

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF CHILDREN'S SERVICES, EDUCATION AND EARLY HELP SERVICES

TO:	POLICY COMMITTEE		
DATE:	13 FEBRUARY 2017	AGENDA ITEM:	12
TITLE:	SCHOOL ADMISSIONS ARRANGEMENTS 2018/19		
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1. PURPOSE AND SUMMARY OF REPORT

- 1.1 This report invites the Committee to determine;
- The admissions arrangements for Community Primary Schools in Reading for the school year 2018/19.
 - The co-ordinated scheme for primary and Junior schools for the 2018-19 school year.
 - The co-ordinated scheme for Secondary schools for the 2018-19 school year.
 - The Relevant Area.
- 1.2 These arrangements for 2018/19 comply with the School Admissions Code 2014.

2. RECOMMENDED ACTION

- 2.1 Policy Committee is recommended to determine the scheme attached at Annexes A, B and C as the admissions arrangements for community schools in Reading and the local arrangements for complying with the national co-ordinated primary school admission procedures for the allocation of primary school places for residents of Reading Borough.
- 2.2 Policy Committee is recommended to determine the scheme attached at Annex D as the local arrangements for complying with the national coordinated secondary admissions procedure for the allocation of secondary school places for residents of Reading Borough.

2.3 Policy Committee is recommended to determine the relevant area as attached in Annex E which sets out the organisations that must be consulted for any admissions arrangements for schools in Reading.

3. POLICY CONTEXT

- 3.1 School admissions are the subject to detailed requirements, set out in law and particularly the School Admissions Code 2014, published by the Government and approved by Parliament. As part of those requirements, local authorities must draw up schemes for co-ordinating admissions to all maintained schools in their area. The purpose of co-ordinated schemes is to ensure that every parent/carer of a child living in Reading who has completed and submitted an on time application receives one offer of a school place at the conclusion of the normal admissions round. The schemes set out a process and timescale to enable the offer of a single school place. They do not affect the right of individual admission authorities to set and operate their own admission arrangements but they do include arrangements for resolving multiple offers, where a place can be offered at more than one school.
- 3.2 In addition, the Council is also required to determine the admission policy for community schools which includes the number of places to be made available at each school and the oversubscription criteria to be applied where there are more applicants than places available. Where the over-subscription criteria include catchment areas these must also be approved. The governing bodies of academies, voluntary aided and foundation schools are required to determine their own admission number and oversubscription criteria. Those schools also operate their own arrangements as part of the coordinated scheme - and where they are oversubscribed, continue to decide which applicants best meet their oversubscription criteria.
- 3.3 During January and February 2015 the Council consulted with neighbouring authorities, individual schools within Reading and on the borders of Reading that are their own admissions authorities and diocesan authorities for the 2016/2017 community school policy. The local community were consulted by making the policy available on the Council website. The School Admission Forum at their meeting on 26 March 2015 considered all responses to the consultation and the policies as presented reflect the Forum's discussions and decisions.
- 3.4 As the policy was adapted for 2016 entry to community schools this has only included complete admissions round. It has not been possible to collate meaningful comparable data on the impact of these changes. The admissions forum approved the decision not to consult on changing the admissions policies for 2018/19 entry on 7 June 2016. This decision not to consult complies with the School Admissions Code (2014) as there are no significant changes to the admissions policy.

4. THE PROPOSAL

4.1 Admission Policy for Community Primary, Infant and Junior Schools 2018-2019.

The policy has no significant changes from the proposals for 2017/18. There has been the addition of a date on which the pupil premium supplementary form needs to be returned in order to be considered for on time applications. This is the same date as the last date agreed for accepting late changes to applications and as such is not a change of policy but is included for clarification purposes.

Details of how applications will be dealt with for Crown Servants and Armed forces personnel have been included but these are to take account of a statutory requirement.

The policy now includes priority for Pupil Premium and Early Years Pupil Premium, rather than Early Years Pupil Premium only to account for In Year Admissions. This is not a significant change as the consultation for 2016 entry dealt with this issue and this is in line with the policy determined for Infant to Junior Admissions. This therefore is not a significant change.

4.2 Primary and Secondary School Co-ordinated schemes

There have been formatting changes and these schemes have been amended to reflect appropriate dates. The formatting changes have not changed the policies but have mirrored each other to provide clarity for parents. Both policies were approved on the previous consultation for 2016/17 entry and there are no significant changes, any additional content is to reflect the statutory duty in the School Admissions Code (2014).

4.3 Relevant Area

The Relevant area outlines the organisations that must be consulted by all schools in Reading when consulting on admissions policies.

5. VIEWS OF THE READING SCHOOL ADMISSIONS FORUM

5.1 The Reading School Admissions Forum offers the following advice to the Council in determining the Admission Arrangements for September 2016:

That Policy Committee recommend approving the proposed admission Arrangements for primary and secondary school admissions in 2018/19.

6. CONTRIBUTION TO STRATEGIC AIMS

6.1 The admission schemes contribute to the aims of establishing Reading as a Learning City and a stimulating and rewarding place to live and visit and to promote equality and social inclusion. The drive to submit applications online is in line with the Reading Borough Council Digital Strategy.

7. COMMUNITY ENGAGEMENT AND INFORMATION

- 7.1 As reported above, previous policies have been the subject of consultation. Information on the arrangements will be published in Guides for Parents and Carers later in the year.

8. LEGAL IMPLICATIONS

- 8.1 Compliance with School Admissions Code 2014

9. FINANCIAL IMPLICATIONS

- 9.1 None arising directly from this report.

10. BACKGROUND PAPERS

None.

**ADMISSION POLICY FOR COMMUNITY INFANT, JUNIOR AND
PRIMARY SCHOOLS 2018-2019**

Reading Borough Council is the Admission Authority for Community Schools and the following policy is proposed for admissions to these schools in 2018/2019.

Cohort

Applications for children born between 1-9-2013 and 31-8-2014 will be considered for admission to a reception class 2018-2019 as part of the 2018/19 routine admission round.

Applications for admission to junior schools in September 2018 will be considered for those born between 1.9.20010 and 31.8.2011.

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

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 in September 2019.

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;
- The child's medical history and the views of a medical professional (where relevant);
- Whether they have previously been educated out of their normal age group;
- 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 are recommended to make an

application for a reception place, in the normal way for September 2018 by 15 January 2018 so that the application can be forwarded to the headteacher(s) for consideration. Each case will be carefully considered and parents/carers will be informed of the decision in writing, before the national offer day, setting out clearly the reasons for the decision. If the request is agreed then **parents must formally accept this and, if so**, the application submitted for September 2018 will be withdrawn before a place is offered and a new application must be submitted for September 2019. Parents **will not be made aware of the school they would have been allocated before the decision is accepted or declined**. The decision made by Reading Borough Council is not binding on any other Admission Authority and therefore schools may come to different decisions based on the evidence. If refused, parents must decide whether to accept the offered place **for Reception 2018** or refuse it and make an in year application for Year 1 in September 2019.

Over-Subscription Criteria for Community Primary and Infant Schools

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 children.

The Oversubscription Criteria take no account of the parents’/carers’ order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below if there are more applications than places available.

Category		Notes
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 – See Note 1
2	Children who have strong medical or social grounds for admission.	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 is due to start school.	This category may apply in other circumstances - See Notes 3 and 4.
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 is due to start school.	See Note 4
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) or Pupil Premium (PP) 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 **Early years or** pupil premium for the child. This form must be completed and returned to the admissions team prior to 2nd February 2018 in order to be awarded this priority **on time** for the routine admissions round, any applications received later than this date will be awarded the priority after the 1st May.

Over-Subscription Criteria for Community Junior Schools – Geoffrey Field Junior School

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 children.

The Oversubscription Criteria take no account of the parents'/carers' order of preference and applications for each school named by the parents/carers' will be ranked according to the criteria set out below if there are more applications than places available.

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

Category		Notes
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 – See Note 1
2	Children who have strong medical or social grounds for admission.	See Note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school, or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the child is due to start school.	This category may apply in other circumstances - See Notes 3 and 4.
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 or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the is due to start school.	See Note 4
6	Children who are attending Geoffrey Field Infant School at the time of application.	
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 Pupil Premium (PP) 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 form must

be completed and returned to the admissions team prior to 2nd February 2018 in order to be awarded this priority **on time** for the routine admissions round, any applications received later than this date will be awarded the priority after the 1st May.

Notes relating to the above over-subscription criteria.

Note 1 – Category 1 – Looked After Children 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 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 in 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 has 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

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

If 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.

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.

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 in miles 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. This distance is measured to three decimal places. 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 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 criteria, during Key Stage 1, if 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. If the admission is in Key Stage 2 or 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. In cases where the child lives at a different address for some days of the week this must be the address where the child spends the majority of their school 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 be required. 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 **should be the child's current address is assumed** to be the address on the national offer day. 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, except those for Geoffrey Field Junior School which will consider a younger sibling at Geoffrey Field Infant School. 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 for the purposes of admission.

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. If 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 as part of the routine admissions round.

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 of the allocated school to agree the best arrangements.

Waiting Lists

After 17th 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 to the school offered. 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 if they are still interested in obtaining a place for their child.

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 for the school year 2017-18.

Parents/carers seeking admission for their child into Year 1 – Year 6 in a community primary school in Reading Borough must apply to Reading Borough Council. Parents/carers may apply direct to some Voluntary- Aided or Academy schools in the Borough but the majority of these schools have opted to be part of the co-ordinated admission arrangements and application are normally submitted to the Admission Team at Reading Borough Council. A list of those schools to which a direct application is necessary is available from the Reading Borough Council website.

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 above will apply and the places allocated to the child with the highest priority. Remaining applicants will be added to the waiting list which will also be ranked according to the oversubscription criteria. Children allocated according to the Fair Access Protocol will take precedent over children on the waiting list.

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 house move the children will normally be expected to start at the beginning of the following term.

Waiting lists for admission to Year 1-Year 6 will be held until 31 December 2018 after which parents/carers must reapply for their child to remain on the waiting list until July 2019. The waiting list will be abandoned after July 2019 and parents/carers must re-apply if they are still seeking a place for September 2019.

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

Admissions Numbers – Reading community infant, junior and primary schools.

The following are the proposed admission numbers for 2018.

School	September 2018 - Admission Number
Alfred Sutton Primary	90

School	September 2018 - Admission Number
Caversham Park Primary	30
Caversham Primary	60
Coley Primary	30
Emmer Green Primary	60
EP Collier Primary	60
Geoffrey Field Infant	90
Geoffrey Field Junior	90
Katesgrove Primary	90
Manor Primary	45
Micklands Primary	60
Moorlands Primary	60
Oxford Road Community	30
Park Lane Primary	60
Redlands Primary	30
Southcote Primary	90
St Michael's Primary	60
Thameside Primary	60
The Hill Primary	60
The Ridgeway Primary	90
Whitley Park Primary School	90
Wilson Primary	60

Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools for Reading Borough Council for the 2018/19 academic year.

Contents

Introduction

Applications

Late Applications

Changes of Preference

Changes of Address

Processing Applications

Requests for admission outside the normal age group

Co-ordinated scheme timetables

Introduction

This Scheme is made under section 88m of the Standards and Framework Act 1998 and in accordance with the School Admissions (Admissions Arrangements and Co-ordination of admissions arrangements (England) Regulations 2014. The Scheme is not substantially different to that determined in the previous academic year and therefore has been determined without the need for prior consultation.

The purpose of this co-ordinated scheme for primary/infant/junior school admissions is to ensure that every parent/carer, of a child **resident in Reading Borough**, who has submitted an application, receives **one offer** of a school place at the conclusion of the normal admissions round. At its heart is clear communication between Reading Borough Council, other Local Authorities, community, and all state schools in Reading.

Parents/carers who live in the Borough of Reading **must** submit an application to Reading Borough Council if they require a place for their child in any state school as part of a routine admissions round, including schools in other local authorities, academies and free schools. Applications cannot be submitted to a school or to the local authority in which the school is situated. Parent/carers living in the area of another Local Authority must apply to that authority.

Co-ordination with Reading Borough does not affect the right of individual admission authorities to set and operate their own admission arrangements. Admission authorities for Reading schools will need to comply with the timetable set out below.

These arrangements deal mainly with a child's first admission to school during the school year from September 2018 to August 2019. The children concerned are those born between 1 September 2013 and 31 August 2014. The place offered is a full-time place from September 2018.

Admission to Junior School in September is for children born between 1 September 2010 and 31 August 2011.

Applications

Reading Borough Council will put in place procedures that, as far as possible, ensures that all parents/carers living in the Borough of Reading with a child eligible to start school in September 2018 will be aware of the application process. Children on roll at a Reading nursery school/early years setting in September 2017 will receive an information pack in November 2017.

Children living in Reading and attending an infant school will be sent information about the application process for admission to a Junior School.

Parents/carers are encouraged to apply online via the Reading Borough Council website. The site will be open from **13 November 2017 until 15 January 2018**.

Parents/carers will be invited to list four schools as their preferences and rank them in priority order. Parents/carers may also give reasons for their preferences. Parents may list any state schools, including those outside of the Local Authority; this includes Academies, Voluntary Aided and Voluntary Controlled Schools.

The Reading Borough Council's application form and the online terms and conditions will include a statement requiring parents to confirm that they have read the Guide for Parents and Carers and accept the policies and procedures in that document.

Parents/Carers should return their completed forms directly to the school admissions team at Reading Borough Council.

Where, as part of its admission arrangements, a school requires additional information, Parents/carers may also choose to complete a supplementary form to support their application. This should be submitted separately to the school. The Guide for Parents and Carers will identify the Reading schools for which this may be necessary. Supplementary forms will be available from Reading Borough Council's website. Supplementary forms are not applications and parent/carers must submit an application to Reading Borough Council either on the common application form or online.

National Closing Date is **15 January 2018**.

Late Applications

Applications received after the closing date will be treated as a 'late' application. However, applications that are received late for a good reason will be treated as on time if received before **2 February 2018**. Such good reasons might be if illness prevented a single parent/carer from returning the form on time; or the family moved into Reading after the closing date. The reason for lateness must be supported by documentary evidence to confirm the reasons specified.

If no evidence is provided it will be assumed that an application could have been made by the closing date and it will be treated as a late application and considered after all on time applications have been allocated.

Applications received late for any reason after 2 Feb 2017 will be passed to the appropriate admission authority in Reading or to the appropriate Local Authority **after May 2018** to be considered. Parents/carers will be informed about the outcome of their application as soon as possible. Applications for over-subscribed schools will be added to the waiting lists of the schools and ranked according to the over-subscription criteria of the school(s).

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 applications in the way described above. Change of preferences received after **15 January 2018 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 it will be treated as a late application.

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.

Change of Address

As required by the school admissions code 2014 – changes of address made before the after **15th January and before 2nd February 2018** will be considered as on time. If an applicant changes address after **the 2nd February 2018** they will need to submit a new application, based on the new address which will be marked as late and their previous application will be withdrawn. Documentary evidence of the change of address will be required

Processing Applications

Exchange of information

By **9 February 2018**, the Admissions Team at Reading Borough Council will forward applications to other local authorities and admission authorities in Reading. Other Local Authorities will forward applications to Reading for their residents to be considered for Reading schools.

Depending on the arrangements agreed with the Governing Body of each school, the Admission Team will provide the school with relevant information to enable them to rank against their over-subscription criteria by **9 February 2017**. Reading Borough Council will not pass on the details of where the school was ranked, and no school will be told about other schools a parent has applied for.

Between **9 February 2018 and 8 March 2018**, each admission authority in Reading will rank the applications according to their published over-subscription criteria and return the ranked list to the Admissions Team. By **9 March 2018** each admission authority in Reading will provide the Admission Team with a list of all the applications ranked according to the over-subscription criteria.

Resolving multiple offers

From **23 March 2018 to 4 April 2018** Reading Borough Council will inform other Local Authorities of offers that can be made in Reading schools for their residents.

During the exchange of information Reading Borough Council will consider all cases where parents can be offered more than one of their preferences. In all cases, the place offered will be at the school that is the parent's/carer's higher preference.

Where a place can be offered at none of the schools for which the parent/carer expressed a preference, a place will be offered at the designated area school if there are places available or otherwise at the nearest Reading school with available places – if this is at a school where Reading Borough Council is not the admission authority then this will be in consultation with the governing body of the school. **If the nearest school with places is a faith school, parents/carers will be offered this as an option but another school, with vacancies, further away from the home will be offered. If there are no places available at any Reading schools, parents will be informed and alternative schools not in Reading Borough may be offered depending on availability and agreement from the appropriate admission authority.** This will not preclude parents from requesting an alternative school nor from lodging an appeal with the admission authority for their preferred school.

Informing schools

By **12 April 2018** the Admissions Team will send to each Reading primary school a list of pupils who will be offered a place at their school. This will be confidential to the school and must not be passed onto the parents/carers.

Informing Parents

On **16 April 2018** offer letters will be posted to all parents/carers living in Reading Borough Council who submitted an on time application offering a primary school place for their child in a primary/infant school. The letter will identify if the offer is made on behalf of the governing body of a school or another Local Authority. The letter will inform parents

- The school offered
- Information on school transport
- How to accept a school place. The deadline for accepting school places for 2018 entry is **30 April 2018**.
- Information about the right to defer admission to a later term and option for part-time provision

If the school offered is not the first preference, parents will also be supplied with the following information;

- How the places have been allocated at over-subscribed schools in Reading.
- How to submit an appeal.
- If the place offered is not the highest preference school(s) then parents will be informed that their child's name will be registered on the waiting list(s) of **all of** the school(s) for which a place was not offered. Parents are required to inform Reading Borough Council if they do not wish their child's name to remain on a waiting list.
- Contact information for other Local Authorities.

Parents/carers who submitted an online application will receive an email and be able to view their offer **on 16 April 2018**, this email is for information only as the letter posted is the formal offer of the school place.

Waiting Lists

After 1 May 2018 a 'waiting list' will be administered if a school has more applicants than places available. A child's position on the waiting list is determined according to the over-subscription criteria of the school. 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 pupil withdrawals or new revised applications. **Places will be allocated from the waiting list and a child's current allocation for a lower preference school will be removed and allocated to another student, if appropriate. It is the responsibility of the parent to inform the admissions team if they no longer wish to remain on a waiting list of a school. It will be**

assumed that parents wish to remain on the waiting list of all schools listed as a higher preference than the allocated school.

Waiting lists for all schools in Reading Borough will be kept until the end of the **31 December 2018**. After this date the policy of the individual school(s) will be followed. After the Co-ordinated admissions round ends on 31st August 2018 any waiting list will be treated as an in year admission and will follow the individual policy of the school.

Withdrawing a place

If the place is not accepted within a reasonable time after the **30 April 2018** then Reading Borough Council will send a reminder and allow a further seven days for a reply. After that date the place will be withdrawn. If the place has been offered based on fraudulent or intentionally misleading information which denied the place to another child then the place will be withdrawn.

Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, to be admitted to reception rather than year 1 in September 2019. Applicants should submit an application on the common application form by 15th January 2018. Parents should outline their reasons for the request and supply any supporting documents (e.g. information from their child's education setting or medical evidence) to the school admissions team as soon as possible. The application will be forwarded to the head teachers of the listed schools for consideration. Each case will be carefully considered by the admissions authority and parents/carers will be informed of the decision in writing, before the national offer day, setting out clearly the reasons for the decision. If the request is agreed then parents must formally accept this and, if so, the application submitted for September 2018 will be withdrawn before a place is offered and a new application must be submitted for September 2019. Parents will not be made aware of the school they would have been allocated before the decision is accepted or declined.

Requests for schools outside Reading will be referred to the council in whose area the school is for consideration under that council's scheme.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Therefore if an application for 2019 entry lists different schools to the application withdrawn in 2018 then this may need to be forwarded to different admissions authorities for consideration. If this is the case then supporting evidence will need to be resubmitted.

In Year Admissions.

Parents/carers seeking admission for their child into Year 1 – Year 6 in a primary school in Reading Borough must apply to Reading Borough Council. Parents/carers may apply direct to some Voluntary-Aided, Academy or free schools in the Borough but the majority of these schools have opted to be part of the co-ordinated admission arrangements and application are normally submitted to the Admission Team at Reading Borough Council. A list of those schools to which a direct application is necessary is available from the Reading Borough

Council website. Where a school listed is in another local authority the parent will be advised to apply directly to that Local Authority and the application for that school will follow the relevant local authorities scheme

Timetable for the Primary School Admissions Round 2018-19

Action **Date**

Guide for parents and carers to be placed on Reading Borough Council Website.	By 12 September 2017
Parents/carers to receive application information	By 13 November 2017
Online admissions site open	13 November 2017 – 15 January 2018
National Closing date for receipt of applications	15 January 2018
Late/change of preference applications accepted for good reasons	2 February 2018
Application details sent to Voluntary Aided schools in Reading and other Local Authorities.	By 9 February 2018
Deadline to publish appeal timetable on school website	28 February 2018
Own Admissions Authority schools to provide Reading Borough Council Admissions Team with a list of children ranked according to the schools over-subscription criteria	By 9 March 2018
Reading Borough Council to inform other Local Authorities of offers that can be made to their residents in Reading schools.	From 23 March 2018
Final Co-ordination.	By 4 April 2018
Reading Primary Schools sent list of children to be offered a place.	By 12 April 2018
Offer Day - Offer letters posted to Reading residents.	16 April 2018
Online applicants can view outcome of	16 April 2018

application.	
Deadline for parents to accept.	30 April 2018
Closing date for receipt of appeals	15 May 2018
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed.	From 1 May 2018
Co-ordination with other LA's ends	31st August 2018
Waiting Lists held for Reading schools	Until at least 31 st December 2018

Timetable for the Infant to Junior School Admissions Round 2018-19

Action

Date

Guide for parents and carers to be placed on Reading Borough Council Website.	By 12 September 2017
Parents/carers to receive application information	November 2017
Online admissions site open	13 November 2017 – 15 January 2018
National Closing date for receipt of applications	15 January 2018
Late applications/Change of preference/Change of Address applications accepted for good reasons	Up to 2 February 2018
Application details sent to own admissions authority schools in Reading and other Local Authorities.	By 9 February 2018
Deadline to publish appeal timetable on School website	28 February 2018
Own Admissions Authority Junior schools to provide Reading Borough Council Admissions Team with a list of children ranked according to the schools over-subscription criteria.	By 9 March 2018

Reading Borough Council to inform other Local Authorities of offers that can be made in Reading Junior Schools to their residents.	From 23 March 2018
Final Co-Ordination.	By 4 April 2018
Reading Junior Schools sent list of children to be offered a place.	By 12 April 2018
Offer Day - Offer letters posted to Reading residents.	16 April 2018
Online applicants can view outcome of application.	16 April 2018
Deadline for parents to accept.	30 April 2018
Closing date for receipt of appeals	15 May 2018
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed.	From 1 May 2018
Co-ordination ends	31st August 2018
Waiting Lists held for Reading schools	Until at least 31 st December 2018

Primary School Catchment Areas:

Central and East Reading



Legend

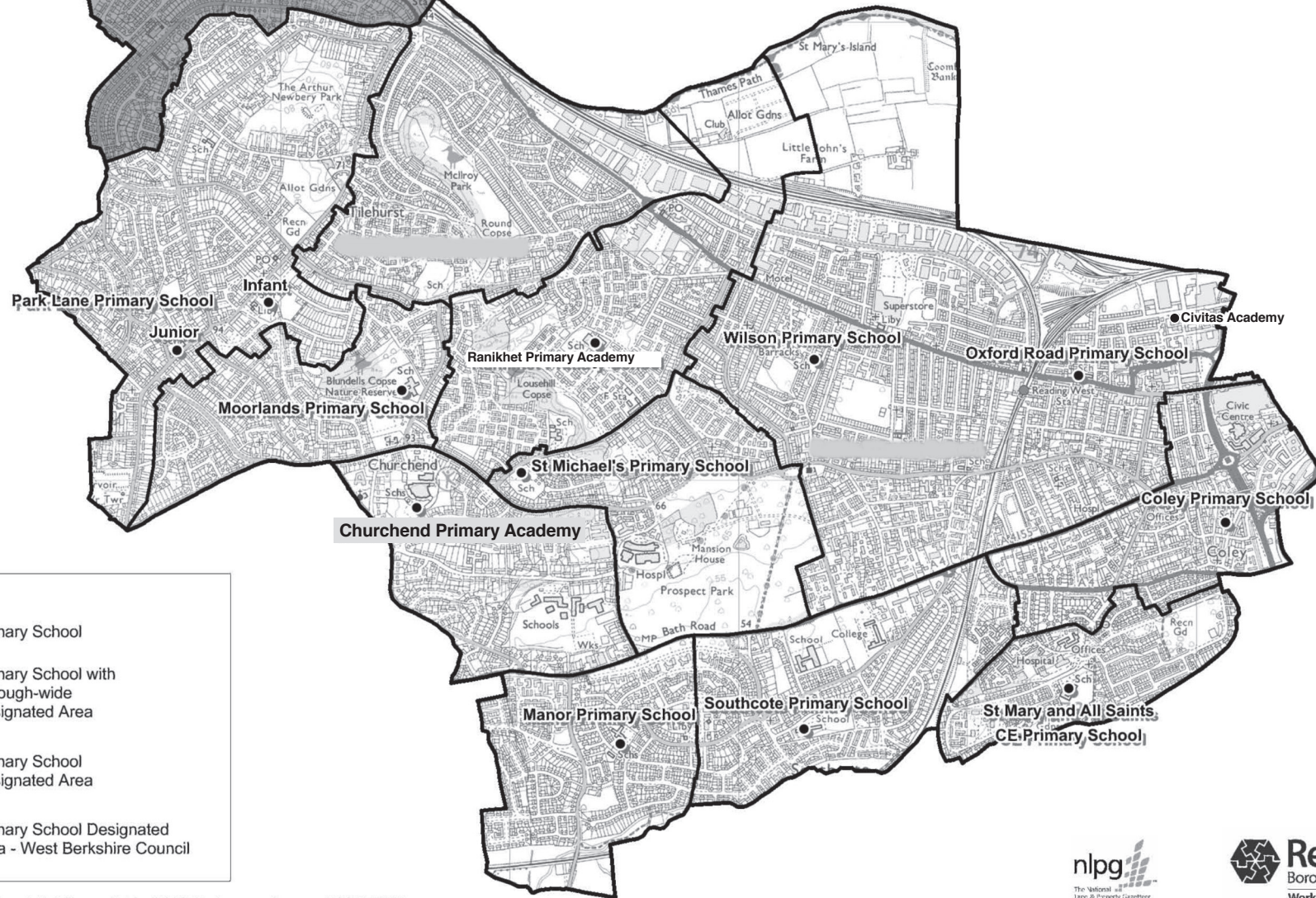
- Primary School
- ▭ Primary School Designated Area







Primary School Catchment Areas: West Reading



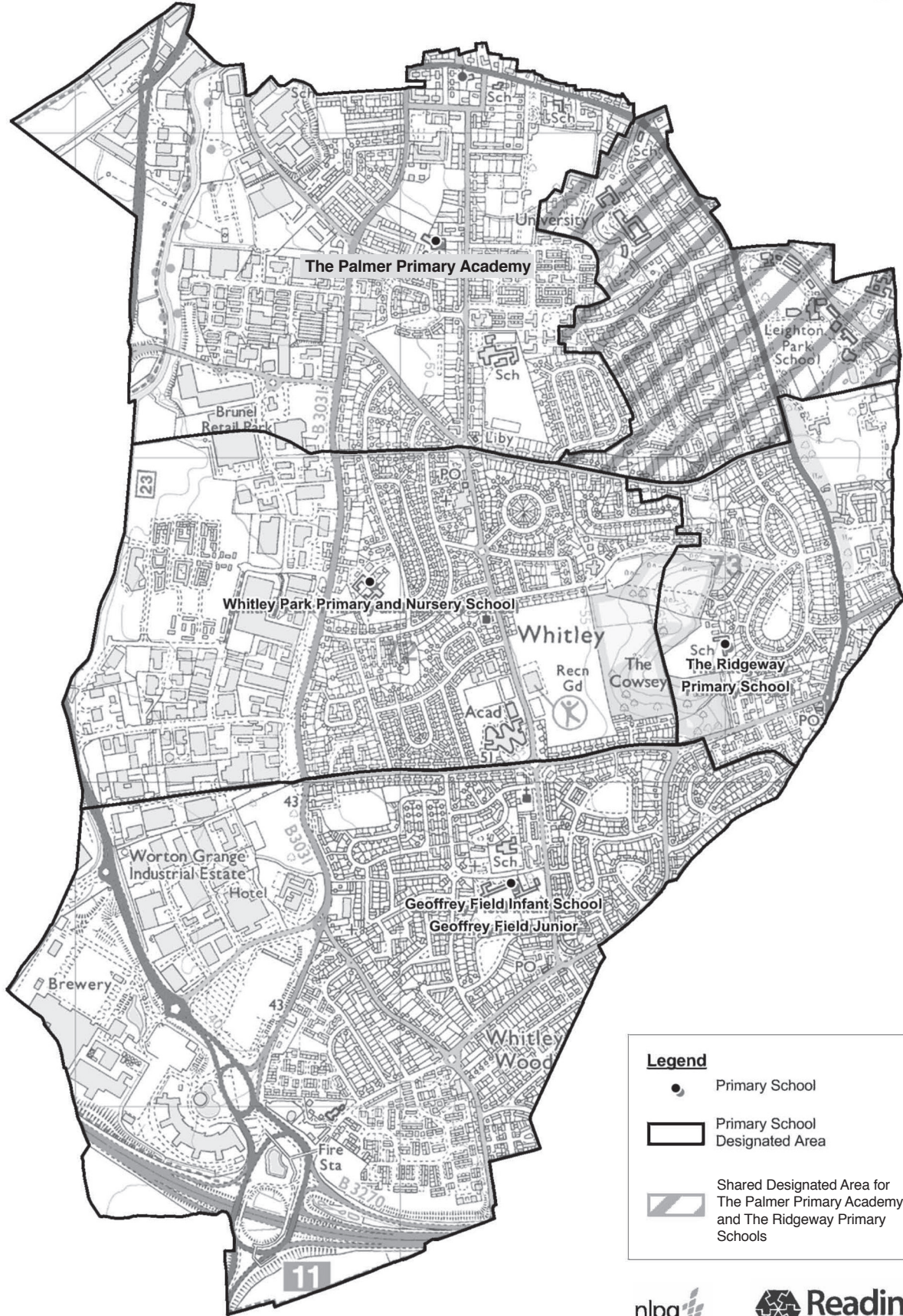
Westwood Farm Infant & Junior School (West Berkshire)






Legend

-  Primary School
-  Primary School with Borough-wide Designated Area
-  Primary School Designated Area
-  Primary School Designated Area - West Berkshire Council

Primary School Catchment Areas:
South Reading



Legend

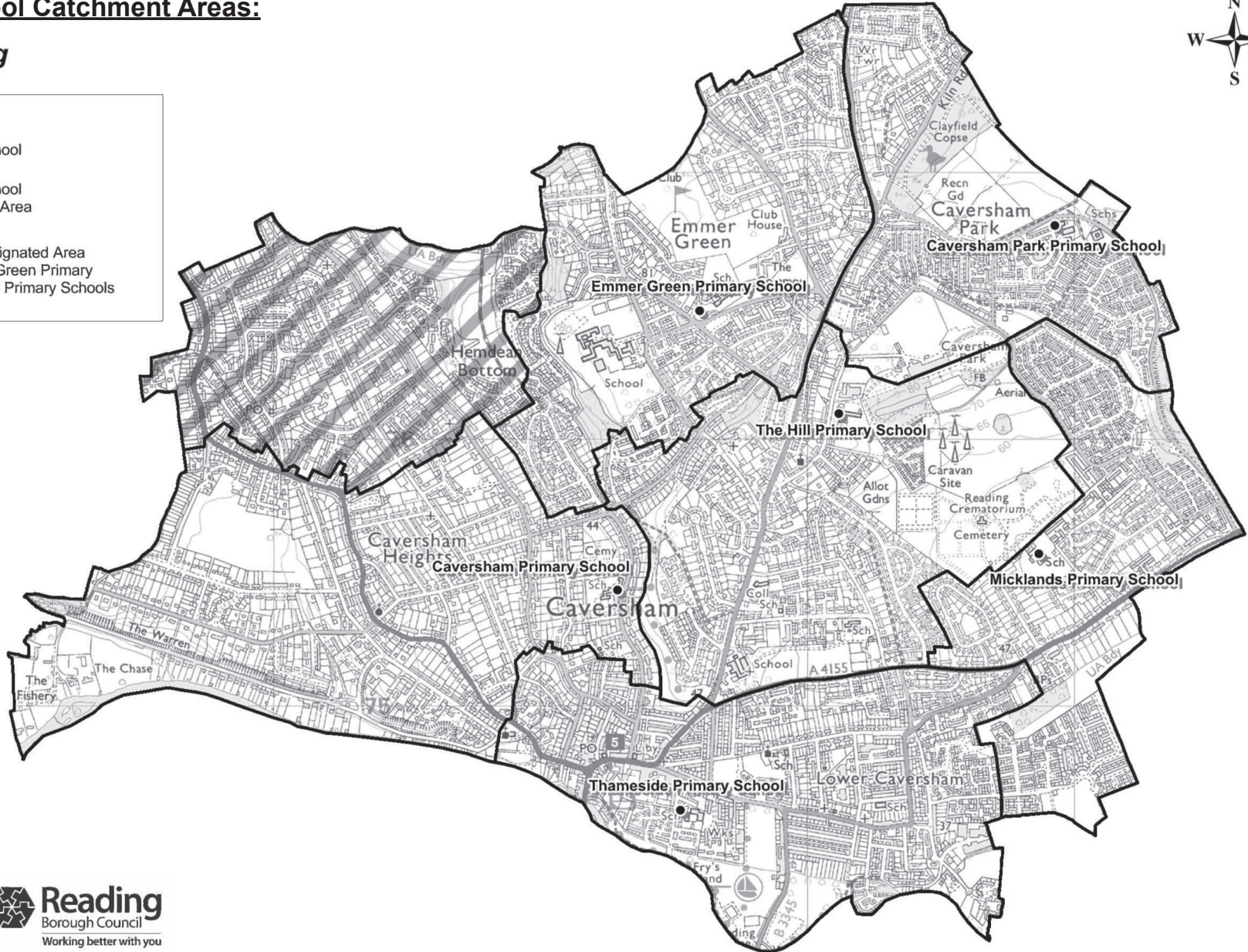
-  Primary School
-  Primary School Designated Area
-  Shared Designated Area for The Palmer Primary Academy and The Ridgeway Primary Schools

Primary School Catchment Areas:

North Reading

Legend

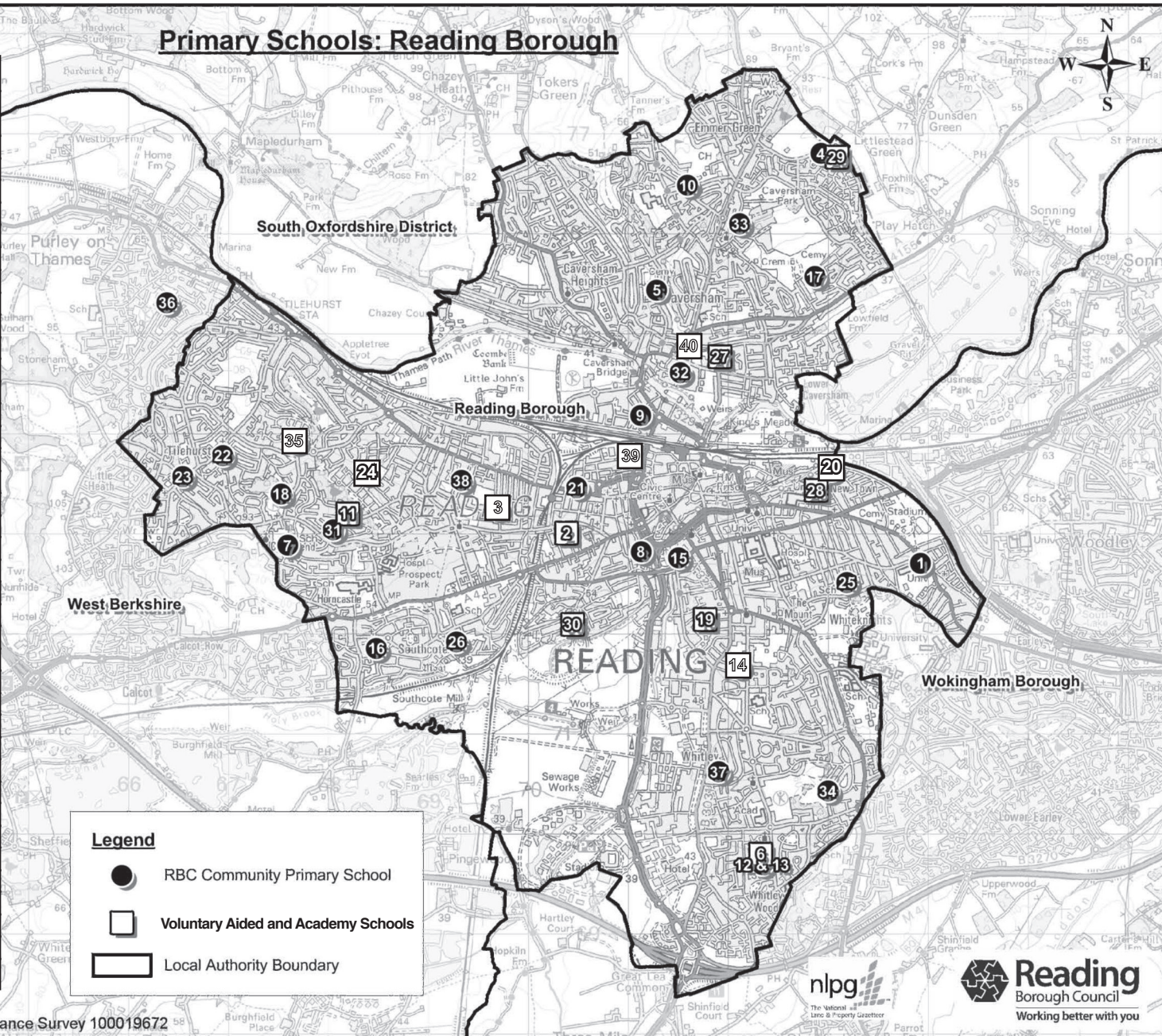
- Primary School
- Primary School Designated Area
- Shared Designated Area for Emmer Green Primary and The Hill Primary Schools



Primary Schools: Reading Borough



ID	Name
1	Alfred Sutton Primary
2	All Saints CE Infant
3	Battle Primary Academy
4	Caversham Park Primary
5	Caversham Primary
6	Christ The King Catholic Primary
7	Churchend Primary Academy
8	Coley Primary
9	E P Collier Primary
10	Emmer Green Primary
11	English Martyrs Catholic Primary
12	Geoffrey Field Infant
13	Geoffrey Field Junior
14	The Palmer Primary Academy
15	Katesgrove Primary
16	Manor Primary
17	Micklands Primary
18	Moorlands Primary
19	New Christ Church CE Primary
20	New Town Academy
21	Oxford Road Primary
22	Park Lane Primary (Infant Dept)
23	Park Lane Primary (Junior Dept)
24	Ranikhet Academy
25	Redlands Primary
26	Southcote Primary
27	St. Anne's Catholic Primary
28	St. John's CE Primary
29	St. Martin's Catholic Primary
30	St. Mary's & All Saints CE Primary
31	St. Michael's Primary
32	Thameside Primary
33	The Hill Primary
34	The Ridgeway Primary
35	Meadow Park Academy
36	Westwood Farm Infant & Junior (West Berks)
37	Whitley Park Primary & Nursery
38	Wilson Primary
39	Civitas Academy
40	The Heights Primary Temporary Site



Legend

- RBC Community Primary School
- Voluntary Aided and Academy Schools
- Local Authority Boundary

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**Co-ordinated Admissions Scheme for Secondary Schools for
Reading Borough Council for the 2018/19 academic year.**

Contents

Introduction

Applications

Late Applications

Changes of Preference

Changes of Address

Processing Applications

Requests for admission outside the normal age group

In Year Admissions

Co-ordinated scheme timetables

Introduction

This Scheme is made under section 88m of the Standards and Framework Act 1998 and in accordance with the School Admissions (Admissions Arrangements and Co-ordination of admissions arrangements (England) Regulations 2014. The Scheme is not substantially different to that determined in the previous academic year and therefore has been determined without the need for prior consultation. [Would insert here for consultation.](#)

The purpose of this co-ordinated scheme for primary/infant/junior school admissions is to ensure that every parent/carer, of a child **resident in Reading Borough**, who has submitted an application, receives **one offer** of a school place at the conclusion of the normal admissions round. At its heart is clear communication between Reading Borough Council, other Local Authorities, community, and all state schools in Reading. The scheme sets out a process and timescale to enable the offer of a single school place. It does not affect the right of individual admission authorities to set and operate their own admission arrangements, except where they are required to comply with the timetable set out here. As all schools in Reading are foundation, voluntary aided or academy schools so the Governing Body of each school will consult, if necessary and determine separately on admission arrangements for September 2018.

Parents/carers who live in the Borough of Reading **must** submit an application to Reading Borough Council if they require a place for their child in any state secondary school **as part of a routine admissions round**, including schools in other local authorities, academies and free schools. Applications cannot be submitted to a school or to the local authority in which the school is situated. Parent/carers living in the area of another Local Authority must apply to that authority.

These arrangements deal mainly with a child's admission to secondary school during the school year from September 2018 to August 2019. The children concerned are typically those born between 1 September 2006 and 31 August 2007. The place offered is a full-time place from September 2018.

Applications

Reading Borough Council will put in place procedures that, as far as possible, ensures that all parents/carers living in the Borough of Reading with a child eligible to start secondary school in September 2018 will be aware of the application process. Eligible children living in Reading will receive an information pack in September 2017. Children who attend Reading Schools but who are not resident in Reading will be advised to apply to their home Local Authority.

Parents/carers are encouraged to apply online via the Reading Borough Council website. The site will be open from **12 September 2017 until 31 October 2017**.

Parents/carers will be invited to list four schools as their preferences and rank them in priority order. Parents/carers may also give reasons for their preferences. Parents may list any state schools, including those outside of the Local Authority, this includes Academies, Voluntary Aided and Voluntary Controlled Schools.

The Reading Borough Council's application form and the online terms and conditions will include a statement requiring parents to confirm that they have read the Guide for Parents and Carers and accept the policies and procedures in that document.

Parents/Carers should return their completed forms directly to the school admissions team at Reading Borough Council. Those attending Reading Schools may return the paper form to the school.

Where, as part of its admission arrangements, a school requires additional information, Parents/carers may also choose to complete a supplementary form to support their application. This should be submitted separately to the school. The Guide for Parents and Carers will identify the Reading schools for which this may be necessary. Supplementary forms will be available from Reading Borough Council's website.. Supplementary forms are not applications and parent/carers must submit an application to Reading Borough Council either on the common application form or online.

National Closing Date is **31 October 2017**.

Late Applications

Applications received after the closing date will be treated as a 'late' application. However, applications that are received late for a good reason will be treated as on time if received on or before **31 December 2017**. Such good reasons might be if illness prevented a single parent/carer from returning the form on time; or the family moved into Reading after the closing date. The reason for lateness must be supported by documentary evidence to confirm the reasons specified. If no evidence is provided it will be assumed that an application could have been made by the closing date and it will be treated as a late application and considered after all on time applications have been allocated.

Applications received late for any reason after 31 December 2017 will be passed to the appropriate admission authority in Reading or to the appropriate Local Authority **after 15 March 2018** to be considered. Parents/carers will be informed about the outcome of their application as soon as possible. Applications for over-subscribed schools will be added to the waiting lists of the schools and ranked according to the over-subscription criteria of the school(s).

Changes of preference

Changes of preference made in writing by parents/carers and received before **31 October 2017** by the Admissions Team will be accepted. On-line applications can be changed up to **31 October 2017**.

Changes of preference received in writing after **31 October 2017** will be treated as late applications in the way described above. Change of preferences received between **1 November 2017 and 31 December 2017** 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 it will be treated as a late application.

After **15 March 2018** late change of preferences will be passed to the appropriate admission authority in Reading or to the appropriate Local Authority to be considered.

Change of Address

As required by the school admissions code 2014 – changes of address made **between 1 November 2017 and 31 December 2017** will be considered as on time. If an applicant changes address after the 31 December 2017 they will need to submit a new application, based on the new address which will be marked as late and their previous application will be withdrawn. Documentary evidence of the change of address will be required.

Processing Applications

Exchange of information

By **21 November 2017**, the Admissions Team at Reading Borough Council will forward applications to other local authorities and admission authorities in Reading. Other Local Authorities will forward applications to Reading for their residents to be considered for Reading schools.

Depending on the arrangements agreed with the Governing Body of each Reading school the Admission Team will provide the school with relevant information to enable them to rank against their over-subscription criteria **By 5 December 2017**. Reading Borough

Council will not pass on the details of where the school was ranked, and no school will be told about other schools a parent has applied for.

Between **5 December 2017 and 23 January 2018**, each admission authority in Reading will rank the applications according to their published over-subscription criteria and return the ranked list to the Admissions Team. By **23 January 2018** each admission authority in Reading will provide the Admission Team with a list of all the applications ranked according to the over-subscription criteria.

Resolving multiple offers

From **30 January 2018 to 13 February 2018** Reading Borough Council will inform other Local Authorities of offers that can be made in Reading schools for their residents.

During the exchange of information Reading Borough Council will consider all cases where parents can be offered more than one of their preferences. In all cases, the place offered will be at the school that is the parent's/carer's higher preference.

Where a place can be offered at none of the schools for which the parent/carer expressed a preference, a place will be offered at the designated area school if there are places available or otherwise at the nearest Reading school with available places. This will be done in consultation with the governing body of the school. If the nearest school with places is a faith school, parents/carers will be offered this as an option but another school, with vacancies, further away from the home will be offered. If there are no places available at any Reading schools, parents will be informed and alternative schools not in Reading Borough may be offered depending on availability and agreement from the appropriate admission authority. This will not preclude parents from requesting an alternative school nor from lodging an appeal with the admission authority for their preferred school.

Informing schools

By **26 February 2018** the Admissions Team will send to each Reading secondary school a list of pupils who will be offered a place at their school. This will be confidential to the school and must not be passed onto the parents/carers.

Informing Parents

On **1 March 2018** offer letters will be posted to all parents/carers living in Reading Borough Council who submitted an on time application offering a Secondary school place for their child from the first day of the school term in September 2018. The offer will be made on behalf of appropriate admission authority. The letter will inform parents:

- The school offered
- Information on school transport
- How to accept a school place offered. The deadline for accepting school places for 2018 entry is **15 March 2018**.

If the school offered is not the first preference, parents will also be supplied with the following information;

- How the places have been allocated at over-subscribed schools in Reading.

- How to submit an appeal.
- If the place offered is not the highest preference school(s) then parents will be informed that their child's name will be registered on the waiting list(s) of **all of** the school(s) for which a place was not offered (**except Grammar Schools if the parents did not pass the admissions test**). Parents are required to inform Reading Borough Council if they do not wish their child's name to remain on a waiting list.
- Contact information for other Local Authorities.

This information will also be available on the Reading Borough Council Website.

Parents/carers who submitted an online application will receive an email and be able to view their offer **on 1 March 2018**, this email is for information only as the letter posted is the formal offer of the school place.

Waiting Lists

After 1 May 2018 a 'waiting list' will be administered if a school has more applicants than places available. A child's position on the waiting list is determined according to the over-subscription criteria of the school. 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 pupil withdrawals or new revised applications. **Places will be allocated from the waiting list and a child's current allocation for a lower preference school will be removed and allocated to another student, if appropriate.** It is the responsibility of the parent to inform the admissions team if they no longer wish to remain on a waiting list of a school. **It will be assumed that parents wish to remain on the waiting list of all schools listed as a higher preference than the allocated school.** Waiting lists for all schools in Reading Borough will be kept until the end of the 31 December 2018. After this date the policy of the individual school(s) will be followed. After the Co-ordinated admissions round ends on 31st August 2018 any waiting list will be treated as an in year admission and will follow the individual policy of the school.

Withdrawing a place

If the place is not accepted within a reasonable time after the **15 March 2018** then Reading Borough Council will send a reminder and allow a further seven days for a reply. After that date the place will be withdrawn. If the place has been offered based on fraudulent or intentionally misleading information which denied the place to another child then the place will be withdrawn.

Requests for admission outside the normal age group

In exceptional circumstances applications may be received for children who may not be in the school year appropriate to their age. Where this arises, the schools requested will consider the circumstances of each case. Applications for these children will normally be processed with all other children, and these children will be permitted to enter their allocated secondary school.

Applicants should submit an application on the common application form by 31st October 2017. Parents should outline their reasons for the request and supply any supporting documents (e.g. information from their child’s education setting or medical evidence) to the school admissions team as soon as possible. The application will be forwarded to the head teachers of the listed schools for consideration. Each case will be carefully considered by the admissions authority and parents/carers will be informed of the decision in writing, before the national offer day, setting out clearly the reasons for the decision.

Requests for schools outside Reading will be referred to the council in whose area the school is for consideration under that council’s scheme.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Therefore if an application for 2019 entry lists different schools to the application withdrawn in 2018 then this may need to be forwarded to different admissions authorities for consideration. If this is the case then supporting evidence will need to be resubmitted.

In Year Admissions.

Parents/carers seeking admission for their child into Year 7 – Year 11 in a secondary school in Reading Borough must apply to Reading Borough Council. Parents/carers may apply direct to some schools in the Borough but the majority of schools have opted to be part of the co-ordinated admission arrangements and application are normally submitted to the Admission Team at Reading Borough Council. A list of those schools to which a direct application is necessary is available from the Reading Borough Council website. Where a school listed is in another local authority the parent will be advised to apply directly to that Local Authority and the application for that school will follow the relevant local authorities scheme.

Timetable for the Secondary School Admissions Round 2018-19

<u>Action</u>	<u>Date</u>
Parents/carers to receive application information Guide for parents and carers to be placed on Reading Borough Council Website.	By 12 September 2017
Online admissions site open	12 September 2017

National Closing date for receipt of applications	31 October 2017
Late applications/Change of preference /Changes of Address accepted for good reasons	By 31 December 2017
Application details sent to other Local Authorities.	21 November 2017
Application details to be sent to Schools	5 December 2017
Own Admissions Authority schools to provide Reading Borough Council Admissions Team with a list of children ranked according to the schools over-subscription criteria	By 23 January 2018
Reading Borough Council to inform other Local Authorities of offers that can be made to their residents in Reading schools.	From 30 January 2018
Final co-ordination.	By 13 February 2018
Reading Secondary Schools sent list of children to be offered a place.	By 26 February 2018
Offer Day - Offer letters posted to Reading residents.	1 March 2018
Online applicants can view outcome of application.	1 March 2018
Deadline for parents to accept.	15 March 2018
Closing date for receipt of appeals	29 March 2018
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed	From 16 March 2018
Co-ordination with other LA's ends	31 st August 2018
Waiting Lists held for Reading schools	Until at least 31 st December 2018



Relevant Area.

The School Standards & Framework Act 1998 requires Local Authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.

The Education Act 2002 requires the Local Authority to consult on and review its Relevant area every two years. The following relevant area was determined by Reading Borough Council in 2017 as follows

1. Reading Borough Council will consult on admission arrangements for primary/infant and junior schools with

- Headteachers and Governing Bodies of all schools in Reading Borough
- Neighbouring Local Authorities – Oxfordshire County Council, West Berkshire Council and Wokingham Borough Council
- Diocesan Authorities - Oxford Church of England Diocese, Portsmouth and Birmingham Catholic Diocese
- All Academies, Voluntary Aided or Foundation Secondary Schools within 8 kilometres (5 miles) of Reading Borough border
- All Academies, Voluntary Aided or Foundation primary/junior/infant schools within 3.2 kilometres (2 miles) of the Reading Borough border

2. Having first consulted with the appropriate Diocese, **primary** Voluntary Aided schools must consult with:

- Reading Borough Council
- All primary/infant and junior and maintained nursery schools in Reading Borough
- Neighbouring Local Authorities – Oxfordshire County Council, West Berkshire Council and Wokingham Borough Council
- All Academies, Voluntary Aided or Foundation primary/junior and infants schools outside Reading Borough within 3.2 kilometres (2 miles) of the school

3. Primary Academies and Foundation and Trust schools must consult with

- Reading Borough Council
- All primary/infant/junior and maintained nursery schools in Reading Borough

Appendix E

- Neighbouring Local Authorities – Oxfordshire County Council, West Berkshire Council and Wokingham Borough Council
- All Academies, Voluntary Aided or Foundation primary/junior and infants schools outside Reading Borough within 3.2 (2 miles) kilometres of the school

4. Secondary Academies and Foundation schools must consult with:

- Reading Borough Council
- All primary/junior and secondary schools within Reading Borough
- Neighbouring Local Authorities – Oxfordshire County Council, West Berkshire Council and Wokingham Borough Council
- All Academies, Voluntary Aided or Foundation Secondary Schools within 8 kilometres (five miles) of Reading Borough border
- All Academies, Voluntary Aided or Foundation primary/junior schools within 3.2 kilometres (2 miles) of the Reading Borough border

5. Having first consulted with the appropriate Diocese, **Secondary** Voluntary Aided schools must consult with:

- Reading Borough Council
- All primary/junior and secondary schools within Reading Borough
- Neighbouring Local Authorities – Oxfordshire County Council, West Berkshire Council and Wokingham Borough Council
- All Academies, Voluntary Aided or Foundation Secondary Schools within 8 kilometres (5 miles) of Reading Borough border
- All Academies, Voluntary Aided or Foundation primary/junior schools within 3.2 kilometres (2 miles) of the Reading Borough border