education on offer in Reading schools. The external appearance of a school can be misleading, and the reputation of a particular school may not accurately reflect what it is currently like. By visiting a school you can meet the headteacher and staff, and in many cases the pupils as well. Most schools can arrange individual visits, but please make an appointment, as schools are busy places. You should obtain a prospectus from the school or from the school's website which will give details about the:

- school's aims and objectives;
- curriculum offered;
- achievements and attainments;
- attendance figures;
- out of school activities;
- information on policies, such as behaviour and discipline.

The following government website can give you some of the above information:

**<http://schoolsfinder.direct.gov.uk>**

### **I have already registered my child at the school, do I still need to apply for a place?**

Yes, you must apply for a school place to Reading Borough Council even if your child's name is on the 'Register of Interest' of a school.

### **My child attends the Nursery class at a school. Do I still need to apply for a place at the school?**

Yes. If your child is attending a Nursery class at a school you must still apply for a place to Reading Borough Council by **15 January 2018**.

### **Is my child guaranteed a place at the school if they attend the Nursery class at the school?**

No. If your child has a place in a nursery class of a school, they are not guaranteed a place at the school. If the school is over-subscribed then the admission criteria of the school

will be used to decide who will be offered a place.

### **I live in Reading Borough Council and I would like my child to attend a school in another Local Authority?**

If you live in Reading Borough you must apply to Reading Borough Council for a primary school place for your child. Reading Borough Council will co-ordinate your application with the appropriate Local Authority. That authority will inform Reading if a place can be offered. Reading Borough Council will pass on that offer if that is the school you have ranked highest or it is the highest ranked school that can be offered.

### **What if I do not live in Reading and would like my child to attend a Reading school?**

You must apply to your home Local Authority and that authority will co-ordinate your application with Reading.

### **Will I get a place at my preferred school?**

All parents/carers have a right to express a preference for the school they wish their child to attend and if places are available the child will be admitted. However, each school has a limit to the number of places available and therefore requests for admission are subject to availability. The Admission Number for each school is given in the information about the individual schools. If there are more applications than places available, the school is over-subscribed and the published over-subscription criteria are used to decide which children will be offered a place. **The law does not guarantee a place at a preferred school, and does not require schools to expand to meet increased demand.** Your choice could affect your right to assistance with transport. Please see the section on financial assistance with transport on page 89.

Most parents/carers, who submit applications before the closing date, are offered a place at one of their preferred schools. However it is not always possible to meet all the requests for places at particular schools. Your chances of being offered a place may depend on a number of factors such as the number of people who apply, where you live, whether you have

children already at the school, whether your child is eligible for pupil premium, and for some voluntary aided schools, appropriate church links.

If we are unable to offer a place at any of the schools you listed, a place will normally be offered at your catchment area school, if it has spaces available. If this is not an option, a place will be offered at the closest Reading school with available places.

Details on how places have been allocated at Reading community schools for the academic years 2016/17 and 2017/18 are given on pages 26 to 30. This information is provided as a guide to help you assess the possibilities of obtaining a place. However, you need to be aware that demand for places and parental preference can vary from year to year and it is not possible to anticipate allocation.

Where a place is refused, there is a right of appeal to an independent appeal panel. See page 15 of this guide for further information.

### **Will my child get a place at the same school as their sibling(s)?**

The majority of children are able to go to the same school as their sibling(s). However, if a Reading community school is over-subscribed siblings will be considered according to the over-subscription criteria (see pages 18 to 23). Applications will be considered in the following ways.

Applications from parents/carers who have named the school and have an older child at the school in September 2018 and:

**live in the catchment area of the school** will be category (3), a high criteria for admission.

or

do not live in the catchment area of the school but whose older child was admitted to the school because they were unable to gain a place at the designated area school because it was over-subscribed will be considered as category (3) in the same way as above. Please inform the team if you believe this applies to your child.

or

whose older sibling will still be attending

the school in September 2018 and the home address is the same as when the sibling was admitted to the school and that address was in the catchment area of the school at the time the sibling was admitted to the school. These siblings will also be category (3)

or

do not live in the catchment area of a school will be category (5) of the over-subscription criteria and it will depend on the level of over-subscription. In previous allocation years it has not always been possible to offer places to children in some schools in this category. Please see the allocation of places on pages 26 to 30.

Other schools in Reading will consider siblings according to their admission policies as set out on pages 45 to 83.

### **Does living in the catchment area of a school guarantee I will get a place for my child at that school?**

Children living in the catchment area of a school are given priority for admission but it does not guarantee admission. It will depend on the number of applicants for children in a catchment area. If there are more applicants from the catchment area than places available a place will only be offered if your child meets higher over-subscription criteria than other applicants. More information about how places were offered can be found on the schools pages 26 to 30.

### **Do I have to put my catchment area school as a preference?**

No: However, if you do not list your catchment area school or schools your child will not be considered for a place at that school. Living in the catchment area of a school does not guarantee admissions to that school neither does it mean you must send your child to that school. Places will not be reserved at your catchment area school, you must apply for it to ensure your child is considered for admission. If you do not list your catchment area school as one of your preferences and the places are all allocated from those who apply, your child will not be

offered a place at the school, if we cannot offer any of the schools you do list. You may then be offered a place at a school some distance from your home. We suggest that you consider this and put your catchment area school as one of your preferences.

### **How will my application be considered if my home is in the catchment area of more than one school?**

You must list all the schools in your preferred order if you would like your child considered for the schools and your application for all the schools will be ranked according to the over-subscription criteria. If it is possible to offer a place at more than one school it will be the school you rank highest that will be offered for your child. If it is possible to offer a place at one of the schools then you will receive an offer at that school if it is your highest ranked school with a place available. If you list one of the catchment schools your application will only be considered for that school. It does not however guarantee that your child will get a place at a catchment area school.

### **What if I want my child to attend a church school?**

There are different types of schools with different church affiliations. The criteria for admission may be different. Details of the admission arrangements for Reading schools start on page 45. You may wish to complete the School Supplementary form to enable the school to rank your application correctly. Details about schools in other Local Authorities can be found from the schools or the appropriate Local Authority.

### **Is there a limit to the number of children admitted to infant classes?**

Yes, classes where the majority of children are in the Reception, Year 1 and Year 2 age groups, must not exceed a ratio of 30 children to one teacher. This is set out in the Schools Standards and Framework Act 1998 and the Education (Infant Class Sizes) (England) Regulations 2012. Some schools, because of the sizes of

their classrooms or the school's internal organisation, may have a single teacher in classes with fewer than 30 children. The class size limits do not mean that schools have to admit up to 30 children per class. Class size regulations can also affect the way an admission appeal is dealt with.

### **Are places allocated on a first come, first served basis?**

No. However parents should be aware that the first round of allocations only considers those applications received by the closing date of **15 January 2018**.

### **Changes of preference**

Changes of preference made in writing by parents/carers and received before 15 January 2018 by the Admissions Team will be accepted. On-line applications can be changed up to 15 January 2018.

Changes of preference received in writing after 15 January 2018 will be treated as late and before 2 February 2018 will only be accepted as 'on time' if there is good reason i.e. family move home or family circumstances change. The reason for the change must be supported by documentary evidence to confirm the reasons specified. If no evidence is provided the application will be treated as late.

After 1 May 2018 late change of preferences will be passed to the appropriate admission authority in Reading or to the appropriate Local Authority to be considered.

### **When will I be told if I have been allocated a place at my preferred school?**

If you applied on time letters will be sent by post on **16 April 2018**. You should reply by 1 May 2018 to accept the place offered. If you do not return the acceptance form by this date then we may not be able to guarantee your child a place at the offered school. Places that become available in this way at over-subscribed schools may be re-allocated.

### **What can I do if I am not offered a place at my preferred school(s)?**

If you are not offered a place at your

preferred school(s) you may:

- appeal to an Independent Appeal Panel against the decision to refuse a place; *and*
- accept the alternative place offered;
- ask about the availability of places at other schools.
- keep your child's name on the waiting list - see below.

### **Will my child's name be added to a 'waiting list'?**

After the 16 April 2018 the Admissions Team will automatically add children to the 'waiting list' of the highest ranked preferred Reading school(s) at which it had not been possible to offer a place. Waiting lists will be ranked according to the over-subscription criteria. On 1 May 2018 positions on the lists may change due to late applicants accepted on the lists who meet higher admission criteria. The law clearly states that waiting lists must be ranked in accordance with the over-subscription criteria. The length of time on the list cannot be taken into account. Reading Borough Council will not keep waiting lists after 31 July 2019. This may vary for own admissions authority schools.

You must re-apply for Year 1 if it is not possible to offer a place from the waiting list before July 2019. This will be considered as an In Year admission.

### **Can I appeal if I am not offered a place at my preferred school(s)?**

Yes, if you are not offered a place at your preferred school(s) you have 20 (school days) to lodge any appeals. Appeals should be submitted by **15 May 2018**.

If your appeal is not submitted by this date then we cannot guarantee that your appeal will be heard with other appeals for that school.

Appeals for community schools in Reading will be heard by a panel independent of the Local Authority convened by the Committee Administration section of Reading Borough Council.

You can contact the Clerk to the Appeal Panel at:

Clerk to the Appeal Panel

Committee Services, Civic Offices, Bridge Street, Reading RG1 2LU. Tel: 0118 937 2532

or download an appeal form from Reading Borough Council's web-site

**[www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals)**

Appeal arrangements for voluntary-aided schools and schools in other Local Authorities will vary. Details about Reading voluntary-aided schools can be found on pages 45 to 83. Information for other Local Authorities can be found in the guide for parents/carers for the appropriate authority.

### **What is class size prejudice?**

The Government has set a legal limit on the number of infant children who can be taught in a class with a single teacher. Class size prejudice occurs where an infant class has more than 30 children with a single teacher. The legal limit of no more than 30 pupils with a single school teacher in infant classes of 5, 6 and 7 year olds means that an Admission Authority can refuse to admit a child to a school where to do so would cause "class size prejudice". This means that, if another child were to be admitted, it would take the class number over the statutory limit of 30. If an infant class has more than 30 children, the school will have to take what are known as "qualifying measures" so they do not break the law. In order to comply with the law, and have an infant class of more than 30, the School must employ a second teacher for the class.

### **Does Infant Class Size affect my right to appeal for a place at my preferred school?**

You still have a right of appeal. However, The Appeal Panel have to follow a different decision making process for infant class size appeals. If your appeal is considered to be an infant class size appeal, then the Appeal Panel is **reviewing** the Admission Authority's decision to refuse your child a place at the school. There are only limited circumstances in which an infant class size appeal can be allowed, and as such, only a limited chance of your appeal being allowed. The Appeal Panel is not permitted to balance your case against

the school's case.

### **First Stage – examining the decision to refuse admission**

The Appeal Panel can only allow an infant class size appeal at the first stage, if they find any of the following:

the school's published admission arrangements do not comply with the legal requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 and your child would have been offered a place if the published admission arrangements had complied with the legal requirements;

the school's published admission arrangements have not been correctly and impartially applied in your child's case, and if they had been, your child would have been offered a place;

the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In making your case in support of your appeal, **you must show that:** your child was refused a place as a result of admission arrangements which did **not** comply with the legal requirements of the School Admissions Code and the School Standards and Framework Act 1998; or that a mistake had been made by the Admission Authority, which if it had not happened, would have meant that your child would have been admitted to the school; or that the decision to refuse admission was not reasonable.

In considering whether the Admission Authority has made an unreasonable decision, the Appeal Panel must determine whether the decision was one no reasonable Admission Authority would have reached in the circumstances of the case, and the threshold for finding this is high. In this context, **it is the legal meaning of "reasonableness" that applies**, which means that an unreasonable decision is irrational or

perverse to refuse to admit the particular child. The School Admissions Appeals Code (paragraph 4.10) states that 'The Panel will need to be satisfied that the decision to refuse to admit the child was "perverse in the light of the admission arrangements" i.e. it was "beyond the range of responses open to a reasonable decision maker" or "a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it".'

In reaching a decision, the Appeal Panel must take into account all relevant circumstances, including: the published admission arrangements and the parent's preference; the circumstances of the particular child and family; and the practical consequences for the school and children in relevant infant classes if the child were to be admitted.

### **Can I appeal for more than one school?**

Yes, you can appeal for any number of schools.

### **Can I appeal more than once?**

No, not unless circumstances change. Parents/Carers can make a fresh appeal in a new school year but there is not a further right of appeal for the same child to the same school in the same school year. The only exception to this is where there is a material and significant change in the circumstances of either the parent/carer or child which is relevant to a further application. Full written evidence must be supplied before it is decided whether to allow another appeal.

A material and significant change of circumstances includes:

- the family has moved house;
- the child being taken into local authority care;
- the child becoming seriously ill;
- one or both of the parents/carers becoming seriously ill.



### **Can I get help with an appeal?**

- ACE (Advisory Centre for Education) is an independent charity that provides free advice to parents on education matters including school admissions and school admission appeals.

#### **General advice line:**

**0300 0115 142**

**<http://www.ace-ed.org.uk/>**

- Department for Education – Parents Centre has some advice on their website

**[www.parentscentre.gov.uk/educationandlearning/](http://www.parentscentre.gov.uk/educationandlearning/)**

### **Will my child start full time immediately in September?**

Reading Borough Council, in-conjunction with Headteachers, agreed that there would be a start date of the Monday following the start of term. This would allow time for schools to do home visits etc.

Best practice is that children have a staggered entry into school wherever possible but this needs to be in agreement with the parent and should last no longer than two weeks from the beginning of term. Individual schools will have a programme of induction that will be explained to parents before their child starts.

### **Can the offer of a place be withdrawn?**

Yes. Any place is offered on the basis that the information you provide is correct and up to date on 16 April 2018. If you give incorrect or intentionally misleading information, or the place was offered in error, Reading Borough Council may withdraw the offer of a place. The address you give **MUST** be your child's permanent address (see home addresses on page 3). If you give an incorrect address or do not update us with changes and we offer a place on the basis of that address, then the offer of the place may be withdrawn.

If the place offered is not accepted by the

1 May 2018 we will send a reminder. If the place not accepted by the date in the letter the place may be withdrawn.

If you decide to go on an extended holiday you must inform the Admissions Team or the school that you will be deferring your child's admissions to a later date. If you fail to do this and your child does not attend school when expected the place may be withdrawn after 20 school days.

### **Can I home educate my child?**

Yes. Your child does not need to be in full time education until they reach statutory school age (Please see page 1) and you may choose to keep your child at home until that time without home educating. If you wish to home educate your child beyond statutory school age you are entitled to do so. If you decide to do that you should seek advice and you should seek advice and register with Reading Borough Council's Elective Home Educational Services. Further information is available on [www.reading.gov.uk/EHE](http://www.reading.gov.uk/EHE) or 0118 937 3840.

### **Where can I find information about term dates?**

This information can be found on the Reading Borough Council website or from the website of each school.

# OVER-SUBSCRIPTION CRITERIA FOR READING BOROUGH COUNCIL COMMUNITY SCHOOLS

The over-subscription criteria take no account of the parents'/carers' order of preference. The application for each community school named by the parents/carers will be considered and ranked according to the criteria below.

Admissions policies on school's website or in their prospectus may not reflect the current admission policy. Reading Borough Council is the admission authority for all community primary/junior schools and the policy Reading Borough Council will be used to allocate school places.

Category Children with a statement of special educational needs or Education, Health and Care Plan (EHCP) that names the school will be allocated a place above all other children

1) Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after they had been looked after, provided appropriate evidence is submitted. **Please see Note 1**

2) Children who have strong medical or social grounds for admission. **Please see Note 2**

3) Children whose permanent home address is in the catchment area of the school and have a sibling at the school at the time of application who is expected to be attending the school when the child starts school. This category may apply in other circumstances.

**Please see notes 3 and 4 below**

4) Children whose permanent home address is in the catchment area of the school

5) Children whose permanent home address is not in the catchment

area of the school but have a sibling at the school at the time of application who is expected to be attending the school when the child starts school.

6) Children in receipt of Early Years Pupil Premium (EYPP) at the time application who attends the nursery unit at the school

7) Other children

## Priority within the Over-subscription criteria

Within each of the above categories 1-5 and 7, priority will be given to children who are in receipt of the Early Years Pupil Premium (EYPP) at the time of application. To be considered for this priority parents /carers will be required to complete a Supplementary Information Form which must be endorsed by the child's current school or nursery confirming that they receive pupil premium for the child. This must be received by the team by the 2nd February to be considered for the appropriate priority. Any forms received after this time will have the appropriate priority added on 1st May.

## Admission arrangements to Community Junior Schools

Older siblings still attending the linked junior school will be considered as siblings for admission to the infant school.

**OVERSUBSCRIPTION CRITERIA –  
READING BOROUGH COUNCIL  
COMMUNITY JUNIOR SCHOOL –  
GEOFFREY FIELD JUNIOR SCHOOL**

- Category Children with a statement of special educational needs or Education, Health and Care plan (EHC) that names the school will be allocated a place above all other applicants.
- 1) Looked after children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted or became subject to (to a child arrangement order or special guardianship order) immediately after they had been looked after.  
**Provided appropriate evidence is submitted.**  
**Please see Note 1 below**
  - 2) Children who have strong medical or social grounds for admission.  
**Please see Note 2 below**
  - 3) Children whose permanent home address is in the catchment area of the school and have at the time of application a sibling who is expected to be attending the school or Geoffrey Field Infant School when the child is due to start school
  - 4) Children whose permanent home address is in the catchment area of the school.  
**Please see Note 3 and 4 below**
  - 5) Children whose home address is not in the catchment area of the school but have a sibling who is expected to be attending the school or Geoffrey Field Infant School when the child is due to start school.
  - 6) Children who are attending Geoffrey Field Infant School at the time of application
  - 7) Other children

**Priority within the Over-Subscription Criteria**

Priority within each of the above categories will be given to children who are in receipt of Pupil Premium at the time of application. To be considered for this priority parent /carers will be required to complete a supplementary information form which must be endorsed by the child's current school confirming they receive pupil premium for the child and received by the team by 1st February 2018. Late forms will not be considered until 1st May.

**NOTES RELATING TO THE OVER-SUBSCRIPTION CRITERIA**

**Note 1 Category 1 – Looked After Children and Previously Looked After**

A 'Looked After' child is a child who 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 as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders: These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

Confirmation from the Local Authority that the child is in care or was in care from the Local Authority that last looked after the child must be submitted to the School Admission Team.

### **Note 2 – Category 2 Medical/ Social Reasons**

Children with a chronic medical condition or strong social grounds in the family will be considered for this category provided a written request from a professional (i.e. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted. The request must state that the named school is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them.

In addition, this category includes children who are subject to a child arrangement order or special guardianship order awarded to a family member in order to prevent the child being taken into care by a Local Authority. A copy of the order must be provided.

No individual officer will take responsibility for determining whether a case is ranked category. A panel of officers will make the final decision.

Evidence must be provided by 2nd February 2018 to be considered as on time for national offer day. If evidence is received by the team after this date then it is at the discretion of the panel as to whether to accept these documents for on time allocations. The admissions team will not prompt parents to send evidence to support admission under this category but they may ask for further evidence if this is required to make a decision. If evidence is received before the 2nd February 2018 then parents will be informed, in writing, before national offer day as to whether this has been granted. This is not a guarantee of a place at a particular school.

### **Note 3 – Category 3 - Siblings**

Reading Borough Council revised the catchment areas of schools in Caversham in 2001 and Wilson Primary School in 2010 and the following protection is in place for siblings.

- Children whose home address is in the former catchment area of a school and have a sibling at the school and that sibling was admitted to the school from the same address will be treated as category 3 of the over-subscription.

### **Note 4 – Category 3 - Siblings**

Where parents/carers applied for a place at their catchment area school for their child and it was not possible to offer a place at that school because the school was over-subscribed, a sibling protection applies. Where the child was admitted to a lower preference Reading community primary school, or allocated a place by the authority at an alternative Reading community primary school the application for any younger siblings for that school will be treated as catchment area and considered as category 3.

Parents/carers must inform the Admission Team at the time of application if they consider this exemption applies.

## **Definitions**

### **Catchment area**

The catchment area of the schools can be seen from attached maps. These are a guide only. Exact catchment area information for individual address can be found on Reading Borough Council's website [www.reading.gov.uk](http://www.reading.gov.uk).

### **Tiebreaker**

If a school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation. A member of Committee Services staff for Reading Borough Council will supervise the selection process.

## **Multiple births (twins, triplets etc)**

Places are offered according to the oversubscription criteria. In the event that sometime this would result in splitting multiple birth families, in the majority of cases the other child/children will be offered a place. In very exceptional circumstances, where the admission of more than one additional child to the year group causes prejudice to the provision of efficient education and efficient use of resources it may not be possible to offer all multiple birth children a place.

In the event that siblings with a different date of birth but in the same year group are split by the over-subscription when admission would take a class over 30 with 1 teacher (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee services (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). The other sibling(s) name(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations then each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources

## **Parent/Carers**

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989.

## **Home address**

Is the permanent address of the parent/carer and their child. It must be the address where the child spends the majority of their school week in cases where the child lives at a different address for some days of the week. Temporary addresses cannot be used to obtain a school place whilst retaining a

previous permanent home within Reading unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2018 will have to be submitted. Where a family claims or it is evident that a child is resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. Reading Borough Council reserves the right to seek additional evidence of proof of address including the use of the data held by Reading Borough Council Tax. The home address is assumed to be the address on the 16 April 2018 and any change of address after submitting the application must be notified to the Admissions Team at Reading Borough Council and the application will be reviewed using the new address. Any place offered based on misleading information with the intention of deception or fraud concerning a permanent home address will have the place withdrawn.

## **Siblings**

Siblings are older siblings for purposes of admission criteria during the routine admission rounds. In Year applications will consider younger siblings but not a sibling attending the nursery class of a school. Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings

## **Deferring a Place**

There is a legal requirement to offer a full-time place to every child whose parents wish to take up that option from the September following a child's fourth birthday. Places offered in a Reading school are on a full-time basis from September 2018 as a "rising 5" admission. Children do not need to be in statutory education until the

September, January or April after their fifth birthday.

When children are offered “rising 5” places, parent/carers may defer the place until January 2019 or April 2019 or until their child reaches statutory school age whichever is earlier, but may not defer after April 2019 as admissions beyond that are in the next school year. Parents will then need to re-apply for a place in Year 1, which may not have any places because the places will have been allocated to children in the previous year.

### **Part Time Admissions**

If parents/carers consider it is in their child's best interest to attend school on a part-time basis their request will be considered. If parents choose this option they cannot insist on part-time provision that is individually tailored to their needs. They will be offered a minimum of 15 hours spread over every morning or similar depending on what meets the school's needs. Parents/carers must discuss this with the Headteacher to agree the best arrangements.

### **Admission outside of the normal age to Reading Borough Council Community Primary Schools**

Reading Borough Council as the Admission Authority for community primary schools will consider each case individually and make a decision in every case that is in the best interest of the child, taking into account the parents'/carers' views; information about the child's academic, social and emotional development from their current setting; 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 they had not been born prematurely. In each case the Headteacher of the school to which the parents are seeking admission will be consulted and their views will be taken into account.

Where the request is for a summer born child to start school in a reception class in

September 2019, then the parents'/carers' reasons will be carefully considered and if they are confident it is in the best interest of their child to start school for the first time when they are five then this will be the deciding factor, if the other evidence is balanced. In circumstances where professionals have significant concerns the request may not be approved.

To request a child's admission is delayed to start in September 2019 parents/carers must apply in writing giving their reasons and supply any supporting documents i.e. information from their child's education setting or medical evidence. At the same time they must make an application for a reception place, in the normal way for September 2018 by 15 January 2019. Each case will be carefully considered and parents/carers will be informed of the decision in writing, before 16 April 2018, setting out clearly the reasons for the decision. If the request is agreed then the application submitted for September 2018 will be withdrawn before a place is offered and a new application must be submitted for September 2019. The decision made by Reading Borough Council is not binding on any other Admission Authority. If refused, then parents must decide whether to accept the offered place, or refuse it and make an in year application for Year 1 in September 2019.

### **Waiting Lists**

After 16 April 2018 'waiting lists' will be created for Reading schools where it has not been possible to offer a place at the parents/carers first or a higher preference school. A child's position on the waiting list is determined according to the over-subscription criteria and will be re-ranked when new children are added to the list as a result of late applications or change of preference. When a place becomes available this will be offered to the next child on the waiting list. After the 1 September 2018 children identified for placement as part of the Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil



withdrawals, new or revised applications. Reading Borough Council will keep waiting lists until end of July 2019 (End of Term 6 for reception classes). After this date the waiting lists will be abandoned. Parents/carers must then re-apply for a place in Year 1 as an In Year Admissions application.

### **Returning Crown Servants and Armed Forces personnel**

Families of crown servants returning from overseas to live in the Reading borough or applicants relocating in the armed forces may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. A school will be offered in advance of a move and held until the appropriate time. If the schools listed on an application form are oversubscribed, the family will need to provide an address in order to be ranked accordingly. Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be processed but applications will be considered under criterion 7 (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; an alternative school will be offered and the right of appeal for a place at the preferred schools will be advised. It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

### **In Year Admission Arrangements**

Parents/carers seeking admission for their child into Year 1 – Year 6 in a community primary school in Reading Borough Council must apply to Reading Borough Council. Parents/carers may apply direct to a Voluntary- Aided or Academy schools in the Borough although the majority of these schools have opted to be part of

the coordinated admission arrangements and application are normally submitted to the Admissions Team at Reading Borough Council.

If there is a place in the parents'/carers' preferred school the place will be allocated but if there are more applications than places available the over-subscription criteria, as outlined will apply and the places allocated to the child with the highest priority.

Children new to the area or have moved within the borough will be able to start at the school as soon as possible after their move. If the request is to move schools within the Borough without a home move the children will normally start at the beginning of the following term.

Once a child has started a local school, unless there has been a change of home address, any place offered from the waiting list will be from the beginning of the next term. Children allocated according to the Fair Access Protocol will take precedent over children on the waiting list.

Waiting lists for admission to Year 1-Year 6 will be held until 31 December 2017 after which parents/carers must reapply to request that their child remain on the waiting list until July 2018. The waiting lists will be ranked according to the over-subscription criteria.

### **Appeals**

If it is not possible to offer a place at the preferred school(s) parents/carers will be advised of their right of appeal.

# TRANSFER FROM INFANT TO JUNIOR SCHOOL AND IN YEAR ADMISSIONS

The Infant to Junior transfers are a part of a national co-ordinated scheme. Reading Borough Council must therefore manage the transfer arrangements centrally for children moving from infant to junior school. The following timetable will be followed.

- November 2017. Parents/carers who live in Reading Borough area whose child is due to transfer from an Infant School will be sent a Reading Borough Council application pack.
- By 15 January 2018 parents/carers should complete the application form and return it to the Admissions Team.
- Places at junior schools will be allocated up to the published admission number. If the number of applications exceeds the places available they will be ranked according to published over-subscription criteria of the school.
- If parents/carers list a school in another Local Authority then Reading Borough Council will co-ordinate the process with the appropriate Local Authority. If a place can be offered by that Local Authority and this is your highest ranked school that can offer a place you will be informed by Reading Borough Council on 16 April 2018. You will not receive an offer direct from the Local Authority maintaining the school or from the school. Please refer to the guide for parents and carers of the appropriate Local Authority on how they will allocate places.
- On 16 April 2018 offer letters for places in Reading schools will be sent to parents/carers living in Reading.
- By 1 May 2018 parents/carers must return the acceptance form to reserve a place at the school for September 2018.

## **Will my child automatically transfer from Infant to Junior School?**

No: You must apply for a place. Your application will be considered for admission your preferred junior school or school that admits additional children into Year 3.

## **IN YEAR ADMISSIONS**

In year admissions are admissions to schools at any time during the school year for year groups that are already established. This will be for admission to a reception class, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. In Year Admissions are no longer co-ordinated with other Local Authorities or with all schools in the Borough.

## **How to apply for a primary school place outside of the usual school admissions round**

If your child is currently in a year between reception and year 6 and you want a place in a Reading primary school because you have moved or are moving to the area or you want your child to attend another school, you should complete the In Year Application Form.

A number of own admissions authority schools do not opt in to the co-ordination process. If you have named as one of your preferences any of the following schools:

- All Saints C.E Infant School
- All Saints Junior School
- Churchend School
- St John's C.E Primary School
- St Mary and All Saints' Primary School

you should also complete the In Year Application Form and apply direct to the school. This list may change. Please see the RBC website [www.reading.gov.uk/inyear](http://www.reading.gov.uk/inyear) for more information.

If you live in Reading Borough Council and one of your preferences is a school in a neighbouring local authority please include the school on our form for information only but you must contact the other local authority as you must also apply to that Local Authority directly. If you live outside Reading and wish to apply for a Reading school you should still apply to Reading.

If you are applying for a voluntary-aided school you can complete the school's supplementary form. This is available from the school. If your child's current school receives Pupil Premium for your child you should also fill out the Reading Borough Council Supplementary form.

### **Moving away from Reading?**

If you are moving away from Reading you must apply to the appropriate local authority.

### **How long will it take for my application to be considered?**

The application process can in some cases, take 20 school days. This may mean that your child is out of school for a period of time but every effort will be made to place children as quickly as possible. It will help to ensure a place is found quickly if applications are submitted before you move. Applications can be considered for a maximum of six weeks in advance.

If you move within the Reading Borough Council area and request a new school because it is difficult to travel to your child's current school your child will be able to start school within 10 school days after we offer the place.

### **Will I be offered a place at my preferred school?**

As many schools are full it may not be possible to offer your child a place at your preferred school(s). Please note, that living in the designated area of a school does not guarantee your child's admission to that school, nor do you have to send your child to the designated area school. You can apply for any school and your application will be considered but if that school is full in your

child's year group it will not be possible to offer a place. If there are more applicants than places available, the places will be allocated according to the over-subscription criteria of the school. You will be entitled to appeal if you are not offered a place at your preferred school(s).

### **Fair Access Protocol**

Some children will have particular needs for additional support or have a priority placement which will be discussed with the schools to ensure that the right place is provided. Such cases will include children who have been temporarily or permanently excluded from other schools; or children with challenging behaviour for whom a change of school is in their best interest. Places for these young people will be allocated according to Reading Borough Council's Fair Access Protocol which complies to the School Admission Code 2014. This policy can be obtained from the website [www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions)

### **I am from overseas, is my child entitled to a school place?**

A child from overseas with a right to live in the UK with their parents has the same right to be admitted to a maintained school as any other child. This does not automatically apply to children on holiday or as visitors to the UK. You cannot apply until you and your child are resident in the UK.

# ALLOCATION OF PLACES AT PRIMARY SCHOOLS FOR THE ACADEMIC YEARS 2017/18 AND 2016/17

The following pages provide information on the number of places allocated at Reading schools in each year and if these schools were over-subscribed which categories of the over-subscription criteria were used to allocate the places. The over-subscription criteria can be found within this guide but it may have changed from previous years.

## **Information about the previous admissions rounds**

Applications for all schools were considered equally taking no account of preference order. As parents can list up to four preferences on their application form, the “number of preferences on offer day” included in the table is the number of preferences for the school once all students had an offer of a school place. If a child was offered a place at a preferred school, their lower preferences are not included as preferences for the purpose of this table. This information is given as a guide to help parents assess the realistic possibilities of obtaining a place at a school. However the demand for places and parental preference can vary from year to year and it is not possible to anticipate significant changes in demand and parental preference for future years.

A guide for parents/carers of the catchment areas of each primary school is given as maps on pages 31 to 35 of this Guide. If you require more details on catchment areas or distances from schools please contact the Admissions Team.

**As admissions to schools can vary from year to year parents/carers need to take this into account if their preferred school(s) is not their designated area school if they have younger children. There can be no guarantee that we will be able to offer places to any younger siblings, if the school is over-subscribed in that year.**

## Admissions to Junior Schools 2016

The places at these schools have been allocated according to the Admission Policy of the Governing Body of the schools, as explained on the relevant page of the Guide for Parents and Carers 2017-2018. Where it has not been possible to allocate all the children in one category the tie-breaker has been applied and the last distance offered is in brackets. The distance is measured in miles using RBC digital mapping software.

### Over-Subscription Category

School	Admissions Number	Students with EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Diverts	Total	Number of prefs on offer day	Waiting List
All Saints Junior School	25	0	0	0	20	0	0	0	1	0	23	28	0
Churchend Primary Academy	6	0	0	0	0	2	2	2 (1.285)		0	6	14	8
Geoffrey Field Junior School	90	0	0	1	29	31	11	9	0	0	90	94	4

## Admissions to Voluntary Aided and Academy Schools 2016

The places at these schools have been allocated according to the Admission Policy of the Governing Body of the schools, as explained on the relevant page of the Guide for Parents and Carers 2016-2017. Where it has not been possible to allocate all the children in one category the tie-breaker has been applied and the last distance offered is in brackets. The distance is measured in miles using RBC digital mapping software. \* is present when random allocation was used to decide the last distance.

### Over-Subscription Category

School / Category	Admission policy - page	Admission Number	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	diverts	Total Places offered	Number of prefs on offer day	Waiting List
All Saints C. E Infant School	44	20	0	10	7	4 (0.11)*	0	0	0			0	20	56	36
Battle Primary Academy	48	60	0	0	23	37 (0.536)						0	60	88	28
Christ the King Catholic Primary School	49	45	0	27	15	2 (0.079)						0	45	53	8
Churchend Primary Academy	50	60	0	0	0	14	14	32 (0.733)				0	60	132	72
Civitas Academy	53	60	0	0	1	14	0	1				44	60	60	0
English Martyrs' Catholic Primary School	56	60	0	15	26	0	9	2	8 (0.885)	0	0	0	60	100	40
Meadow Park Academy	58	60	0	0	29	28						3	57	57	0
New Christ Church C.E Primary School	59	30	0	8	5	17 (0.376)*	0	0	0	0		0	30	43	13
Ranikhet Academy	61	60	0	0	9	6	2	0	7			14	38	38	0
St Anne's Catholic Primary School	65	30	0	5	5	1	1	0	7	8		2	30	30	0
St John's Church of England Primary School	68	60	0	20	5	28	7 (0.139)					0	60	60	0
St Martin's Catholic Primary School	71	30	0	4	5	6	2	0	3	10		0	30	71	41
St Mary and All Saints C.E Primary School	74	60	0	0	2	18	10	5	8			16	59	59	0
The Heights Primary School	78	50	1	0	10	3	34	0	2 (0.888)			0	50	50	0
The Palmer Academy	82	60	0	0	23	14	6	7				10	60	98	38

## Admissions to Community Primary Schools 2016

Where it has not been possible to offer places to all children in one category the tie-breaker has been applied, which prioritises those eligible for early years pupil premium (EYPP) then uses the straight line distance from the home to the school. The last distance offered included and the number of EYPP children is in brackets if these children have been prioritised. The distance is measured in miles using RDC digital mapping software.\* random allocation used for when two or more distances were same measurement.

### Over-Subscription Category

Name of School	Admission Number	Children in care of a L.A. Children previously in care or have a statement / EHCP	Children with strong social or medical grounds	Children living in the catchment area with a sibling at the school in September 2016	Children living in the catchment area of the school	Children not living in the catchment area with a sibling at the school in September 2016	Children in receipt of EYPP attending the nursery school	Other Children	Diverts	Total	Number of prefs on offer day	Waiting list
Alfred Sutton Primary School	90	1	1	13	25	24	0	26 - 0.531 (5)	0	90	106	16
Caversham Park Primary School	30	0	0	12	12	5	0	7 - 0.260	0	30	41	11
Caversham Primary School	60	3	0	21	36 - 0.724 (1)	0	0	0	0	60	111	51
Coley Primary School	30	1	0	6	23 - 0.335 (2)	0	0	0	0	30	76	46
E.P.Collier Primary School	60	0	0	13	13	9	0	16	9	60	60	0
Emmer Green Primary School	60	1	0	28	31 - 0.492	0	0	0	0	60	103	43
Geoffrey Field Infants School	90	0	0	23	42	8	0	17 - 0.538 (7)	0	90	117	27
Katesgrove Primary School	90	0	0	15	50	20	0	5 - 0.140 (2)	0	90	126	36
Manor Primary School	45	0	0	22	23 - 0.349 (5)	0	0	0	0	45	67	22
Micklands Primary School	60	0	0	9	26	8	0	16	1	60	60	0
Moortlands Primary School	60	1	0	3	5	17	1	30	3	60	60	0
New Town Primary School	60	0	0	17	24	1	0	9	11	50	51	0
Oxford Road Community Primary School	30	1	0	15	13 - 0.167 (2)	0	0	0	0	30	80	50
Park Lane Primary School	60	2	2	25	31 - 0.735	0	0	0	0	60	106	46
Redlands Primary School	30	0	1	10	19 - 0.458	0	0	0	0	30	68	38
St Michael's Primary School	60	1	2	6	8	18	0	25 - 0.801 (6)	0	60	81	21
Southcote Primary School	90	1	0	16	42	18	0	15 - 0.587 (6)	0	90	140	50
Thameside Primary School	60	0	0	16	30	6	0	8	0	60	60	0
The Hill Primary School	60	2	1	29	28 - 0.676 (1)	0	0	0	0	60	84	24
The Ridgeway Primary School	90	0	0	8	11	11	0	16	8	90	90	0
Whitley Park Primary School	90	1	0	26	31	24	2	16 - 1.011 (3)	0	90	94	4
Wilson Primary School	60	1	0	30	29 - 0.125	0	0	0	0	60	169	109



## Admissions to Junior Schools 2017

The places at these schools have been allocated according to the Admission Policy of the Governing Body of the schools, as explained on the relevant page of the Guide for Parents and Carers 2017-2018. Where it has not been possible to allocate all the children in one category the tie-breaker has been applied and the last distance offered is in brackets. The distance is measured in miles using RBC digital mapping software.

### Over-Subscription Category

School	Admissions Number	Students with EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Diverts	Total	Number of prefs on offer day	Waiting List
All Saints Junior School	25	0	0	0	20	0	0	4	1 (0.195)	0	25	28	3
Geoffrey Field Junior School	90	0	0	1	10	29	17	32	1 (0.421)	0	90	92	2

## Admissions to Voluntary Aided and Academy Schools 2017

The places at these schools have been allocated according to the Admission Policy of the Governing Body of the schools, as explained on the relevant page of the Guide for Parents and Carers 2017-2018. Where it has not been possible to allocate all the children in one category the tie-breaker has been applied and the last distance offered is in brackets. The distance is measured in miles using RBC digital mapping software.

### Over-Subscription Category

School	Admissions Number	Students with EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Diverts	Total	Number of prefs on offer day	Waiting List
All Saints C. E. Infant School	20	1	1	11	1	3	0	0	3 - 0.149			0	20	56	36
Battle Primary Academy	60	1	0	0	33	26-0.288						0	60	88	28
Christ the King Catholic Primary School	45	0	0	24	15	6						0	45	53	8
Churchend Primary Academy	60	0	3	0	1	26	15	15 - 0.510				0	60	132	72
Civitas Academy	60	0	0	0	7	33	2	10				8	60	60	0
English Martyrs' Catholic Primary School	60	0	0	17	34	0	8	0	0	0	0	0	60	100	40
Meadow Park Academy	60	0	0	0	23	29						8	60	60	0
New Christ Church C.E. Primary School	30	0	0	7	23 - 0.540	0	0	0	0	0		0	30	43	13
New Town Primary School	60	0	0	0	15	13	1	0	5			26	60	60	0
Ranikhet Academy	60	0	0	0	5	10	5	0	10			30	60	60	0
St Anne's Catholic Primary School	30	0	0	2	2	0	0	1	4	19		2	30	30	0
St John's Church of England Primary School	60	0	1	23	11	1	24 - 0.225					0	60	101	41
St Martin's Catholic Primary School	30	0	0	4	1	3	2	0	4	9		7	30	30	0
St Mary and All Saints C.E. Primary School	60	0	0	0	3	14	25	4	8			8	60	60	0
The Heights Primary School	50	1	0	0	21	3	25 - 0.419	0	0			0	50	88	38
The Palmer Academy	60	1	1	0	14	14	5	21				4	60	60	0

## Admissions to Community Primary Schools 2017

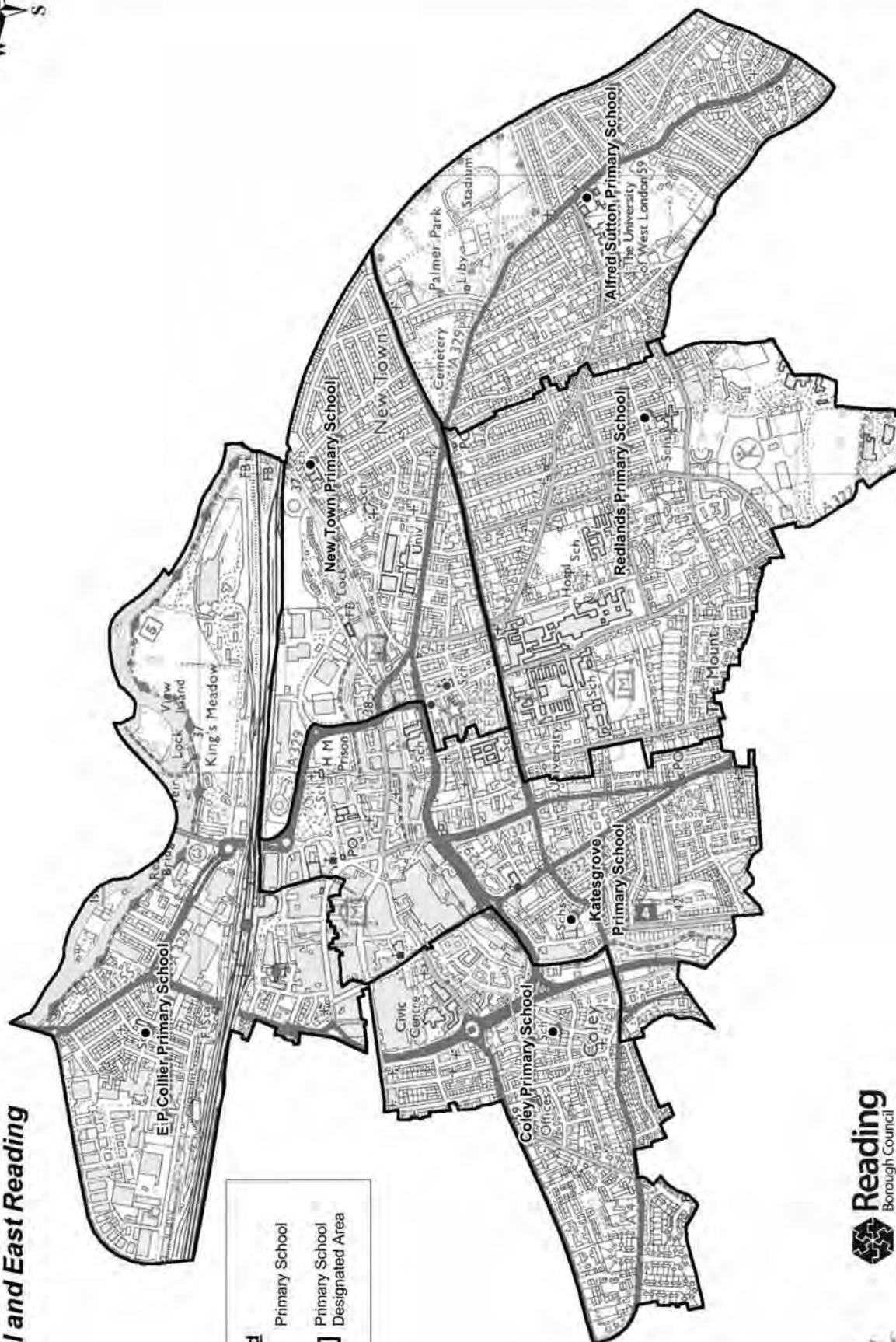
Where it has not been possible to offer places to all children in one category the tie-breaker has been applied, which prioritises those eligible for early years pupil premium (EYPP) then uses the straight line distance from the home to the school. The last distance offered included and the number of EYPP children is in brackets if these children have been prioritised. The distance is measured in miles using RBC digital mapping software.\* random allocation used for when two or more distances were same measurement.

### Over-Subscription Category

Name of School	Admission Number	Children in care, previously in care or have an EHCP	Children with strong social or medical grounds	Children in catchment area with a sibling at the school in September	Children living in the catchment area of the school	Children not living in catchment area with a sibling at the school in September	Children in receipt of EYPP attending the nursery school	Other Children	Diverts	Total	Number of prefs on offer day	Waiting list
Alfred Sutton Primary School	90	0	1	15	21	15	0	30	8	90	90	0
Caversham Park Primary School	30	0	0	6	5	2	0	7	10	30	30	0
Caversham Primary School	60	1	1	21	35	1 (1)	0	1 - 0.201	0	60	118	58
Coley Primary School	30	3	0	11	16 - 0.429	0	0	0	0	30	62	32
E.P.Collier Primary School	60	0	0	5	23	8	0	18	6	60	60	0
Emmer Green Primary School	60	1	0	30	29 - 0.486	0	0	0	0	60	95	35
Geoffrey Field Infants School	90	0	0	27	40	7	4	12 - 0.746	0	90	116	26
Katesgrove Primary School	90	0	0	17	42	18	0	14 - 0.467	0	90	112	22
Manor Primary School	45	0	0	8	14	9	2	10	2	45	45	0
Micklands Primary School	60	1	0	17	19	8	0	15 - 0.532	0	60	73	13
Moorlands Primary School	60	2	0	6	7	19	1	25 - 0.702	0	60	78	18
Oxford Road Community Primary School	30	0	1	8	22 - 0.192	0	0	0	0	30	89	59
Park Lane Primary School	60	2	0	18	31	5	0	4 - 0.177 (1)	0	60	104	44
Redlands Primary School	30	0	0	15	15 - 0.414	0	0	0	0	30	69	39
St Michael's Primary School	60	1	0	8	10	21	0	20 - 0.394	0	60	99	39
Southcote Primary School	90	2	0	8	20	31	1	29 - 0.822*	0	90	111	21
Thameside Primary School	60	2	0	15	42	1 - 0.348	0	0	0	60	89	29
The Hill Primary School	60	0	1	30	29 - 0.849	0	0	0	0	60	84	24
The Ridgeway Primary School	90	1	0	6	12	12	0	18	4	53	53	0
Whitley Park Primary School	90	1	0	21	18	7	1	23	9	80	80	0
Wilson Primary School	60	5	1	31	23 - 0.214	0	0	0	0	60	173	113

# **Primary School Catchment Areas:**

## **Central and East Reading**



**Legend**

- Primary School
- Primary School Designated Area

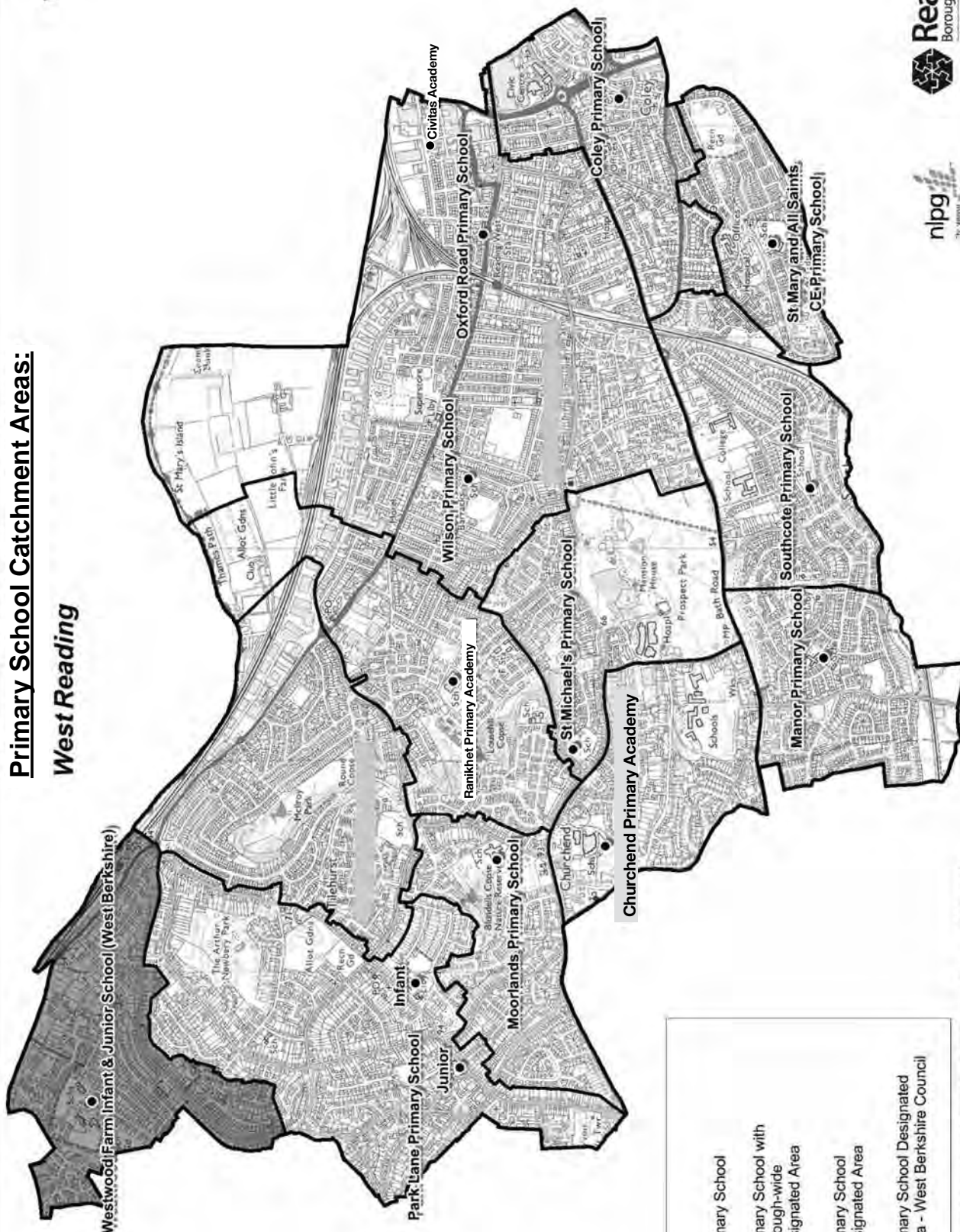


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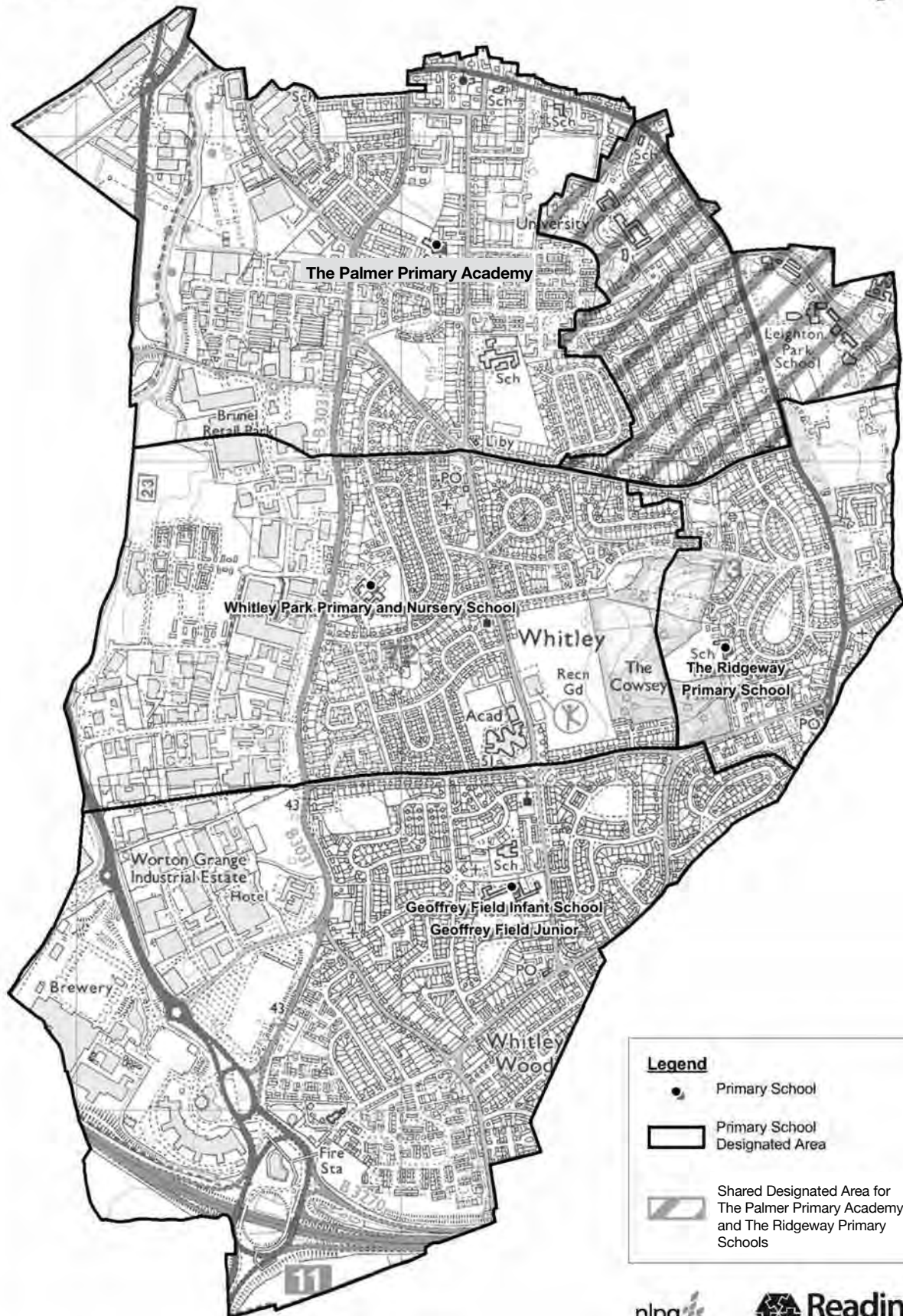
## Primary School Catchment Areas: West Reading





# Primary School Catchment Areas:

## South Reading



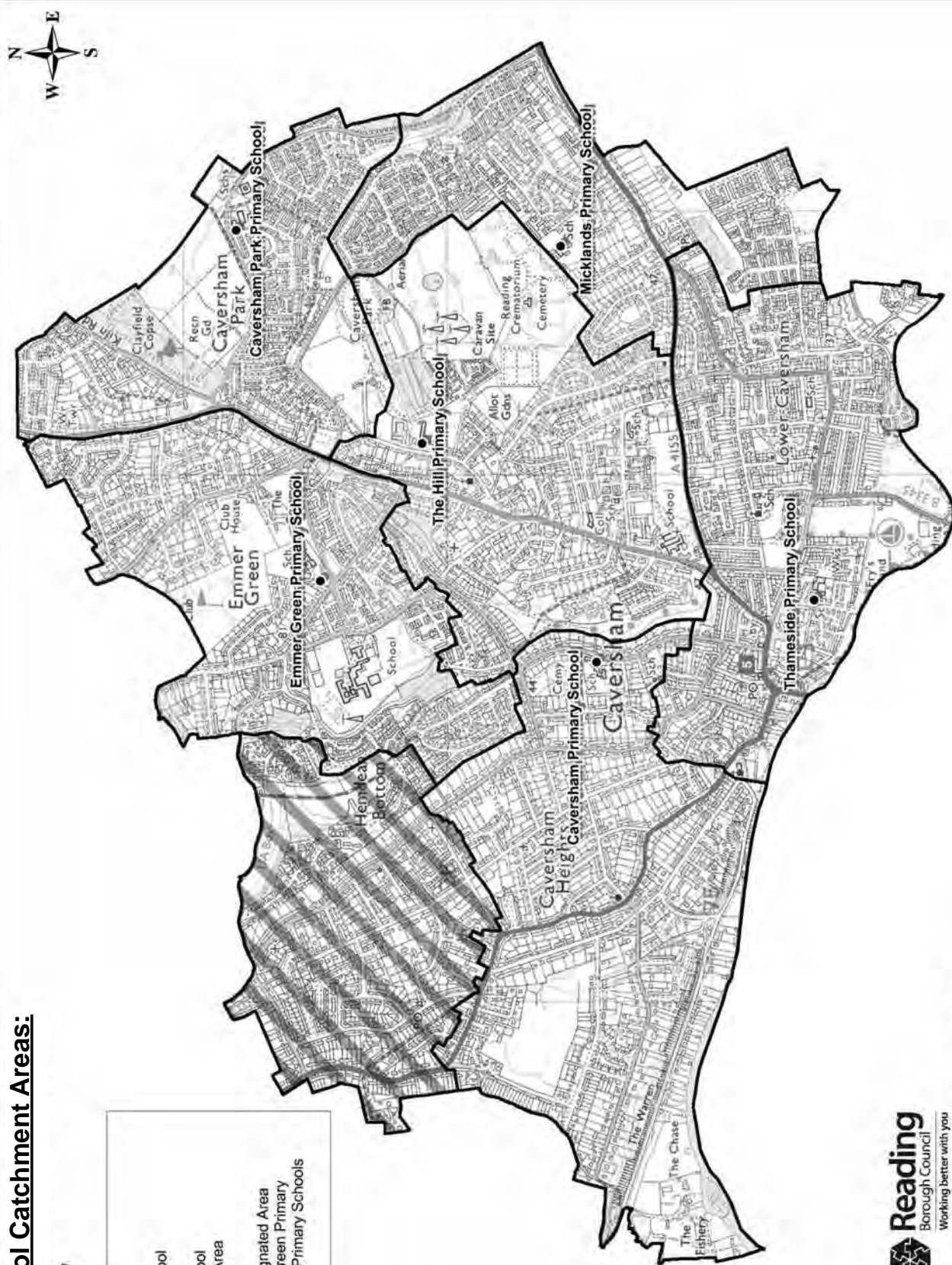
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If you have any queries please contact the Admissions Team on 0118 937 3777 or email: [admissions.team@reading.gov.uk](mailto:admissions.team@reading.gov.uk)  
Apply online at [www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions)

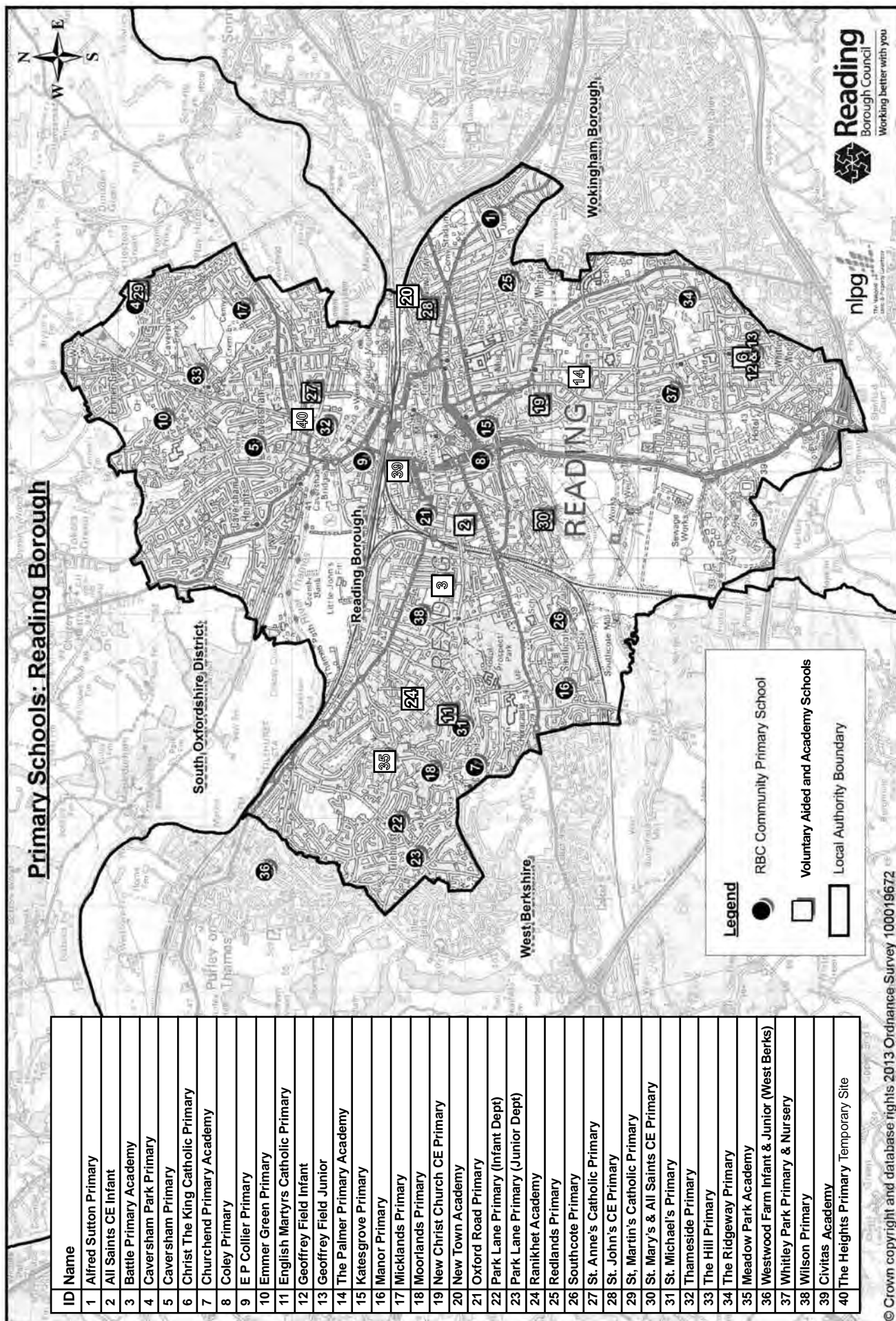
## Primary School Catchment Areas:

### North Reading



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# LIST OF INFANT, JUNIOR AND PRIMARY SCHOOLS IN READING BOROUGH

(including Admission Numbers for the 2018/2019 academic year). All schools are co-educational, non-selective, non-boarding with no specialism. More information about each school can be found on the school website. Information about the number of students on roll at the school at the last census can be found in the schools website.

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>Alfred Sutton Primary School</b> 148 Wokingham Road Reading RG6 1JR Phone: (0118) 937 5411 <a href="http://www.alfredsuttonprimary.co.uk">www.alfredsuttonprimary.co.uk</a> Admission Criteria Page 18	DfE NO: 2000 Community Primary Admission number: 90 Nursery class: Yes Age range 4-11	Mr R Howell
<b>All Saints Church of England Infant School</b> Brownlow Road Reading RG1 6NP Phone: 0118 937 5413 <a href="http://www.allsaints.reading.sch.uk">www.allsaints.reading.sch.uk</a> Admission Criteria Page 46	DfE NO: 3000 Voluntary Aided Infant Admission number: 20 Nursery Class: No Age range 4-11	Mrs S Daniel
<b>All Saints Junior School</b> August House Brownlow Road Reading RG1 6NP Phone: (0118) 939 3362 <a href="http://www.allsaintsjunior.schoolreading.co.uk">www.allsaintsjunior.schoolreading.co.uk</a> Admission Criteria Page 49	DfE NO: 2002 Junior Free School Admission number: 25 Age range 7-11	Mrs S Daniel
<b>Battle Primary Academy</b> Cranbury Road Reading RG30 2TD Phone: (0118) 937 5421 <a href="http://www.battleprimaryacademy.org.uk">www.battleprimaryacademy.org.uk</a> Admission Criteria Page 51	DfE NO: 2011 Academy Admission number: 60 Nursery class: Yes Age range 4-11	Mr N Butler-Broad

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>Caversham Park Primary School</b> Queensway Caversham Park Village Reading RG4 6RP Phone: (0118) 937 5433 <a href="http://www.cavershamparkprimaryschool.co.uk">www.cavershamparkprimaryschool.co.uk</a> Admission Criteria Page 18	DfE NO: 2233 Community Primary Admission number: 30 Nursery class: No Age range 4-11	Miss G. Ray
<b>Caversham Primary School</b> Hemdean Road Caversham Reading RG4 7RA Phone: (0118) 937 5454 <a href="http://www.cavershamprimary.org">www.cavershamprimary.org</a> Admission Criteria Page 18	DfE NO: 2003 Community Primary Admission number: 60 Nursery class: No Age range 4-11	Mrs R Perry
<b>Christ the King Catholic Primary School</b> Lulworth Road Reading RG2 8LX Phone: (0118) 937 5434 <a href="http://www.christthekingreading.co.uk">www.christthekingreading.co.uk</a> Admission Criteria Page 52	DfE NO: 3305 Voluntary Aided Primary Admission number: 45 Nursery class: Yes Special unit for Autism. Age range 4-11	Mr J Cosgrove
<b>Churchend Primary Academy</b> Usk Road Tilehurst Reading RG30 4HP Phone: (0118) 937 5450 <a href="http://www.churchendacademy.com">www.churchendacademy.com</a> Admission Criteria Page 54	DfE NO: 2031 Academy Primary Admission number: 60 School admits a further 6 pupils into Y3 Nursery class: Yes Age range 4-11	Mr R Pearse
<b>Coley Primary School</b> Wolseley Street Reading RG1 6AZ Phone: (0118) 937 5461 <a href="http://www.coleyprimary.reading.sch.uk">www.coleyprimary.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2005 Community Primary Admission number: 30 Nursery class: Yes Age range 4-11	Mrs S Pengelly
<b>Civitas Academy - Reading</b> Hodsoll Road RG1 7HZ <a href="http://www.civitasacademy.co.uk">www.civitasacademy.co.uk</a> Phone: 0118 9375053 Admission Criteria Page 57	DfE No. 2015 Admission Number 60 Academy Nursery Class: No Age range 4-11	Salima Ducker

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>Emmer Green Primary School</b> Grove Road Emmer Green Reading RG4 8LN Phone: (0118) 937 5464 <a href="http://www.emmergreenprimary.com">www.emmergreenprimary.com</a> Admission Criteria Page 18	DfE NO: 2026 Community Primary Admission Number: 60 Nursery Class: No Age range 4-11	Mrs T Crossman
<b>English Martyrs Catholic Primary School</b> Dee Road Reading RG30 4BE Phone: (0118) 937 5466 <a href="http://www.englishmartyrs.reading.sch.uk">www.englishmartyrs.reading.sch.uk</a> Admission Criteria Page 59	DfE NO: 3304 Voluntary Aided Primary Admission Number: 60 Nursery Class: Yes Age range 4-11	Mrs J Carroll
<b>E P Collier Primary School</b> Ross Road Reading RG1 8DZ Phone: (0118) 937 5470 <a href="http://www.epcollier.reading.sch.uk">www.epcollier.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2006 Community Primary Admission number: 60 Nursery class: Yes Special unit for Speech and Language. Age range 4-11	Mrs J McMinn
<b>Geoffrey Field Infant School</b> Exbourne Road Reading RG2 8RH Phone: (0118) 937 5473 <a href="http://www.geoffreyfieldinfant.co.uk">www.geoffreyfieldinfant.co.uk</a> Admission Criteria Page 18	DfE NO: 2008 Community Admission Number: 90 Nursery class: Yes Age range 4-7	Ms S Farrow
<b>Geoffrey Field Junior School</b> Exbourne Road Reading RG2 8RH Phone: (0118) 937 5475 <a href="http://www.geoffreyfieldjuniorschool.co.uk">www.geoffreyfieldjuniorschool.co.uk</a> Admission Criteria Page 18	DfE NO: 2007 Community Junior Admission Number: 90 Age range 7-11	Mr C Clare
<b>Katesgrove Primary School</b> Dorothy Street Reading RG1 2NL Phone: (0118) 937 5490 <a href="http://www.katesgroveprimaryschool.co.uk">www.katesgroveprimaryschool.co.uk</a> Admission Criteria Page 18	DfE NO: 2226 Community Primary Admission Number: 90 Nursery class: Yes Age range 7-11	Mrs L Telling

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>Manor Primary School</b> 110 Ashampstead Road Reading RG30 3LJ Phone: (0118) 937 5494 <a href="http://www.manorprimary.net">www.manorprimary.net</a> Admission Criteria Page 18	DfE NO: 2253 Community Primary Admission number: 45 Nursery class: Yes Age range 4-11 Special unit for moderate learning difficulties	Mrs F Swain
<b>Meadow Park Academy</b> Norcot Road Reading RG30 6BS Phone: (0118) 937 5562 <a href="http://www.meadowparkacademy.org">www.meadowparkacademy.org</a> Admission Criteria Page 61	DfE NO: 2004 Academy Primary School Admission number: 60 Nursery class: No Age range 4-11	Principal Ms Stieve Butler
<b>Micklands Primary School</b> Micklands Road Caversham, Reading RG4 6LU Phone: (0118) 937 5500 <a href="http://www.micklands.reading.sch.uk">www.micklands.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2234 Community Primary Admission number: 60 Nursery class: No Age range 4-11	Mr Mark Frost
<b>Moorlands Primary School</b> Churchend Lane Reading RG30 4UN Phone: (0118) 937 5505 <a href="http://www.moorlandsprimaryschoolblog.net">www.moorlandsprimaryschoolblog.net</a> Admission Criteria Page 18	DfE NO: 2034 Community Primary Admission Number: 60 Nursery class: Yes Age range 4-11	Executive Head Mrs N Browne
<b>New Christ Church Church of England Primary School</b> Milman Road Reading RG2 0AY Phone: (0118) 937 5437 <a href="http://www.newchristchurch.reading.sch.uk">www.newchristchurch.reading.sch.uk</a> Admission Criteria Page 63	DfE NO: 2254 Voluntary Aided Primary Admission Number: 30 Nursery Class: No Age range 4-11	Mrs C A Doberska

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>New Town Academy</b> School Terrace Reading RG1 3LS Phone: (0118) 937 5509 <a href="http://www.newtown.reading.sch.uk">www.newtown.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2028 Academy Primary Admission Number: 60 Nursery class: Yes Age range 4-11	Executive Head Mrs A Brackstone
<b>Oxford Road Community School</b> 146 Oxford Road Reading RG1 7PJ Phone: (0118) 937 5511 <a href="http://www.oxfordroad.reading.sch.uk">www.oxfordroad.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2016 Admission number: 30 Community Primary Nursery class: Yes Age range 4-11	Mrs C Hurst
<b>Park Lane Primary School - Junior Dept</b> 55 School Road Tilehurst Reading RG31 5BD Phone: (0118) 937 5515 <b>Infant Department: (0118) 937 5518</b> <a href="http://www.parklaneblogs.net">www.parklaneblogs.net</a> Admission Criteria Page 18	DfE NO: 2021 Community Primary Admission number: 60 Nursery class: No Age range 4-11	Mrs N L Browne
<b>Ranikhet Primary Academy</b> Spey Road Reading RG30 4ED Phone: (0118) 901 5520 <a href="http://www.ranikhetacademy.co.uk">www.ranikhetacademy.co.uk</a> Admission Criteria Page 57	Academy Primary School Admission number: 60 Nursery class: Yes Age range 4-11	MrsS Ducker Mr R Wyld
<b>Redlands Primary School</b> Lydford Road Reading RG1 5QH Phone: (0118) 937 5527 <a href="http://www.redlandsschool.co.uk">www.redlandsschool.co.uk</a> Admission Criteria Page 18	DfE NO: 2018 Community Primary Admission Number: 30 Nursery class: Yes Age range 4-11	Ms S Bergson

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>Southcote Primary School</b> Silchester Road Reading RG30 3EJ Phone: (0118) 937 5533 <a href="http://www.southcoteprimary.co.uk">www.southcoteprimary.co.uk</a> Admission Criteria Page 18	DfE NO: 2027 Community Primary Admission number: 90 Nursery class: No Age range 4-11	Mrs L Telling
<b>St Anne's Catholic Primary School</b> Washington Road Reading RG4 5AA Phone: (0118) 937 5537 <a href="http://www.st-annes.reading.sch.uk">www.st-annes.reading.sch.uk</a> Admission Criteria Page 66	DfE NO: 3302 Voluntary Aided Primary Admission number: 30 Nursery Class: Yes Age range 4-11	Executive Headteacher Margot Buller
<b>St John's Church of England Primary School (Aided)</b> 121 - 147 Orts Road Reading RG1 3JN Phone: (0118) 937 5540 <a href="http://www.st-johns.reading.sch.uk">www.st-johns.reading.sch.uk</a> Admission Criteria Page 71	DfE NO: 3300 Voluntary Aided Primary Admission Number: 60 Nursery class: Yes Age range 4-11	Mrs A Brackstone
<b>St Martin's Catholic Primary School</b> Pendennis Avenue Caversham Park Village Reading RG4 6SS Phone: (0118) 937 5544 <a href="http://www.stmartinscaversham.co.uk">www.stmartinscaversham.co.uk</a> Admission Criteria Page 66	DfE NO: 3360 Voluntary Aided Primary Admission Number: 30 Nursery class: No Age range 4-11	Executive Headteacher Margot Buller
<b>St Mary's &amp; All Saints CE Primary School</b> Wensley Road Reading RG1 6DU Phone: (0118) 901 5545 <a href="http://www.st-maryallsaints.reading.sch.uk">www.st-maryallsaints.reading.sch.uk</a> Admission Criteria Page 75	DfE NO: 3301 Voluntary Aided Primary Admission Number: 60 Nursery class: Yes Age range 4-11	Margaret Bainbridge

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>St. Michael's Primary School</b> Dee Road Tilehurst Reading RG30 4AS Phone: (0118) 937 5550 <a href="http://www.stmichaels.reading.sch.uk">www.stmichaels.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2029 Community Primary Admission Number: 60 Nursery class: No Age range 4-11	Mrs K Panetti
<b>Thameside Primary School</b> Harley Road Caversham Reading RG4 8DB Phone: (0118) 937 5551 <a href="http://www.thamesideprimary.co.uk">www.thamesideprimary.co.uk</a> Admission Criteria Page 18	DfE NO: 2036 Community Primary Admission Number: 60 Nursery class: No Age range 4-11	Mrs H Wallace
<b>The Heights Primary School</b> 82 Gosbrook Road, Reading RG4 8BH (Temporary address) Phone: (0118) 357 0123 <a href="http://www.theheightsprimary.co.uk/">www.theheightsprimary.co.uk/</a> Admission Criteria Page 79	DfE NO: 2017 Free school - Academy Admission Number: 50 Nursery class: No Age range in September 2018 4-10	Mrs K Edwards
<b>The Hill Primary School</b> Peppard Road Caversham Reading RG4 8TU Phone: (0118) 937 5560 <a href="http://www.hill.reading.sch.uk">www.hill.reading.sch.uk</a> Admission Criteria Page 18	DfE NO: 2019 Community Primary Admission Number: 60 Nursery class: No Age range 4-11	Mrs D Cox
<b>The Palmer Primary Academy</b> 70 Northumberland Avenue Reading RG2 7PP Phone: (0118) 937 5481 <a href="http://www.thepalmeracademy.com">www.thepalmeracademy.com</a> Admission Criteria Page 57	DfE NO: 2012 Academy Admission Number: 60 Nursery class: Yes Age range 4-11	Mr Wyld

SCHOOL	KEY INFORMATION	HEADTEACHER
<b>The Ridgeway Primary School</b> Willow Gardens Reading RG2 7EL Phone: (0118) 937 5530 <a href="http://www.theridgewayprimary.net">www.theridgewayprimary.net</a> Admission Criteria Page 18	DfE NO: 2020 Community Primary Admission Number: 90 Nursery class: Yes Age range 4-11	Jackie Steele
<b>Whitley Park Primary School and Nursery School</b> Brixham Road Reading RG2 7RB Phone: (0118) 937 5566 <a href="http://www.whitleyparkprimaryschool.co.uk">www.whitleyparkprimaryschool.co.uk</a> Admission Criteria Page 18	DfE No: 3361 Community Primary Admission Number: 90 Nursery class: Yes Age range 4-11	Mrs K Salter
<b>Wilson Primary School</b> Wilson Road Reading RG30 2RW Phone: (0118) 937 5573 <a href="http://www.wilsonprimary.co.uk">www.wilsonprimary.co.uk</a> Admission Criteria Page 18	DfE NO: 2024 Community Primary Admission Number: 60 Y5-6: 30 Nursery class: Yes Age range 4-11	Ms Y Jackson



# ADMISSION POLICIES FOR READING VOLUNTARY AIDED, ACADEMY SCHOOLS AND FREE SCHOOLS

## **Allocation of places - 2017/2018 Admissions**

### **Allocation Information**

Please see the information on page 26 for the number of places allocated in each category. Please note; the school may have changed their policy in previous years so the categories may not be the same as this years category number.

**Schools may need more information about your child so they can rank your application correctly against the schools' over-subscription criteria. It is, therefore, advisable where necessary to complete the school's supplementary form as well as the Local Authority application form otherwise the school will not have all the information they need about your child. The forms are available from the schools and Reading Borough Council and should be returned to the appropriate school by the closing date of 15 January 2018.**

## ALL SAINTS CHURCH OF ENGLAND INFANT SCHOOL

### The Admission Number is 20

#### Over subscription criteria

In the event of there being a greater demand for admission than there are places available, then children with a Statement of Special Educational Need or an Education and Health Care plan have priority and will always be admitted. Once places have been offered to these children, the following criteria or rules will be applied in the order set out below.

- i Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- ii Children with a sibling (Note 3) on the roll of All Saints Infants or Juniors School at the time of application and who is expected to be in attendance at the time of entry.
- iii Children who are habitual worshippers (note 7) at All Saints Church, Downshire Square or having been regular worshippers at another Anglican Church have moved to worship at All Saints following relocation in which case worship at both churches would be taken into account.
- iv Children with a normal home address (see Note 4) in the Ecclesiastical Parishes of St Marks and All Saints Reading, Holy Trinity Reading and Tilehurst St George. A map of the catchment area is attached to hard copies and available in the school office and a link to maps can be found on our school website
- v Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer, a doctor, a social worker or other appropriate person (see also note 5). This should set out the particular reasons why the school is the most suitable one and

the difficulties that would be caused if the child had to attend another school.

- vi Children with exceptional social needs, supported by written evidence, normally given by a social worker, Education Welfare Officer or other appropriate person (see also note 5). This should set out the particular reasons why the school is the most suitable one and the difficulties that would be caused if the child had to attend another school.

#### vii Other children.

Proximity of the child's home, as measured by straight line distance (see note 6) with those living nearer being accorded the higher priority, will serve to differentiate between pupils in criteria i to vii should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

**Note 1:** - "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2:** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be

a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Note 4:** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

**Note 5:** When applying under criteria v and vi (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring All Saints Infants School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 6:** The straight line distance will be measured by the Reading Borough Council's Geographical Information System using the Ordnance Survey data point of the home and the school.

#### **Note 7:**

- i A habitual worshipper is defined as attending meetings or services at an Anglican Church at least twice a month, excluding weddings, funerals and christenings, (except for the child's own christening) throughout the two years immediately prior to the date of application. Where it is necessary to take into account worship at more than one Church two supplementary forms should be completed, one for each Church.
- ii and has a parent who is on the electoral roll of the parish of St Mark and All Saints, Reading at the time of application.

#### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors may ask relevant professionals for their opinion on the case.

It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. It should be noted that if the place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

For children whose fifth birthday falls between 1 April 2014 and 31 August 2014 (summerborn children), parents who do not wish them to start school in school year 2017/18, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should

discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018/19 Reception Year group.

### **Waiting Lists**

The waiting list for children in the foundation stage is maintained by Reading Borough Council and will be maintained until December 2018. The position on the waiting list is determined according to the over-subscription criteria i-vi above, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. Applications for places in Years 1 and 2 are placed on a waiting list operated by the school admission authority on behalf of the governing body and places are allocated in accordance with the over subscription criteria and as determined by the Admissions Code 2014.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc. the following rule will apply: We would offer all children a place.

### **In Year Applications**

In Year applications will be administered by the school admissions authority as determined by the School Admissions Code 2014. Please complete an In Year Admission form which can be found on the school website and send it to All Saints Infants

School. A new In Years Admission form must be completed each academic year and be received by All Saints Infants School by 31st October of the new academic in order to remain on the waiting list. Your application will be referred to the Admission Committee of the Governing Body. If there is a vacancy, and there is a child on the waiting list for the relevant year group with a higher priority according to the over subscription criteria, a place will be offered. It must be noted that the only way that a place can be offered once the admission number of 20 is reached for any year group, except in exceptional circumstances, is by appealing to an independent panel. Applications in the same academic year will not be reconsidered unless there is a major change of circumstances e.g. change of address.

### **Appeals**

Parents/carers have the right to appeal to an independent appeal panel and the appeal will be considered according to the regulations set out in the DCSF School Appeals Code 2014. How to appeal will be explained to parents in the letter, which informs them it is not possible to offer a place. They will also be informed why it was not possible to offer a place.

It should be noted that in the event of an unsuccessful appeal against non-admission to the school the school does not consider any further application in the same school year (1 September – 31 August) unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

For further information, in the first instance, please contact the Admissions Secretary at the school.

## ALL SAINTS JUNIOR SCHOOL - FREE SCHOOL

### Admission number 25

#### Admissions criteria

Where the number of applications for admission is greater than the published admissions number for any relevant age group, the Free School will consider applications against the criteria set out in the sub-paragraphs below. This does not apply to pupils with statements of Special Educational Needs or Educational Health Care Plan where the Reading Free School is named in the statement plan, who will be admitted first.

#### 1) **Looked After Children**

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 function (see definition in section 22(1) of the Children Act 1989). Previous “looked after children” include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a special guardianship order as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

i. Confirmation by the home local authority that the child is looked after

or

ii. Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing

of one of the following orders

- a. Adoption Order
- b. Child Residence Order
- c. Special Guardianship Order.

- 2) Children who have strong medical or social grounds for admission (see definition of medical or social grounds below)
- 3) Children who are attending All Saints Infant School
- 4) Children living in the designated area who have a sibling who will still be attending All Saints Infant or the Junior Free School in the coming September
- 5) Children whose home address is not in the designated area of the school but have a sibling(s) who will still be attending All Saints Infant or the Junior Free School in the coming September
- 6) Children whose permanent home address is in the designated area of the school
- 7) Other children.

#### Home Address

The Home address will be the permanent home address of the child and his/her parents(s)/Carer(s). Temporary addresses used solely for admissions processes will not be accepted. Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child’s home.

#### Medical/Social Reasons

These relate to a child with a chronic medical condition or strong social grounds, where the application must be fully supported by written confirmation from the professional person involved in the case, stating that the school should be attended for these medical or social reasons. It is not enough for the professional to report what the parent/carer has said.

## Siblings

Siblings are children who either have the same mother or father, or are children who live together in a family unit and with their parent/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings.

## Tie-breaker

If the school does not have enough places for all applicants in any category, places will be allocated to those living nearest the school. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school, using Reading Borough Council's digital mapping software. In the rare event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from Committee Services for Reading Borough Council will supervise the selection process.

## Multiple Births (Twins, Triplets etc)

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family then all multiple birth siblings will be offered a place even if that means exceeding the admission number of the school.

In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used.

## Waiting Lists

If the school is oversubscribed non successful applicants places will be placed on a waiting list and where places become vacant, places will be allocated in accordance with the school's oversubscription criteria. The waiting list is maintained by the school until December 2018.

## Pupils educated out of year group

Unless there are exceptional circumstances children should progress through education with their chronological age group. There must be very cogent reasons for deferred entry or offsetting and only in very exceptional circumstances will a child be offset at ASJS. Applications to offset children will need to be accompanied with detailed reports from all professional involved with the individual child and submitted with the RBC application form if relating to entry in reception.

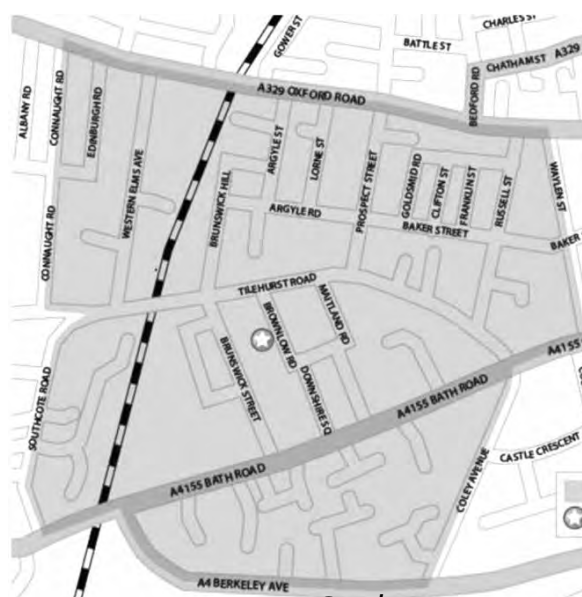
## In-year Admissions

Parents/carers seeking admission to Year 3 to Year 6 after December 2018 should apply to the school directly. The application will be considered by the Admission Committee of the Governing Body. If there is a vacancy, and there is no other application for admission to the relevant year group with a higher priority according to the over-subscription criteria, a place will be offered. Application forms are available from the school or Reading Borough Councils website.

In some cases places will be allocated using the 'Fair Access Protocol' of Reading Borough Council.

## Appeals

Appeals should be made at [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals). Parents will be notified of the right to appeal if their application is unsuccessful.



Catchment area map

## BATTLE PRIMARY ACADEMY

### Admission Number 60

If there are more applications than places available then the following over-subscription criteria will apply.

Places will be first allocated to students with statements of special educational need or an Educational Health Care Plan. Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

1. Looked after children are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children's Act 1989 and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) immediately after they had been looked after. Appropriate evidence should be submitted to confirm previously looked after children. This would be confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
  - a. Adoption Order
  - b. Child Residence Order
  - c. Special Guardianship Order
2. Students with exceptional medical, social, or other needs that can only be met by providing a place at the particular school concerned rather than any other school.
3. Students with a sibling in attendance at the Academy and who will be expected to still be on roll in the year of entry. A Sibling refers to brother or sister, step brother or sister or the child of the parent/ carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. It also refers to any child who lives with parent/carers within a family unit at the same address.
4. Students who live closest to the

Academy. Distances are measured from the ordnance survey data point of the home and the school. This will be measured using the computerised system of Reading Borough Council.

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the application form.

### Students from multiple births (eg twins/ triplets)

Should the parents wish the children of multiple births to attend the same school, then all should be admitted.

### Split residence

Where a student lives with parents that have shared responsibility for the child, the "residence" shall be considered as the home which the child resides for the majority of the school week. Where the child is split equally throughout the school week then the "residence" shall be defined as the home which the child is registered with their GP, or alternatively where child benefits are paid.

### Tie break

Where several children have applied to the school and all have the same criterion, then the school places shall be allocated via random allocation.

### Operation of Waiting lists

The Academy will operate a waiting list for each year group. Where in any year Battle Primary Academy receives more applications for places than there are places available, a waiting list will operate until the end of December 2018. Any places offered from the school's waiting list will be offered strictly in accordance with the above admission criteria and will not work on a first come first served basis

### In Year Admissions

Battle Primary Academy will follow Reading Borough Council's procedures for co-ordination of in year admissions. Applications will be considered in accordance with above oversubscription criteria. In the event that it

is not possible to offer a place, the waiting list and appeals procedures described above will apply.

### **Fair access protocol**

The school is committed to taking its share of vulnerable students who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the local school's governing body is empowered to give absolute priority to a student where admission is requested under any local protocol which carries the agreement of the local authority for the current admission year. The governing body has this power even when admitting such a student would exceed the normal admission number.

### **Appeals**

The Local Authority will notify in writing those parents who have not been allocated a place informing them how to access their right of appeal and in the case of academies to whom they should write. Please note that you are only entitled to one appeal, per year-group, per school, per academic year unless there is a material change of circumstances.

## **CHRIST THE KING CATHOLIC PRIMARY SCHOOL**

**The Admission Number is 45**

### **Note: The Ark ASD Resource**

This policy concerns the arrangements for admission to Christ the King Catholic Primary School. There is also a Resource Centre for children with ASD at Christ the King called The Ark. Though The Ark is an integral part of the school, admissions to it are arranged via the SEN team at Reading Borough Council and are dealt with under a separate policy. Parents who wish for their children to be considered for admission to The Ark are encouraged to visit the school to speak to the Headteacher and the Manager of The Ark. Where the over-subscription criteria in the Admissions Policy,

below, mentions "siblings", a child in The Ark counts as a sibling for the purpose of ranking applications to the main school.

If there are more applications than places available then they will be prioritised according to the following criteria.

Children with a statement of special educational needs or an Educational Health Care Plan in which the statement names Christ the King school will take priority over all other applicants

1. Looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order
2. Catholic children.
3. Children who have siblings in the school at the time of admission.
4. Other applicants

### **Tie-Break Criteria**

If there is over subscription in any of the above categories the Governing Body will give priority to those living closest to the school. This will be determined by the shortest straight line distance measured from the data point of the home and the school using Reading Borough Council's digital mapping software. In the event of two or more students' distances being the same, random allocation will be used, which will be supervised by the Local Authority.

### **Waiting list**

A waiting list will be held by Reading Borough Council until the end of August 2018. The school will hold a waiting list until 31st December 2018. The list will be ranked according to the over-subscription criteria above and will include any late applications. Therefore children can move up and down the waiting list.

Children allocated a place at the school through Fair Access Protocol take precedence over those on the waiting list.



### **Admissions to other year groups (In Year)**

Applications for admissions to other year groups should be submitted to Reading Borough Council. If there are vacancies in the year group then a place will be offered. If there are more applications than places available then the over-subscription criteria above will be applied. Children without a school place will take precedence over children attending another school. Parents will have the right of appeal. When making an application for in-year admission, parents of baptised Catholic children should indicate this by completing a supplementary form.

### **Documentation/Evidence Required in Support of Application**

Parents applying for a place in the school under criteria 2 will be asked to show the school a copy of their child's baptismal certificate.

### **Definition of terms**

#### **Home**

The child's home means the child's normal home address and is the child's permanent address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home will be where the child sleeps for most of the nights between Sunday and Thursday.

#### **Sibling –**

- A brother or sister sharing the same parents
- Half-brother or sister, where two children share one common parent
- Step-brother or step sister, where two children are related by a parent's marriage
- The child of a parent or carers partner where the child is living in the same family unit at the same address
- Adopted or fostered children living in the same family unit at the same address

### **Children in Care of a local authority and children who have previously been in care of a local authority –**

A child in care is a child who is in the care of a Local Authority or 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) at the time of making an application to the school. 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).

### **Catholic Children**

For the purposes of these admission arrangements "Catholic children" includes any child baptised into any church which is in communion with the See of Rome or received into the Catholic Church. In case of doubt the Roman Catholic Diocese of Portsmouth publishes a list of churches in communion with the See of Rome which may be obtained from the school on request.

#### **Meaning of Parent**

##### **S576 Education Act 1996**

A parent in relation to a child or young person, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

### **Entry to Reception Classes for children who are not of Reception age.**

In some circumstances, summer born children may be admitted to a Reception class in September 2019. This will only be agreed if it is in the best interest of the child and normally only when the child has development delays due to premature birth, illness or other difficulties. If you think this may apply to your child, you must apply as part of the 2018 round but submit an accompanying written request to Reading Borough Council, giving your reasons for wanting to defer by a full year (called 'offsetting'). The school's admission committee will then decide whether to allow

this and, if they do, you will need to re-apply the following year.

### **Other out of age admission**

Parents who wish for their child to be educated in a year group other than the child's normal age group, for example following a long illness, should make a written application stating their reasons and addressed to the school's admission committee.

### **Right of Appeal**

Parents have a right of appeal against the decision of the Governing Body to refuse entry to the school.

Parents who wish to appeal against this decision may appeal to an independent appeals panel. Information on this procedure is available from The Clerk to the Appeals Panel, Civic Centre, Reading RG1 2LU. Telephone 0118 937 2532.

## **CHURCHEND SCHOOL**

### **Admission Number**

The school publishes an admission number of 60 and an admission number of 36 for years 5-6.

### **Oversubscription Criteria**

The Governing Body will use the following oversubscription criteria to determine admission.

Category: Children with a statement of special educational needs/ Education Health care plan (EHCP) that names the school will be allocated a place above all other applicants;

1. Looked after children in the care of a Local Authority and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted.

2. Children who have strong medical or social grounds for admission (see definition of medical or social grounds);
3. Children of staff at the school where either or both of the following circumstances apply: a) where the member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. Children who have sibling(s) who will still be attending the school in September 2018;
5. Children whose permanent home address is in the designated area of the school;
6. Other children

### **Tiebreaker**

If a school does not have enough places for all applicants in a particular category places will be allocated to those living nearest the school. Distance is measured as a straight line between the Ordnance Survey data point for the home address and the school using Reading Borough Council digital mapping. In the rare event that two or more children live at the same distance(measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from Committee Services Team for Reading Borough Council will supervise the selection process.

### **Multiple Births (Twins, Triplets etc)**

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family one of the following rules will apply:

Where this occurs each case will be considered and in the majority of cases the

other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources e.g. if the application of this resulted in a class of 36 children with one teacher in a small classroom this could have serious implications to the school.

In the event that sibling with a different date of birth but in the same year group are split by the over-subscription the following will apply. During Key Stage 1 when admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee services. (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). – the other sibling(s) names(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations then each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

### **Waiting List – Reception year**

After 16 April 2018 the Admissions Team will automatically add children to the 'waiting list' of the highest ranked preferred school(s) at which it had not been possible to offer a place. Waiting lists will be ranked according to the over-subscription criteria. On 1 May 2018 positions on the lists may change due to late applicants accepted on the lists who meet higher admission criteria. The law clearly states that waiting lists must be ranked in accordance with over-subscription criteria. The length of time on the list cannot be taken into account. Reading Borough Council will not keep the waiting lists after 31st July 2019. After this date the waiting lists will be abandoned. Parents / carers must then re-apply for a place in Year 1 as an In Year Admissions application already to the school. The waiting lists will be then

ranked according to the over-subscription criteria and kept until 31 July 2019.

### **In Year Admissions (Years 1-6)**

In year transfer applications will be administered by the school governors, acting as the Academy Admissions Authority. All applications MUST therefore be made using the school application form, which is available either from the school or via [www.churchendacademy.com](http://www.churchendacademy.com). Your application will then be referred to the governors acting as the Academy Admissions Authority.

If there is a vacancy, and there is no other application for admission to the relevant year group with a higher priority according with the Churchend Primary Academy Trust over subscription criteria, a place will be offered. In all cases where it is not possible to offer a place, a formal letter will be sent to you, outlining your right to appeal.

If you have not moved home but have requested an alternative school place, then the place will be offered from the beginning of the new term. You cannot apply for a place more than six school weeks in advance. The school governors, as the Academy Admissions Authority, will maintain waiting lists for years 1 – 6, and when a vacancy becomes available, the place will be offered in accordance with the Churchend Primary Academy Trust over-subscription criteria. The length of time on the list cannot be taken into account.

Waiting lists for Years 1 – 6 will be kept according to Academy Admission policy. The waiting list will be kept until the end of the academic year. After which the waiting list is abandoned. Parents /carers must then re-apply for the new-academic year in 2019.

### **Definitions**

#### **Looked After and Previously Looked After Children**

A 'Looked After' child is a child who 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 as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders: These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46). The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

Confirmation from the Local Authority that the child is in care or was in care from the Local Authority that last looked after the child must be submitted with the application.

### **Parent / Carers**

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989

### **Home address**

Is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home within Reading unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2018 will have to be submitted.

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. Reading Borough Council reserves the right to seek additional evidence of proof of address including the use of the data held by Reading Borough Council Tax. The home address is taken to be the address on the 16 April 2018 and any changes of address after completion of the application form must be notified to the LA. Any child offered a place based on misleading information with the intention of deception or fraud concerning a permanent home address will have the place withdrawn.

### **Medical/ Social Reasons**

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional person (i.e. social worker, Doctor) supporting the child or family is submitted. The request must state that the named school is the only school for the child because of the medical or social reasons and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. Children with identified special educational needs will not be considered in this category as they will be assessed by the regulations in the Special Educational Needs Code of Practice 2001. No individual officer will take responsibility for determining whether a case is ranked category. A panel of three officers will make the final decision.

### **Siblings**

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings

### **Fair Access Protocol**

Governors will adhere to the Local Authority Fair Access Protocol.

## Appeals

Parents who are unsuccessful in obtaining a place at Churchend School have the right to appeal against the decision to an Independent Appeal Panel and the appeal will be considered according to the regulations set out in the School Admission Appeals Code in force at the time of the appeal.

## CIVITAS, RANIKHET AND THE PALMER ACADEMIES

**All of these schools are part of REAch2 Academy Trust and have all an admission number of 60.**

### Oversubscription Criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

### Definitions relating to the criteria

1. 'Looked after children' are (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 definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special

guardianship order. These definitions are set nationally, by the Department for Education.

2. 'Siblings' are defined as "children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must also live at the same address as each other. If they do not live at the same address, then they are not treated as siblings. The sibling must be at the school at the point of proposed admission". Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. 'Home-to-school distance' is defined/measured as "the straight-line distance from the home to the school, using the Ordnance Survey data points of the home and the school, using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the property's Easting and Northing. This point can be anywhere on the property. The distance created, using this software, is calculated to 3 decimal places". 'Home address' is defined as the "child's single permanent home address where they live with their parent(s) or carer(s). If a child does not live with a parent or legal carer i.e. a single

parent family where the parent is ill and the child lives with grandparents for the majority of the week, a full explanation will need to be supplied together with supporting evidence from a professional supporting the family/ child". Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

### **Tie-breaker**

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school ; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

### **Deferred entry for Reception places**

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

### **Admission of children outside their normal age group, including for 'summer-born' children**

Parents or carers may request that their child

is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

### **Waiting lists**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2018, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should submit an appeal using to the Clerk to the Appeal Panel Committee Services, Civic Offices, Bridge Street, Reading RG1 2LU within 20 school days of the refusal decision. They are contactable on 0118 937 2532. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

## ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

"Working together to provide the very best in Catholic Education"

*"There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit's presence is shown in some way in each person for the good of all." 1 Corinthians 12: 4 - 7*

### The Admission Number is 60

#### Oversubscription Criteria

Should there be more applications than places available the Governing Body will offer places, up to the published admissions number, in the following category order:

1. Baptised Catholic 'looked after children' and previously 'looked after children'.
2. Baptised Catholic children with a sibling attending the school at the time of the proposed admission of the applicant.
3. Other Baptised Catholic children.
4. Other 'looked after children' and previously 'looked after children'.
5. Other children with a sibling attending the school at the time of the proposed admission of the applicant.
6. Children with a baptised Catholic parent/ carer.
7. Children from other Christian denominations.
8. Children from other religious faiths.
9. Other applicants.

#### Tie-breaker

Priority in any oversubscribed category will be given to those children living nearest the School. Distance will be measured using Reading Borough Council's digital mapping software which works using Ordnance Survey data points for the home address and school. In the event that the distance between two children's homes and the school are the same, random allocation will be used, which will be supervised by the local authority.

#### Supplementary forms

If you are applying under categories 1-8 you will need to complete a supplementary form as well as your RBC application and return this to the school. This form is available from the school website.

#### Multiple Births (Twins, Triplets etc)

In the event of that the oversubscription criteria would result in splitting a multiple birth family the following rule will apply:

All multiple birth siblings will be offered a place, even if this means exceeding the admission number of the school and / or exceeding the infant class size regulations.

In the event that siblings with a different date of birth but in the same year group are split by the over-subscription the following will apply: During Key Stage 1 when admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee Services. (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). The other sibling(s) name(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations then all siblings born in the same year group will be offered a place even if that means exceeding the admission number of the school.

#### Waiting List

Parents of children who have not been offered a place at the school may ask for their child's names to be placed on a waiting list. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained by Reading Borough Council until 31 December 2018 and children will be ranked, according to the above categories, each time a child is added.

## Late Applications

Any late applications will be considered by the Governors' Admissions Committee in the event of there being any available places using the above categories. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Definitions

**Catholic:** A Catholic is a baptised member of a church which is in communion with the See of Rome or a person received into the Catholic Church.

## Children with a Statement of Special Educational Needs:

Children with a Statement of Special Educational Needs or EHC Plan that name this School will automatically be admitted to the school and will count towards the admission number.

**The SEN and Disability Legislation:** This legislation prevents a school discriminating in its decisions on admissions on the grounds that a child has a disability. A child with a disability will be treated equally alongside other applicants.

**Looked After Children:** Children who are registered as being in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made.

## Previously Looked After Children:

Children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) or became subject to a child arrangements order 18 of special guardianship order 19. Child arrangements orders are defined in s.8 of the Children Act 1989 as amended by s.12 of the Children and Families Act

2014. Child arrangements orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Sibling:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Home Address:** Where a child lives with parents with shared responsibility each part of the week, the home address will be considered as the address of the person whose name is on the child benefit notification.

## Children of other Christian denominations:

Membership of a Church Community which is part of "Churches Together in England" or members of any local Churches Together Group or entitled to be members based on fulfilling the following definition:  
*"Children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above".*

A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk)

## Admission outside normal age group

Parents may seek a place for their child



outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Applications outside the normal age group must be made as detailed below for the main admissions round. Governors will apply the oversubscription criteria to applications but will also make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account 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.

### In Year Admissions

Applications for admissions to other year groups will be considered by the Admissions Committee of the Governing Body. If there are vacancies in the year group then a place will be offered. If there are more applications than places available then the over-subscription criteria will be applied. In accordance with Reading Borough Council's agreed In-Year Fair Access Protocol, children without a school place will take precedence over children attending another school. Parents will have the right of appeal. The Governing Body will adhere to Reading Borough Council's agreed In-Year Fair Access Protocol and parents should submit an application to Reading Borough Council. It would be helpful if parents could also complete the school's own Supplementary Information Form since without this a child may be disadvantaged because the Governing Body may be unable to "rank" an application according to the over-subscription criteria. Supplementary Information Forms together with all supporting documentation should be returned to the school office. Reading Borough Council application forms and the School's Supplementary Information Forms are available from the School Office and Reading Borough Council.

### Other Christians

Membership of a Church Community which is part of the "Churches Together in England"

### Documentation /Evidence required in support of application

Proof of residence	All Categories
Parent's Baptismal certificate. Child's Baptismal Certificate, if appropriate, or letter from Minister/Religious Leader confirming membership	Category 6
Child's Baptismal Certificate, if appropriate, or letter from Minister/Religious Leader confirming membership	Categories 7&8

### Right of Appeal

In accordance with the School Standards and Framework Act 1998 as amended by the Education and Inspections Act 2006, parents/carers have the right to appeal against the decision of the Governing Body in refusing to admit their child. Guidance on the appeal procedure is available on the BBC website [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals)

## MEADOW PARK ACADEMY

### Admission Number 60

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Educational Health Care Plan where the school is named in the Statement/EHC Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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).

- 2). Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. CfBT Schools Trust will make the decision related to such applications.
- 3). Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as half or full brother or sister; or adoptive brother or sister; or children of the same household. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots supervised by CfBT Schools Trust.
- 4). Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using the straight line distance generated by Reading Borough Council's digital mapping software. Distances are measured in a straight line using the data point of the home and school.

In the case of a tie-break being necessary within criteria.4, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used.

### **Operation of waiting lists**

Where in any year the Meadow Park Academy receives more applications for places than there are places available, a waiting list will operate. This will be

maintained by the Meadow Park Academy in accordance with Reading Borough Council's co-ordinated admissions scheme. The list will be kept until 31st December 2018, after which the parent will have to re-apply through Reading Borough Council Admissions as an in year applicant.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Meadow Park Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Please see the school website for more information.

### **Arrangements for admitting students to other year groups, including to replace any students who have left Meadow Park Academy**

Parents should apply to Reading Borough Council. Subject to any provisions in the Reading Borough Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

## NEW CHRIST CHURCH C OF E AIDED PRIMARY SCHOOL

*"We, at New Christ Church School, are a large 'family' of children and adults supporting one another. In partnership with the Parish of Christ Church and the community we celebrate our long history and achievements and strive for excellence in all that we do.*

*Together we aim to provide a nurturing environment, based on Christian values, where all individuals are treated with fairness, respect and equality".*

### Admission Number for Reception is 30

In the event of there being a greater demand for admission than there are places available, then children with a Statement of Special Need or EHC plan naming New Christ Church CE School have the highest priority and will always be admitted to the School. Once places have been offered to these children, the following criteria will be applied, in the order set out below:

1. 'Looked after' children who are in LA care or in registered charitable care and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. (see Note 5).
2. Children with a sibling already in the school at the time of application (see Note 2) and who is expected still to be in attendance in the year in which they enter and who has a normal home address (see Note 1) within the ecclesiastical parish of Christ Church, Reading.
3. Children with a sibling (see Note 2) already in the school at the time of application and who is expected still to be in attendance in the year in which they enter
4. Children with a normal home address (see Note 1) within the ecclesiastical parish of Christ Church, Reading.
5. Children whose parents express a preference for a Church of England

School, supported by evidence that a parent (see Note 3) has been a regular worshipper (on at least one occasion in each of the calendar months in the year preceding the date of the application) at Christ Church, Reading (See Note 4).

6. Children whose parents express a preference for a Church of England School, supported by evidence that a parent has been a regular worshipper (on at least one occasion in each of the calendar months in the year preceding the date of the application) at a Church of England Church (see Note 4).
7. Children whose parents express a preference for a Church of England School, supported by evidence that a parent has been a regular worshipper (on at least one occasion in each of the calendar months in the year preceding the date of the application) at any other Christian Church that is a member of Churches Together in Britain and Ireland (see Note 4).
8. Other children.

Proximity of a child's home, as measured by the shortest straight line distance between the school and the child's home, with those living nearer being accorded the higher priority, will serve to differentiate between pupils in criteria 1 - 7 should the need arise. These distances are measured using Reading Borough Council's digital mapping software, which measures from the Ordnance Survey data point of the home to the data point of the school. Where two distances have exactly the same measurements, places will be allocated using the process of drawing lots in the presence of someone independent of the school

### Fair Access Protocol

Governors will adhere to the Local Authority Fair Access Protocol.

### Late admissions

Late applications will be only considered

after all those received by the closing date unless good reason can be demonstrated for the late application.

### **In year Admissions**

In year applications will be administered by the LA on behalf of the Governing Body, in accordance with the Co-ordinated Admissions Scheme. All applications MUST therefore be made through the LA, using the LA application form; the school supplementary form should be used if your application is based upon Criteria 5,6,7 above. Your application will then be referred to the Admission Committee of the Governing Body. If there is a vacancy, and there is no other application for admission to the relevant year group with a higher priority according to the over subscription criteria, a place will be offered via the LA. Children without a school place will take precedence over children attending another school - parents will have the right of appeal.

Admission to other year groups at the school or to the Reception Year, once offers of places have been made, depends on whether or not there are places available in the appropriate year group. Information on the availability of places and application forms can be obtained by contacting the school.

### **Appeals**

There are established arrangements for appeals against non-admission. Parents/carers have the right to appeal to an independent appeal panel and the appeal will be considered according to the regulations set out in the School Admission Appeals Code 2014. How to appeal will be explained to parents in the letter, which informs them it is not possible to offer a place. They will also be informed why it was not possible to offer a place.

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address.

### **Applications out of chronological age**

At New Christ Church CE School, pupils will normally be admitted at the beginning of the school year in which they reach their fifth birthday, without reference to ability or aptitude. Earlier admissions will not be considered. A part-time place will be available if parents/carers consider this to be in the best interests of their child.

Requests from parents for places outside normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's best interests. It is recommended that parents/carers discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

If you are applying for a summer born child to enter Reception for the first time aged 5, you should follow the procedure on page 10.

### **Waiting List**

The waiting list for children in the foundation stage (Year R) is maintained by Reading Borough Council until July 2019. The position on the waiting list is determined according to the over-subscription criteria above, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list.

The school does not maintain a waiting list for those children who are not offered a place in Years 1-6, although parents may register their interest in the school for their child; registering interest does not guarantee a child a place within the school.

### **Twins and Multiple Births**

In cases where there is once place available, and the next child on the list is a twin, triplet

etc, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admissions number of the number of available places in a year group. This policy was devised with reference to statutory regulations and in consultation with the Diocese of Oxford, Reading Borough Council and other interested Admissions Authorities.

### Notes

**Note 1:** By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent/carers' address. For example, if he or she is resident with a grandparent, you need to tell us this on an application form. If you do not declare any arrangement such as this, or use a relative's address on the application we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as the Electoral Register, or a recent bill confirming your name and address. If you are moving into the catchment area, we will ask for evidence of your move, before considering any application for a place. Typical evidence is a letter confirming that you have a legally binding agreement to buy the house, or a letter indicating the formal lease arrangements for the house.

**Note 2:** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Note 3:** By parent/carer, we mean any person who has parental responsibility for or is the legal guardian of the child.

**Note 4:** The Governing Body asks the priest or minister to complete a form confirming church commitment.

A map showing the parish boundary is available from the School or can be found online at

[www.acny.org.uk/parishmap.php?postcode=RG20AY&access=1](http://www.acny.org.uk/parishmap.php?postcode=RG20AY&access=1)

**Note 5:** By "looked after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2001 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

## NEW TOWN PRIMARY SCHOOL

### Admission Number is 60

*This school follows the same policy as Reading Borough Council Community Schools on pages 18-21.*

## ST MARTIN'S AND ST ANNE'S SCHOOLS

**The schools both have a planned admissions number to Reception of 30.**

*The ethos of both St Martin's and St Anne's schools is Catholic. The schools were founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.*

As Catholic schools, they aim to provide a Catholic education for all our pupils. As Catholic schools, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the schools. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5). A map of the parish boundary is available at the school and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2

below) living in the parish of St Michael's who have a brother or sister (see Note 4 below) attending the school at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of St Michael's
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending the school at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Martin's Catholic Primary School at the time of admission.
8. Non-Catholic children.

### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

### **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child's chance of being offered a place at this school.

### Note 3

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

### Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

### Note 5

Distances are calculated on the basis of a straight-line measurement between the child’s home address and the front gate. The Local Authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot a child’s home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example,

blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority, on behalf of the Governing Body, will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s published admission number.

A child’s home address is considered to be a residential property that is the child’s only or main permanent residence and is either:

- Owned by the child’s parent(s);
- Leased to or rented by the child’s parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

### School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child’s fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that

place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2019.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2018/2019 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2019.

### **Requests for children to be admitted outside of their normal age group.**

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be

considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2019, then the original application is withdrawn and the parents must submit a fresh application for Reception 2019 when applications open in the autumn term of 2018. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age



group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **Applications from children currently attending a nursery**

Attendance at St Anne's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Martin's or St Anne's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### **Appeals**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

### **Repeat Applications**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

### **Waiting Lists**

Children who have not been offered a place at the school but were offered a school that was ranked as a lower preference on their application form will be added to the waiting list. The waiting list will be maintained until 31st December 2018 and will then be discarded. Parents may apply to the school for their child's name to remain on the waiting list until the end of the academic year 2018/2019 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **Fair Access Protocol**

These schools are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

## **In Year Admissions**

An application can be made for a place for a child at any time outside the normal admission round. Applications should be made to the school by contacting the office. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (see above). Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

### **Definition of a baptised catholic**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

### **Written evidence of Baptism**

The Governing bodies of Catholic schools and Boards of Directors of Catholic

Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

## ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

### Admission Number 60

*We, at St. John's, as a Church of England School, aim to provide a happy, secure environment which reflects the principles of the Christian faith, thus helping to develop children's spiritual growth and moral understanding, within a sound educational framework. By so doing we hope to:*

*Develop children's self-esteem and self-worth.*

*Develop each child's academic potential.  
Develop in each child curiosity and an enthusiasm to learn.*

*We believe in the strength of good home/school partnerships and are aware of the need to be sensitive to our community with its rich cultural diversity.*

### Over-subscription Criteria

The school does not operate on a 'catchment area' basis.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St John's Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangement or special guardianship order.

The following criteria (2-5) will then apply, however priority within each criterion will be given to children, or parents with whom the child resides, with very exceptional medical or social reasons. When applying for priority, supporting evidence must be included with the application, from an independent professional person who is aware of

the situation and supports your reasons for preferring St John's CE Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

2. A child who normally lives in the same family home as his or her sibling (see sibling definition), if that sibling is attending St John's Primary School (attendance at St John's Nursery does not qualify older siblings entry into school) at the time of the application and is expected still to be in attendance at the time of admission.
3. A child, one of whose parents/carers regularly worships at St John's and St Stephen's Church, Reading or Wycliffe Baptist Church, Kings Road, Reading. This will need to be supported by a pre-printed form stating church attendance, obtainable from the school and which will need to be returned to the school, after signature by the Vicar or Pastor. Regular worship is defined as 'on average attending St John's Church or Wycliffe Baptist Church on at least one occasion in each of the calendar months in the previous year preceding the application date'.
4. A child, one of whose parents/carers, regularly worships at a Christian church other than St John's & St Stephen's or Wycliffe Baptist Church that is a member of 'Churches Together in Britain and Ireland'. This will need to be supported by a pre-printed form, obtainable from the school, from the appropriate Minister of Religion. (This form must be returned

to the school with an official letterhead from the church concerned, clarifying both the church and the clergy who has signed the form). Regular Worship is defined as 'on average attending the named church on at least one occasion in each of the calendar months in the previous year preceding the application date'. Aggregate attendance from parents, for those families who have moved areas or churches, will be accepted, with dates clearly detailed from all churches that the applicant's parents have attended. All churches attended must be members of 'Churches Together in Britain and Ireland'.

Aggregate attendance at St John's and St Stephen's Church or Wycliffe Baptist Church (if attendance at these churches is less than 12 months) will also be considered under this criterion.

#### 5. All other children

**NB** Attendance at St John's Nursery does not, therefore, guarantee a place at St John's Primary School, as the Nursery Admissions are subject to a separate Admissions Policy.

#### **Tie Breaker**

The proximity of the child's home to the school as measured as a straight line distance, using the data point of the home and the school. This is measured by the computerised address system of Reading Borough Council. Those living nearer will be accorded the higher priority. In the event that there is more than one identical distance measurement and there is only room to offer one place, random allocation in the presence of an independent person will take place by Reading Borough Council.

#### **Multiple Births**

In the case of multiple births i.e. twins, but also including siblings born within the same academic year, where one of the children is accepted, but the other would cause the school to exceed numbers, all children in the same household would be offered a school place.

### **Procedure for Registration in Reception Class**

Parent/carers may register their interest in the school for their child from the age of 3 years. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the school. Parents must submit a formal application to their home Local Authority as set out by that Local Authority Co-ordinated Admissions Timetable. Each year, the Governors will decide who to admit to the Reception Class for the following academic year. This will be done according to the admission criteria of the school and following this, parent/carers will be notified.

#### **Notes:**

**Definition of parent:** Where admission arrangements refer to regular worship at church, it is sufficient for just one parent to attend. 'Family members' include only parents, as defined below and siblings. "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Definition of sibling:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Definition of home address:** The Home address is taken to be the address at the closing date for applications in the normal admissions round.

By home address, we mean the child's normal

home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is

any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not

normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Definition of Looked After Child:** By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).”

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify.

**Admissions outside of the normal age group** - Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil’s

interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal. We will not accept applications from students born after 1st September 2014.

For children whose fifth birthday falls between 1 April 2014 and 31 August 2014 (summer-born children), parents who do not wish them to start school in school year 2018-2019, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018. (NB it will still be subject to the over-subscription criteria above) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-2019 Reception Year group. In the term prior to entry, children will have a visit to the FS2 class. Home Visits will also be arranged prior to starting in reception. Parents can request that their child attends school part time until the child reaches compulsory school age.

**In Year Admissions:** Requests for places in year groups 1 - 6 must be made to the School, as its own admission authority. The Admission Committee of the Governing Body of St John's will allocate a place, as and when a place becomes available. Applications for Year groups 1 – 6 will be held on file for the entire academic year. New forms will be required if a place has not been offered and the applicant requires to remain on the waiting list. A new form is therefore required each and every academic year. Length of time on a waiting list does not qualify for early entry. This Admissions Policy will be followed in all respects when considering such applications.

**In Year Fair Access:** The Governing Body of St John's CE (Aided) Primary School will participate in the Local Authority's 'In Year Fair Access' protocol for vulnerable/hard to place children.

**Waiting Lists:** If the Governors are unable to offer a child a place at St John's in Reception (FS2), the parent/carers will be offered the opportunity for the school to retain their child's name on a Waiting List (also referred to as a register of Interest) until the end of the academic year. If the Governors are unable to offer a child a place at St John's in years 1 – 6, the child's name will remain on the Register of Interest until the end of the academic year in which they applied. The order of priority on Waiting List is the same as the list of criteria for over-subscription. No account is taken of the length of time on the Waiting List. A child's name on the Waiting List does not guarantee a place in the School.

**Appeals:** There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal, the school does not consider any further appeals in the same school year (1 September - 31 August), except if there is a major change in circumstances, e.g. change of address.

## ST MARY AND ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

### Admission Number 60

*St Mary and All Saints is a Voluntary Aided Church of England Primary School. It is a church school for the community. The Governing Body of St Mary and All Saints is the admission authority for the school. The Governors hope that parents who seek admission for their children will support the school's welcoming and inclusive Christian ethos. The school respects the right of parents to request in writing that their children are withdrawn from Collective Worship and Religious Education, in which case, alternative supervision will be made. The Governors and Staff place a high value on our Collective Worship and Religious Education which celebrate the life and work of our school community. However, no account will be taken of a child's faith or those with none, in the school's organisation.*

### Over-Subscription Criteria

Children with a statement of Special Educational Needs or an Education, Health and Care plan naming St Mary and All Saints School will always be offered places.

If there is a greater demand for admission than there are places available then the following criteria will apply in the order set out below :-

- 1 Looked-after children and children who were previously looked-after, but ceased to be so because they became subject to an adoption order, a child arrangements order or special guardianship order immediately after being looked-after. (See below for definitions of looked-after child, adoption order, child arrangements order and special guardianship order.) Applications under this criterion must be accompanied by evidence to show that the children are looked-after or were previously looked-after (e.g. a copy of the relevant order)
2. Children who have, or one or both of

whose parents have, exceptional medical or social needs that make it essential that the children attend St Mary and All Saints School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

3A. Children, at least one of whose parents can demonstrate that he/she has attended a set act of worship at All Saints Church or St Mark's Church on at least one occasion each calendar month in the 12 months immediately preceding the date of the application.

3B. Children, at least one of whose parents can demonstrate that he/she has attended a set act of worship at any other Church of England church or a set act of worship at any other Christian church under the umbrella of Churches Together in Great Britain and Ireland or subscribe to The Evangelical Alliance Statement of Faith, on at least one occasion in each calendar month in the 12 months immediately preceding the date of the application and who live in the designated area or the Parish of St Mark & All Saints.

3C. Children, at least one of whose parents can demonstrate that he/she has attended a set act of worship at any Church of England church or a set act of worship at any other Christian Church under the umbrella of Churches Together in Great Britain and Ireland or which subscribes to The Evangelical Alliance Statement of Faith, or the All Nations Church (Berkeley Avenue), Coley Baptist Church or Carey Baptist Church on at least one occasion in each calendar month in the 12 months prior to the date of the application and who live outside the school's designated area or outside the Parish of St Mark & All Saints.

4 - Children living in the designated area agreed with Reading Borough Council who have a sibling or siblings on the roll

of the school at the time of the application or whose parent has accepted an offer of a place at the school and who is or are expected to be still in attendance at the time of entry to the school.

5 - Children who live in the designated area.

6 - Children who do not live in the designated area but have a sibling or siblings who are in attendance at St Mary & All Saints Primary School at the time of application and who are expected to be still in attendance at the school in September 2018.

7 Children who live outside the designated area and who do not meet any of the criteria set out above.

Applicants under Criteria 3A, 3B and 3C are also requested to complete the school's Supplementary Information form. Although this is not compulsory, failure to do so may affect the application if the school is oversubscribed. This form should be returned to the school.

Parents should note that admission to the Nursery class does not guarantee a place in the main school.

### **Tie Breaker**

In any case where two or more children rank equally under any of the criteria above and there is only one place available, the tie breaker is distance measured in a straight line between the school and the child's home (see Measuring Distance). In the event that two distance measurements are identical, the school will use random allocation to decide which child will be offered the place. The process will be conducted in the presence of a person independent of the school.

### **Church Attendance**

Where it is necessary to take into account church attendance at more than one church a supplementary form must be completed for each church.



### **Waiting List**

The school maintains a waiting list until the end of December 2018 for those children who are not offered a place in the normal admissions round (including those unsuccessful on appeal). The order of priority on the waiting list is the same as the criteria for over subscription. No account is taken of the length of time on the waiting list.

### **Multiple Births**

The governors will admit all siblings from a multiple birth where one such sibling is the 60th child to be admitted into the class. In that case the infant class legal maximum of 60 pupils with a single teacher may be exceeded by the number of the siblings of the 60th child. In all other year groups where there is a place available the agreed number of 60 for each year group may be exceeded by the number of siblings of the 60th child.

### **Designated Area**

West Green Court  
Rembrandt Way (all residences in this estate have a Rembrandt Way address)  
Swallows Croft  
Carsdale Close  
Shaw Road (flats only)  
Saint Saviours Road  
Tintern Crescent  
Wensley Road  
North Lodge Mews  
Lesford Road  
Heron Way  
Holybrook Road  
Arbour Close  
Trelleck Road  
Tyberton Close  
Hay Road  
Tupsley Road  
The Brookmill  
Yew Lane  
The Old Lane  
Boston Avenue (even numbers)  
Coley Avenue (south side of Berkeley Avenue)

Parents are advised to check with the school

whether their house is in the designated area rather than rely on estate agents and developers. Parents are advised to be particularly cautious when considering purchasing property on a new development site.

It should be noted that the designated area of this school is not the same as the Parish boundary. Plans of the Parish boundary and of the designated area are attached to this policy and are displayed on the school's website.

### **Looked-after Children, Adoption, Child Arrangements and Special Guardianship Orders**

A "looked-after child" is a child in the care of a Local Authority or a child who is being provided with accommodation by a Local Authority in the exercise of its social services function. An adoption order is an order made under the Adoption Act 1976 (section 12) or the Adoption and Children Act 2002 (section 46.) A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, section 8 as amended by the Children and Families Act 2014, section 14) A special guardianship order is an order appointing one or more individual to be a child's special guardian/s (Children Act 1989, section 14A)

### **Measuring Distance**

Where a child lives outside or inside the designated area (or the Parish of St Mark & All Saints) and there are more applicants than places, places will be allocated on the basis of children who live nearest to the school. Measurements will be taken as a straight line between the Ordnance Survey data points of the home address and the school using Reading Borough Council digital mapping software.

In the event that two distance measurements are identical the school will use random allocation to decide which child should be offered the place. The process will be

conducted in the presence of a person independent of the school.

### **Exceptional Medical or Social Needs**

When applying under Criterion 2 the application must be fully supported by written evidence from the appropriate independent professional person involved with the family (e.g. doctor, social worker, early years professional or family support worker) and should state why the school is considered the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be available by the closing date for the return of the application form and with the form.

### **Admissions outside of the Normal Age Group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. It is not the Governors' policy to admit children whose fifth birthday falls after 31 August 2014. Each case will be considered on its own merits and circumstances. However such admissions will not normally be agreed without a consensus that to do so would be in the pupil's best interests. Parents will need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the application with the Head Teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused the parents must decide whether to wait for any offer of a place in September 2018 (subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the Summer Term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 classes may have no vacancies as they could be already full with children

transferring from the 2018 to 2019 Reception Year classes. It should be noted that if a place in the requested age group is refused but one in the normal age group is offered then there is no right of appeal.

### **Admission Appeals**

Parents who are unsuccessful in obtaining a place at St Mary and All Saints School have the right to appeal against the decision to an Independent Appeal Panel and the appeal will be considered according to the School Admissions Appeals Code. How to appeal will be explained to the parents in the home LA letter, which informs them it is not possible to offer a place. They will also be informed why it was not possible to offer a place. The Appeal Panel has the power to make a decision to admit the child. That decision is legally binding upon the school.

Details of how to appeal can be obtained from the school office or Reading Borough Council Office.

### **Repeat Applications**

It is not the policy of the Governing Body to consider repeat applications in the same academic year unless there is a material change of circumstances.

### **Meaning of Parent**

A parent is any person who has parental responsibility (as defined in the Children Act 1989) for the child or any person who has the care of the child.

### **Siblings**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Home Address**

Home address means the child's normal home address and is the child's permanent

address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home address will be where the child sleeps for the majority of the nights between Sunday and Thursday. The Governors reserve the right to verify the address.

### **Special Educational Needs and Disability**

The Governing Body and the Head Teacher are aware of the Special Educational Needs - Code of Practice at paragraph 8.65 which states that denominational considerations cannot override the requirements of S.316 of the Education Act 1996.

The Governing Body and the Head Teacher will ensure that they comply with their duties in relation to the admission of disabled children in accordance with the Special Educational Needs and Disability Act 2001 which came into effect on 1 September 2002.

### **In Year Admissions**

Admission to the school during the school year depends upon whether or not there is a place available. All year groups have 60 places. Applications must be made directly to the school. In the event that there are more applications than places available applicants will be offered places in accordance with the over subscription criteria.

In-year admissions or admissions to classes other than Reception will only be considered by the Governing Body up to a term in advance of the desired date of entry. If parents are moving into the designated area or the parish the school will ask for documentary evidence of the proposed move before considering the application. A solicitor's letter confirming exchange of contracts, a rental agreement of at least 6 months or written confirmation from Reading Borough Council of the allocation of a house or flat will be required.

## **THE HEIGHTS PRIMARY SCHOOL**

### **Admission Number 50**

### **25 in Year 5 in September 2018**

The school is currently on a temporary site on Gosbrook Road before moving to its permanent location. The Heights strives to be, at its permanent location, a local school to which pupils can walk, within the heart of the Caversham Heights community.

The Heights has a vision to ensure all children ASPIRE: Achieve Success while Providing Individual Responsibility and Excellence. The Heights aims to be an innovative and dynamic place to stimulate young minds and ensure the best quality teaching staff and resources are used to achieve ambitious targets.

### **Over- Subscription Criteria**

If there are more applications than places available priority for places will be given according to the following over-subscription criteria.

Please note that children with a statement of special educational needs or Education Health Care Plan that name The Heights Primary will be allocated a place above all other applicants.

- 1) Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted – Please see Note 1.
- 2) Children who have strong medical or social grounds for admission. Please see Note 2.
- 3) Children whose permanent home address is in the catchment area of the school and have a sibling who is expected to be attending the school when the child starts school. (See Note 3).

- 4) Children who have a sibling who was attending the school on 3rd October 2014 (the first national school census day for 2014/2015) and have a sibling (not necessarily the same sibling) who is expected to be attending the school when the child starts school. (Please see Note 4).
- 5) Children whose permanent home address is in the catchment area of the school.
- 6) Children whose permanent home address is not in the catchment area of the school but have a sibling who is expected to be attending the school when the child starts school. (See Note 3).
- 7) Other children.

### **In Year Applications**

In Year Applications should be made directly to the Admissions Team at Reading Borough Council who will advise if a place is available. In the event that no place is available the applicant may choose to join the waiting list. Should places subsequently become available it will be allocated to those on the waiting list in accordance with the over-subscription criteria in Section 5 above.

#### **Note 1 – Category 1 – Looked After and Previously Looked After Children**

Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

- Adoption order issued after December 2005 in England and Wales only
- Child arrangement order issued after December 2005 in England and Wales only
- Special guardianship order issued after December 2005 in England and Wales only
- Children who have left care under Scottish or Northern Ireland legislation will not be included.

#### **Note 2 – Category 2 – Medical / Social Reasons**

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e.

Educational Psychologist, Social worker or Doctor) supporting the child or family is submitted. The request must state that The Heights is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them.

#### **Note 3 – Category 3 and 6 – Divert rule**

Where the child was admitted to The Heights Primary School as a lower preference school to their catchment area school, or the parents/carers did not apply for a place for their child at The Heights but were allocated a place at The Heights by Reading Borough Council, and, in either case, at the date the place was offered the child's home address was outside the catchment area of The Heights, the application for any younger siblings for The Heights will be treated as within the catchment area of The Heights and within category 3. However, please note that the usual tiebreaker will continue to apply, so in the case of more applicants than places in category 3, places will be allocated to those living closest to the data point of the area.

Please mention this category on your application form if it applies to your child.

#### **Note 4 – Category 4 – Siblings of founder pupils**

Please mention this category on your application form if you feel that it applies to your child.

### **Definitions**

#### **Catchment Area and Data Point**

The catchment area is shown on the attached map. For allocation purposes a data point within the catchment area is used when determining distance from a child's home address. The data point is the junction of Woodford Close and Wincroft Road. (Ordnance Survey point of Eastings 470241, Northings 176026).

## Tiebreaker

If it is not possible to offer a place to all children in a particular category, places will be allocated to those living nearest to the data point of the area, as defined in the above Catchment Area section. The distance is measured as a straight line between the Ordnance Survey data point for the child's home address and the identified data point above. In the rare event that it is not possible to decide between the applications of those pupils who have the same distance measurement then the place will be offered using random allocation.

## Parent/Carers

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in the Children Act 1989.

## Home address

This is the permanent address of the parent/carer and their child, subject to the following criteria:

The home address is taken to be the address on the offer date (16 April 2018 for normal on time applications) and any change of address after submitting the application must be notified to the Admissions Team at Reading Borough Council and the application will be reviewed using the new address. The governors reserve the right to seek additional evidence of proof of address. If such additional evidence is required it must be provided within 2 weeks of the request being made.

Should the child regularly spend nights during the school week at more than one address the following rules will apply:

- (a) the Home Address is taken to be the address where the child spends the most of these nights; and
- (b) Should the child regularly spend nights during the school week (Sunday to Thursday nights) at more than one address

and spend an equal number of nights during that time at more than one, the home address will be that of the parent/carer in receipt of child benefit for the child, or, (if child benefit is not receivable or if this is not one of the addresses at which the child spends most nights), that at which the child is registered with their GP

- (c) Where a family claims or it is evident that a child is resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2018 will have to be submitted.

Any place offered based on misleading information and/or with the intention of deception or fraud concerning a permanent home address will be withdrawn.

## Siblings

Siblings are older siblings for purposes of admission criteria during the routine admission rounds. Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings include adopted or foster brothers or sisters. Siblings must live at the same permanent home address as each other. If they do not live at the same address, then they are not treated as siblings.

## Multiple births (twins, triplets etc) and siblings with a different date of birth in the same year group

Places are offered according to the oversubscription criteria. In the event that this

would result in splitting up children each case will be considered and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

### **Waiting Lists**

After 16 April 2018 a child's position on the waiting list is determined according to the over-subscription criteria and will be re-ranked when new children are added to the list as a result of late applications or change of preference. When a place becomes available this will be offered to the next child on the waiting list. After the 1 September 2018 children identified for placement as part of Reading Borough Council's Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil withdrawals, new or revised applications. The waiting list will be kept open until end of July 2018, after which time parents must reapply.

### **Applications outside of the typical age range**

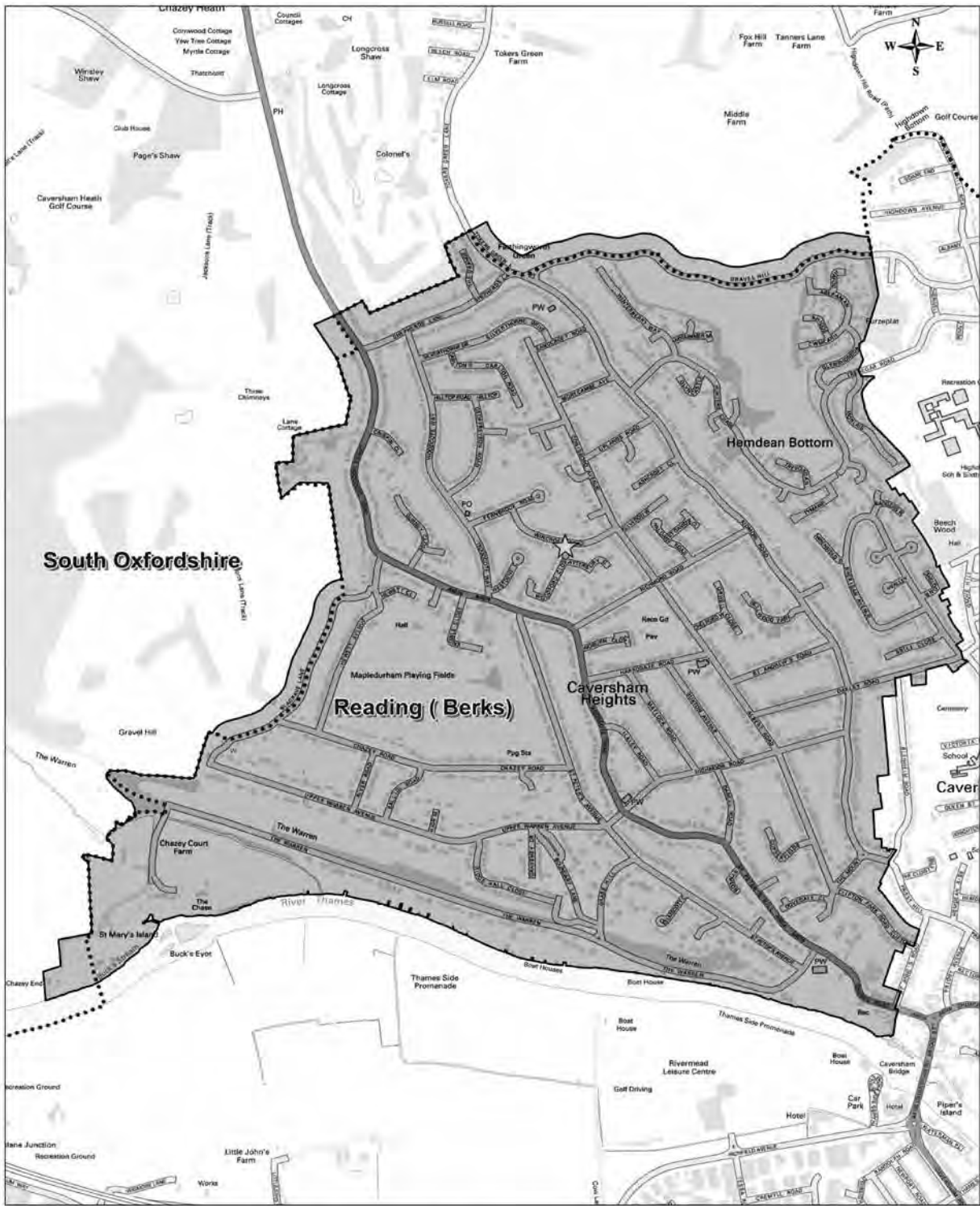
School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Although children do not need to be in statutory education until the September, January or April after their fifth birthday, places offered are on a full-time basis from September 2018. Parents may delay entry into school until their child reaches compulsory school age, being January 2019 or April 2019 following their 5th birthday. Parents considering this are asked to contact the Headteacher as soon as possible. Parents may seek a place for their child outside of their normal age group. In addition parents of children born between 1st April 2014 and 31st August 2014 ('summer born children') may request not to send their child to school until September 2019. In these circumstances, the governing body is

responsible for making the decision on the basis of the circumstances of the case and in the best interests of the child concerned. Parents should note that whilst there is in general no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group.

If such a request is granted, The original Reception place will be reallocated to another child; and the parents/carers will need to reapply for a Reception place in the next school year in the normal way. If the child receives a place in the following year, they will usually progress through the school in this year group, i.e. out of their normal age group. Parents considering delayed entry are asked to contact the Headteacher as soon as possible. Parents are also entitled to request part time education until the term after the child reaches the age of 5. In such instances they should discuss details with the Headteacher. The school will organise a transitional programme of visits and induction, details of which will be released shortly after Offer Letters have been sent out by the LA.

### **Admissions Appeal**

Parents who are unsuccessful in obtaining a place have the right to appeal against the decision to an Independent Appeal Panel and the appeal will be considered according to the School Admissions Appeals Code. Appeals should be made within 20 days from the date of notification that their application was unsuccessful. How to appeal will be explained by Reading Borough Council.



Legend	
	Data Point
	The Heights Primary School Designated Area
	Authority Boundary

#### The Heights Primary School



Date: 15/08/2013 Scale at A3: 1:9000

Produced by GIS & Mapping Services

Ref: g:\Schools\Desig Primary School Areas\The Heights Design Area A3P.wor



**Reading**  
Borough Council  
Working better with you

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# EARLY YEARS EDUCATION (FOUNDATION STAGE)

## What is the Free Early Years Entitlement?

All children are eligible to claim a free part-time early years place starting from the term following their third birthday. Eligible children are entitled to claim up to 15 hours of free provision a week for a maximum of 38 weeks a year. The Early Years Entitlement may not cover all your childcare costs and some early years providers will charge you for additional services or time outside of the free entitlement.

## Free 30 hour Childcare Extended Entitlement

From September 17, free childcare will be available for up to 30 hours a week (for up to 38 weeks a year) for working parents of 3 and 4 year olds. Parents need to apply through <https://childcare-support.tax.service.gov.uk>

## Free 2 year funding

A limited number of 2 year olds living in the Borough of Reading are eligible to receive a free part time place. Families must meet the eligible criteria.

## Where can early years education be provided?

Early years education can be provided in any of the following settings:

- Nursery schools or classes attached to schools
- Reception classes in Local Authority infant or primary schools
- Registered pre-schools and playgroups
- Registered privately run day nurseries
- Independent schools
- Registered childminder

You will need to check whether your local provider is registered with the Reading Early Years Childcare and Play Service if you wish to claim the free early years education entitlement.

**To find out where your nearest provider is, contact the Family Information Service on 01189 373 777 option 2 or visit [www.servicesguide.reading.gov.uk](http://www.servicesguide.reading.gov.uk)**

## What is the normal age of admission to nursery schools and classes?

The minimum age for admission is three years in most areas. The term following a child's third birthday (September, January, April\*). The headteacher of the school concerned will tell you what the likely date of admission for your child will be.

\*Some Nursery school classes will allow the child the term after their 2nd birthday. Contact the school to check admissions.

## My child already attends the Nursery class at a school. Will they automatically be admitted to the reception class?

No. If your child has a place in a nursery class of a school, they will not necessarily remain at the same school when they reach school age.

**Schools are not permitted to give priority to nursery class pupils who hope to attend that school at a later date.** You will need to apply for a school place on a Reading Borough Council application form.

## Can I defer my child's admission to school and remain in an Early Years setting?

Your child may remain in an Early Years setting until they reach statutory school age (see page 1). Please check this with the nursery as this will need to be agreed.

If you choose to defer admission to place a reception class, then your child can receive up to 570 hours of free nursery education per school year (38 weeks) in private, voluntary and independent settings or in a nursery class attached to a primary school. This is a part-time place only.

# ADMISSION TO A NURSERY CLASS AT A COMMUNITY PRIMARY SCHOOL

The list of schools earlier in this guide will tell you which schools have a nursery class and how big that class is. The number of places available each term varies according to the number of vacancies.

## Applications for admission

Parents seeking a place in a nursery class should complete the standard Reading Borough Council application form available from the school.

Parents/carers may apply for a place in a Nursery Class at any time and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

## Schools will follow the following timetable.

*Applications should be received not later than:*

### For the Autumn Term 2018

Friday 11 May 2018

### For the Spring Term 2019

Friday 12 October 2018

### For the Summer Term 2019

Friday 1 February 2019

*Parents/carers will be notified of the allocation of a place by:*

### For the Autumn Term 2018

Monday 4 June 2018

### For the Spring Term 2019

Monday 5 November 2018

### For the Summer Term 2019

Monday 4 March 2019

## Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

## Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order –

1. *Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted.*
2. *Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional*
3. *Children, starting with the oldest, whose home address is within the designated area of the nursery class where one exists*
4. *Children who have a sibling(s) who will be in attendance in the nursery/school at the time of admission.*
5. *Oldest child by date of birth*

*NB. In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.*

Children with a statement of special educational needs or EHC Plan that names the school will be allocated a place above all other applicants.

Parents will be informed in writing if it is not possible to offer a place in the nursery class.

### **Deferring the Place**

If parents/carers do not wish to take up the place offered for that term they cannot hold that place for their child until a later term. They will need to re-apply for a place.

### **Waiting List**

Where it is not possible to offer a child a place they can remain on the waiting list and places will be allocated from that list if places become available during the term. The waiting list must be ranked according to the oversubscription criteria which may change if late applications are added.

# READING BOROUGH COUNCIL NURSERY SCHOOLS

NURSERY	HEADTEACHER
<b>Blagdon Nursery and Children's Centre</b> Blagdon Road Reading RG2 7NT Phone: (0118) 937 5425 <a href="http://www.blagdonnursery.reading.sch.uk">www.blagdonnursery.reading.sch.uk</a>	Mrs J Budge
<b>Blagrove Nursery and Children's Centre</b> Recreation Road Tilehurst Reading RG30 4UA Phone: (0118) 937 5427 <a href="https://sites.google.com/site/blagravenscc">https://sites.google.com/site/blagravenscc</a>	Miss E Payne
<b>Caversham Nursery School</b> 114 Amersham Road Caversham Reading RG4 5NA Phone: (0118) 937 5429 <a href="http://www.cavershamnurseryschool.co.uk">www.cavershamnurseryschool.co.uk</a>	Executive Headteacher Mrs Lisa Bedlow
<b>New Bridge Nursery School</b> Snowflake Resource for Autism Montague Street Caversham Reading RG4 5AU Phone: (0118) 937 5580 <a href="http://www.newbridgenursery.reading.sch.uk">www.newbridgenursery.reading.sch.uk</a>	Executive Headteacher Mrs Lisa Bedlow
<b>Norcot Early Years Centre</b> 82 Lyndhurst Road Reading RG30 6UB Phone: (0118) 937 5577 <a href="http://www.norcotearlyyearscentre.co.uk">www.norcotearlyyearscentre.co.uk</a>	Miss D Heath

Nursery places are also available in nursery classes at primary/infant schools. The list of schools on pages 37 to 44 will tell you which schools have nursery classes.

# OTHER INFORMATION

## What if my child has special educational needs?

For pupils with an Education, Health and Care (EHC) Plan, or a Statement of Special Educational Needs (SEN), you should apply for a primary placement in the normal way, naming your preferred schools. It is expected that the needs of the majority of pupils with an EHC plan or statement will be met in a mainstream school.

If you feel that your child needs to attend a special school or referred unit, this should be discussed with the SEN team.

If you need further advice or information, a booklet "A Parents' Guide to Procedures for Children with Special Educational Needs within the Borough of Reading" is available free on request from the Special Educational Needs Helpline on:

**Independent Support Helpline:**  
**(0118) 937 2674**

**Further information can be found at:**  
**[www.reading.gov.uk/localoffer](http://www.reading.gov.uk/localoffer)**

You may also wish to talk to the Independent Advice Support Service, who can offer support and provide impartial information to help you be fully involved in your child's education.

**Independent Advice Support Service:**  
**(0118) 937 3421**

## Children's Centres

A Children's Centre is a place where families with children under 5 can access a range of services that are local to their community. A Children's Centre is:

- *A warm and welcoming place*
- *An exciting place that children will enjoy coming to*
- *A place that helps to find solutions for families and their needs*

## Children's centres provide access to:

- *Childcare Opportunities for children 0-5 years old*
- *A wide range of play activities for children*
- *Parenting and family support*
- *Information and advice on benefits, work and training*
- *Easy access to health services for families*

## The Children's Centres in Reading are:

- Blagdon Nursery School and Children's Centre
- Blagrove Children's Centre
- Caversham Children's Centre
- Coley Park Children's Centre
- East Reading Children's Centre
- The Hamilton Road Children's Centre
- Katesgrove Children's Centre
- Norcot Early Years Centre
- North Reading Children's Centre
- Oxford Road Children's Centre
- Ranikhet Children's Centre
- Southcote Children's Centre
- SureStart Whitley Children's Centre

# FINANCIAL ASSISTANCE AND CHARGING

Reading Borough Council recognises the importance of encouraging sustainable travel to school to improve the safety and health of our children, as well as reducing the levels of traffic on the roads. As a result, we have published a Sustainable Modes of Travel Strategy outlining how we are promoting walking, cycling and the use of public transport to travel to and from school. This document is also supported by individual school travel plans setting out how each school intends to encourage children to travel sustainably.

The Sustainable Modes of Travel Strategy can be found on the following link:  
<http://www.reading.gov.uk/sustainable-schooltravel>

## **Will my child be entitled to any assistance with transport?**

Some parents/carers may be entitled to help with transport to school. Free home to school transport is based on the distance the pupil has to travel to school, and in some cases the financial circumstances of the parent/carer. It is the Local Authority where a pupil or student lives – the ‘Home LA’ – that is responsible for any financial help with transport, and not the LA where they attend school. This means we can only provide free home to school transport to eligible Reading Borough Council residents. We cannot provide free home to school transport to pupils who attend a Reading Borough Council school, but who live outside the Borough.

For pupils aged below 8 years, transport assistance will only be considered where your child’s home address is further than two miles safe walking distance from the school and meets one of the following criteria:

1. attends the nearest appropriate school;
2. attends a school that they were directed to by Reading Borough Council because the designated area school was full;

When help is given with home to school transport we pay for the transport and give parents/carers a pass for their child to use.

For children over 8 years the safe walking distance is over three miles from the child’s home to the school.

Children aged over eight but under 11, from low income families, may qualify for transport assistance if the home address is more than two miles from their nearest suitable primary school. The government defines children from low incomes families as those who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit.

Some children with Statements of Special Educational Need or Education Health and Care plan may also be entitled to assistance; again, please contact the Transport Officer for details. Where pupils do qualify for School Transport assistance, it is usually provided in the form of a bus pass. Please note that help with transport costs may not be provided if appropriate provision is available at a nearer school.

For further information regarding the ‘School Transport Service’, please contact:

**School Transport Manager: (0118) 937 2542**  
School Transport Service  
Reading Borough Council  
Civic Offices  
Reading, RG1 2LU

## **Charging for school activities**

No charge may be made for school activities by Reading Borough Council or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will also usually cover arrangements for the financing of school activities by means of voluntary contributions.

## **Help with buying school uniform**

Reading Borough Council does not give help with buying school uniforms. Many schools sell uniforms. Both new and nearly new uniforms can often be bought at reasonable prices.

### School Meals

The national School Food Standards (<http://www.schoolfoodplan.com/>) ensure that healthier food items, like fruits and vegetables, whole grains and oily fish are promoted on the menu. If your child has an allergy, intolerance or medical condition, please contact the school who can liaise with the catering manager to arrange a special diet menu.

### Infant Free Meals

The Government initiative, Universal Infant Free School Meals, was introduced in 2014 to encourage children to eat school meals whilst making positive improvements to health, attainment and social skills. So if you have a child in Reception, Year 1 or Year 2 they are entitled to enjoy a school meal every day for free (even on a school trip). There is no paperwork to complete and all children in these year groups are automatically eligible. In Reading, this will mean a saving of around £399 per child in a year.

### Free School Meals

Children in all years whose parents are receipt of relevant benefits will continue to be entitled to a free school meal. It is important that parents of infant aged children, who receive the relevant benefits continue to complete a free school meal application so schools then receive Pupil Premium funding worth £1,300 per year for each pupil.

Pupil premiums are important to schools as they are used to improve learning opportunities, particularly for disadvantaged children. The funding is spent on a range of enhancements that can provide additional teaching staff, extra curriculum opportunities such as out of hour's clubs or new equipment.

### Who is eligible?

Families that receive:

- Income Support
- Income-based Jobseekers Allowance
- An income-related Employment and Support Allowance
- Support under part VI of the Immigration

and Asylum Act 1999

- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income under £16,190
- The Guarantee element of State Pension Credit
- Universal Credit

**Note:** If you are in receipt of Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child/children are entitled to free school meals.

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

It should be noted that children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

The responsibility for checking the eligibility rests with the school. For further information please contact your child's school.

Further information and application forms can be obtained from

**<http://www.reading.gov.uk/schooltransport>**

### Contact Details

**School Meals Service: 0118 9374285**  
**[school.meals@reading.gov.uk](mailto:school.meals@reading.gov.uk)**

### Free school milk

If schools participate in Reading Borough Council's free milk scheme children can receive free milk up to their fifth birthday. Children over five are entitled to free milk where they are in receipt of a free school meal **AND** a) attend a special school or b) have a supporting medical certificate.

### Availability of help with independent school fees

Reading Borough Council has no schemes to help parents/carers wishing to educate children at independent schools.



# USEFUL PHONE NUMBERS AND CONTACT DETAILS

## Reading Borough Council

Admissions Team	(0118) 937 3777
Early Years Education Helpline:	(0118) 937 2560
Clerk to the Appeal Panel	(0118) 937 2532
Special Educational Needs Helpline	(0118) 937 2674
Home to School Transport Service	(0118) 937 2542
Independent Advice Support Service	(0118) 937 3242
Parenting At Reading	(0118) 937 2396

## Neighbouring Local Education Authorities

Bracknell Forest Borough Council	01344 354 023 or 01344 354 144
Hampshire County Council	01962 846 038
Oxfordshire County Council (South Division)	01865 815 175
Royal Borough of Windsor & Maidenhead Council	01628 796 783 or 01628 796 784
Slough Borough Council	01753 875 700
West Berkshire Council	01635 519 780
Wokingham Borough Council	(0118) 974 6000

## Other useful telephone numbers

Independent Schools Council information service (ISCis)	020 7798 1560
Reading Family Information Centre	(0118) 937 3777
Diocese of Oxford – Board of Education	01865 208 200
Catholic Diocese of Portsmouth	01329 835 363
Catholic Arch Diocese of Birmingham	01675 430 230

## Useful websites

Reading Borough Council	<a href="http://www.reading.gov.uk">www.reading.gov.uk</a>
DfE (Department for Education)	<a href="http://www.dfe.gov.uk">www.dfe.gov.uk</a>
Ofsted (The Office for Standards in Education)	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Qualifications and Curriculum Authority	<a href="http://www.qca.org.uk">www.qca.org.uk</a>
National Curriculum Information	<a href="http://www.nc.uk.net">www.nc.uk.net</a>
DirectGov	<a href="http://www.direct.gov.uk/educationandlearning">www.direct.gov.uk/educationandlearning</a>
ACE (Advisory Centre for Education)	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>

*All details were correct at the time of going to print, but they may be subject to change.*



Please note that the information contained in this book was correct at the time of printing,  
but is subject to change.

Admissions Team  
Children, Education and Early Help Services  
Reading Borough Council

September 2017



*Printed on environmentally friendly paper*