



ACE Report

School Admission arrangement
2022-2023



For decision



For discussion



For information

SUMMARY

To advise that School Admissions are asking the Adults Social Care, Childrens Services and Education (ACE Committee) to determine the admission arrangement for 2022-2023

OWNER

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VERSION 2

DATE

26 November, 2020

REVIEW DATE

Yearly for new admission arrangement

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1 Purpose and summary of the report:

- 1.1 This report invites the Committee in order to comply with the Schools Admissions Code, to determine;
- The admissions arrangements for Community Primary Schools in Reading for the school year 2022/23.
 - The coordinated scheme for primary and junior schools for the 2022/23 school year.
 - The coordinated scheme for secondary schools for the 2022/23 school year.
 - The Relevant Area.
 - Maps of the catchment areas.

The proposed amendments to the admission arrangement are highlighted in colour font in the Annexes listed below.

- 1.2 Further to advise that a new admissions code will be laid before Parliament in early 2021 and a further report will be brought to ACE once that code is published if any amendments to existing arrangements are required.
- 1.3 In addition, BfC is reviewing the admission arrangements for children and young people with SEND. A report on the outcomes of that review will be brought to ACE in March 2021.

2. Recommended action:

- 2.1 That the scheme attached at Annexes A, B and C as the admissions arrangements for 2022/23 for community schools in Reading and the local arrangements for complying with the national coordinated primary school admission procedures for the allocation of primary school places for residents of Reading Borough be **agreed**.
- 2.2 That 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 2022/23 for residents of Reading Borough be **agreed**.
- 2.3 That 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 be **agreed**.
- 2.4 That a further report is brought to ACE once the new admissions code has been laid before Parliament in early 2021.
- 2.5 That a report is brought to ACE in March 2021 following a review of SEND admissions policies and arrangements.

3. Policy Context:

- 3.1 School admissions are subject to detailed requirements, set out in law and particularly the School Admissions Code 2014. As part of those requirements, local authorities must draw up schemes for coordinating admissions to all maintained schools in their area. The purpose of coordinated 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 (such as Academy schools) to set and operate their own admission arrangements but they do include arrangements for resolving multiple offers, if a place is offered at more than one school. Reading Borough Council is the admitting authority for community and voluntary controlled schools within the borough.

- 3.2 In addition, Reading Borough Council as the local authority 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, free schools, 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 Reading Borough Council is required to consult on its' admission policy on a regular basis. The last consultation was carried out in 2018 and therefore there is no duty to consult this year.
- 3.4 Reading Borough Council deliver its school admissions service through Brighter Futures for Children (BFfC). BFfC is an independent, not-for-profit company, wholly owned by Reading Borough Council, set up in December 2018 to deliver children's services, early help, education and SEND services in Reading
- 3.5 In 26 June 2020, the DfE issued a consultation on a revised version of the School Admissions Code-The consultation ran for 16 weeks until 16 October 2020. BFfC responded to the consultation.

At present, Ministers are not proposing a wholesale review of the admissions system. Feedback has shown that the main round of admissions largely works well. However, there are challenges with the in-year admissions processes and Fair Access Protocols. The likely changes therefore seek to clarify these responsibilities and introduce a more robust process for their management. It is likely any revised code will also respond to the recent Children in Need Review and the Home Office White Paper on Domestic Abuse. The new code is due to be laid down before parliament in early 2021.

- 3.6 The documents must be determined by the 28 February 2021 to ensure Reading is compliant with the school admissions code and published on the BFfC website by 15 March 2021.
- 3.7 It has come to the attention of the SEND and admissions team that some of the admissions arrangements for our maintained special school and resourced provision in maintained and academy schools is not as robust as we would want. BFfC are therefore reviewing the admissions policies/procedures of these arrangements and seeking legal advice to ensure robust processes. A report will come to ACE in March 2021 if any changes are proposed.

4. The proposal:

4.1 Primary and Secondary School Co-ordinated schemes 2022-23

These schemes have been amended to reflect appropriate dates for the academic year 2022/23. Both policies were approved on the previous consultation for 2018 entry and there are no changes other than the amendment to dates and the addition of Brighter Futures for Children as the delivery vehicle for administering admission arrangements. (Annexe A.)

4.2 Admission Policy for Community Primary, Infant and Junior Schools 2022-2023

These schemes have been amended to reflect appropriate dates for the academic year 2022/23. Both policies were approved on the previous consultation for 2018 entry and there are no changes other than the amendment to dates and the addition of Brighter Futures for Children as the delivery vehicle for administering admission arrangements. (Annexe B.)

4.3 Relevant Area

The Relevant area outlines the organisations that must be consulted by all schools in Reading when consulting on admissions policies. No amendments have been made to this.

5. Contribution to RBC's strategic aims:

5.1 The admission schemes contribute to the aims of:

Ensuring that there is good education, leisure and cultural opportunities for people in Reading

5.2 It also contributes to the aim of establishing Reading as a learning City and a stimulating and rewarding place to live and visit

6 Environmental and Climate implications:

6.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers).

6.2 As a contribution to this, children are placed as near as possible to their local school. Parental choice and the need to divert children to other schools that are not parental preference may mean that some children are placed in schools outside their local community. This can have an impact on travel by public transport and in cars.

7. Community Engagement and Information:

7.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".

7.2 This duty has been met. We have a statutory duty to consult every 7 years on the coordinated scheme for school admissions. We last consulted between 17 October 2018 and 10 December 2018. The outcome from that consultation was reported to ACE on the 14 February 2019.

8. Equality Impact Assessment:

- 8.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 8.2 An Equality Impact Assessment (EIA) is not relevant to this decision

9. Legal Implications

- 9.1 Agreement of this report enables the local authority to be compliant with School Admissions Code (2014)

10. Financial implications

- 10.1 All costs relating to exercise of the admissions duty of the local authority are contained within the budget for Brighter Futures for Children

11. BACKGROUND PAPERS

- 11.1 None.

Comment(s) obtained

(delete any not applicable)

DEPT	NAME	COMMENT
Finance		
HR		
Communications		

Annex A:



**Coordinated Admissions scheme for Reading Borough Council
Primary, Infant and Junior Schools for the 2022/2023 academic
year.**

For September 2022 entry

Determined on xxx

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Introduction

Reading Borough Council delivers its school admissions service through Brighter Futures for Children (BFfC). BFfC is an independent, not-for-profit company, wholly owned by Reading Borough Council, set up in December 2018 to deliver children's services, early help, education and SEND services in Reading.

The Reading coordinated scheme was last consulted on between 17 October 2018 and 10 December 2018. There have been no significant changes since that consultation took place, therefore no requirement for a public consultation.

This Scheme is made under section 84 of the Standards and Framework Act 1998 and in accordance with the school Admissions (Admissions Arrangements and Coordination of admissions arrangements (England) Regulations 2014.

The purpose of this coordinated 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 school admissions, 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 school admissions 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. Parents/carers living within any other local authority areas must apply through their own local authority admissions service.

Coordination with Reading school admissions 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 2022 to August 2023. The children concerned are those born between 1 September 2017 and 31 August 2018. The place offered is a full-time place from September 2021.

Admission to Junior School in September is for children born between 1 September 2014 and 31 August 2015.

National Offer Day for Primary and Junior Admissions is 19 April 2022

Applications

Reading Borough Council will put in place procedures that, where possible, ensure all parents/carers living in the Borough of Reading (with a child eligible to start school in September 2022) will be aware of the application process. Children on roll at a Reading nursery school/early year setting in September 2021 will receive an information pack in November 2021.

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 Citizen Portal. The site will be open from **12 November 2021 until 15 January 2022**.

Parents/carers will be invited to list four preferred schools and rank them in priority order. Parents/carers may also give reasons for their preferences. Parents/carers may list any state schools, including those outside the local authority; this includes academies, voluntary aided and voluntary controlled Schools.

The Reading common application form (and the online terms and conditions) will include a statement requiring parents to confirm 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 BFfC.

Parents/carers will complete the common application form online by the agreed deadline. The school admissions team will validate the application address. Validation, where possible, will be by reference to Council Tax data held by the local authority. Where this is not possible, proof of residence will be required in the form of ownership documents or tenancy agreement.

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 those Reading schools for which a supplementary form may be necessary. These forms will be available from the BFfC website. Supplementary forms are not applications and parent/carers must submit an application to Reading school admissions either on the common application form or online.

The National Closing Date is **15 January 2022**.

Late Applications

Applications received after the closing date will be treated as 'late' applications. However, if the late submission of the application is caused by extenuating circumstances (e.g. sudden illness or death of a close family member or the family having very recently moved to the area), written evidence may be provided to support this. In such cases, the application may be treated as on time if evidence is received before **1 February 2022**.

Where no evidence is provided, it will be assumed that the application could reasonably have been submitted by the closing date. In such cases, the application will be treated as late and considered after all on time applications have been allocated.

All applications received from the **2 February** are considered late and will be passed to the appropriate admission authority in Reading (or to the appropriate local authority) after **4 May 2022**.

In these cases, parents/carers will be informed about the outcome of their application as per the timetable below, after National Offer Day. Applications for oversubscribed schools will be added to the waiting lists of those schools and ranked according to their oversubscription criteria.

Late applications will be processed after 4 May 2022. The first round of allocations, following National Offer Day will be from the 31 May 2022. After this date late application will be processed regularly. In each case, the cut-off date for consideration in each round of allocations will be 1 week prior to the allocation date.

Changes of preference

Changes of preference must be submitted using a new application form (paper or online). If received by the school admissions team before **15 January 2022** it will be accepted as on time and will replace any previous application. Any preferences to be retained from a previous application should be listed on subsequent applications.

Changes of preference received after **15 January 2022** will be treated as late applications in the way described above. However, applications for late change of preference where there are extenuating circumstances (e.g. sudden illness or death of a close family member or the family having very recently moved to the area) may be treated as on time, provided written evidence is supplied to support the late submission. This should be received by the school admissions team before **1 February 2022**. If no evidence is provided, the application will be treated as late. Any application for change of preference(s) received after **1 February 2022** will replace any previous application and be marked as late. Please think very carefully about submitting an application after this date, particularly if you have already submitted an on time application.

After **4 May 2022**, late changes 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 after **15 January and before 1 February 2022** will be considered as on time. If an applicant changes address after the **1 February 2022** they will need to submit a new application, based on the new address. The new application 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

As per the timetable below, the Reading school admissions team will forward applications to other local authorities and admission authorities in Reading. At the same time 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 school admissions team will provide the school with relevant information to enable them to rank against their oversubscription criteria, as per the timetable. Reading school admissions will not pass on the details of the parent/carers preference ranking to the school, and no school will be told about other schools a parent has listed.

As per the timetable, each admission authority in Reading will rank the applications according to their published oversubscription criteria and return ranked lists to the school admissions team.

Resolving multiple offers

As per the timetable, Reading school admissions will inform other local authorities of places offered in Reading schools to their residents. During the exchange of information, Reading school admissions will consider all cases where a child can be offered more than one of their preferences. In such cases, a place offered will be at the school a parent/carer listed highest in preference.

If a place cannot be offered at one of the preferred schools listed by the parent/carer, a place will normally be offered at the catchment school (if that school has spaces remaining) or, the nearest Reading school with a place available. If the offered school is one where Reading Borough Council is not the admission authority, this will be in consultation with the governing body of the school in question. If the nearest school with places is a faith school, parents/carers will be offered this as an option. Should the parent/carer be unhappy with a faith school being offered, they will be informed of other schools with available spaces (which may be further from their home). Where no places are available at any Reading schools, parents/carers will be informed and alternative schools (outside Reading Borough) may be offered. Such an offer will depend on availability and the agreement of the appropriate admission authority. This will not preclude parents/carers from requesting an alternative school, nor from lodging an appeal for their preferred school with the admission authority.

Informing schools

As per the timetable, the school admissions team will send each Reading primary and infant school a list of pupils to be offered a place at their school. This will be confidential to the school and must not be passed on to parents/carers.

Informing Parents

On **National Offer Day**, parents/carers who submitted an online application will receive an email with a formal offer and may view their offer online.

Parents/carers who submitted a paper application will receive details of their offer by letter (posted 2nd Class). The formal offer will identify whether the offer is made on behalf of the governing body of a school or another local authority. The letter will:

- Inform parents of the school offered;
- Indicate how to accept a school place and the deadline for accepting.
- Provide information about the right to defer admission to a later term and any option for part-time provision.
- Provide information on school transport;

If the school offered is not their first preference, parents/carers will also be supplied with the following information:

- Where they can find information showing how places were allocated at oversubscribed schools in Reading.
- How to submit an appeal.
- If the place offered is not their highest preference school(s), the child's name will be added to the waiting list(s) of all of the school(s) they listed higher in preference. Parents/carers are required to advise Reading school admissions if they do not wish their child's name to remain on a waiting list.
- Contact information for other local authorities.

Waiting Lists

After 4 May 2022, 'waiting lists' will be administered for schools with more applicants than places available. A child's position on a waiting list is determined according to the oversubscription criteria of the school. When a place becomes available, this will be offered to the child who is top of the waiting list. A child's position on a waiting list may go up or down for a number of reasons (e.g. pupil withdrawals or new and revised applications). When a place is allocated from the waiting list, the 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 school admissions team if they no longer wish to remain on the waiting list of a school. It will be assumed that a child is to remain on the waiting list of all schools listed as a higher preference than the allocated school, unless the parent/carer indicates otherwise.

Waiting lists, for all schools in the Reading Borough, will be kept until **31 August 2022**. After this date, the policy of the individual school(s) will be followed. After the coordinated admissions round ends on **31 August 2022**, any waiting list will be treated as In-Year admissions and will follow the individual policy of the school.

Withdrawing a place

If the offered place is not accepted within two weeks of **30 April 2022**, Reading school admissions will send a reminder and allow a further seven days for a reply. If there is still no response, the place may be withdrawn. If a school place has been offered on the basis of fraudulent, or intentionally misleading, information (which denied the place to another child), the place will be withdrawn.

Requests for admission outside the normal age group

Parents/carers may seek a place for their child outside of their normal age group, to be admitted to Reception, rather than Year 1 in **September 2023**. In such cases, applicants should apply using the common application form by **15 January 2022**. They should **also** complete the offset request form (having read the separate guide). The offset request form should be submitted to the school admissions team before **1 February 2022** to be considered prior to National Offer Day. The application will be forwarded to the relevant admissions authority of the listed schools for consideration and the school admissions team will seek the views of the child's early years setting. Each case will be carefully considered by the admissions authority. Parents/carers will be informed of the decision in writing, before the National Offer Day, setting out clearly the reasons for the decision. Any request received after **1 February 2022**, will be processed after National Offer Day.

If the offset request is agreed, parents/carers must formally accept the offset. Following their acceptance, the application submitted for September **2022** will be withdrawn. Parents/carers will not be told which school their child would have been allocated before the decision is accepted or declined. **A new paper application must then be submitted in the following year for entry from September 2023.**

Requests for schools outside Reading will be referred to the relevant local authority for consideration under that Council's scheme.

One admission authority cannot be required to honour a decision made by another admission authority on admission outside the normal age group. Therefore, if an application for **2023** entry lists different schools to the application withdrawn in **2022**, it will, if required, be forwarded to different admissions authorities for their consideration. Where this is the case, the offset request form must be resubmitted.

Disputes between Parents

When completing the application, a parent/carer must tick the box to declare they have parental responsibility for the child. It is assumed that the application is made with the agreement of all parties having parental responsibility. Where one or more applications is

received for a child, and there is dispute about the preferences or preference order on the application, the applications will be withdrawn until a court order is provided detailing the arrangements for schooling. If consensus between parents or a court order is not received by **1 February 2022**, all preferences will be removed and new preferences will be inserted in the following order: catchment area schools(s), closest appropriate Reading schools by straight-line distance to the home address. This is to ensure there is an allocated school for the child. The home address used will be that of the parent/carer receiving child benefit for the child or, where no parent claims this, the address registered with the child's current school.

In the event of a dispute after National Offer Day, the allocated school will remain in place and the child's name will be removed from any waiting list. The parents/carers must then reach agreement about which schools are listed on the application form and both provide written confirmation of the preferences to the School Admissions Team.

In-Year Admissions

The In- Year admissions arrangements for the school year, September 2022- July 2023 will use the determined policies of 2022/2023.

Parents/carers seeking admission for their child into Year 1 – Year 6 of a primary/infant or junior school in Reading Borough must apply to Reading school admissions. Parents/carers may apply direct to some voluntary-aided, academy or free schools in the Borough, however, the majority of these schools have opted to be part of the coordinated admission arrangements and applications are normally submitted to the Reading school admissions team. A list of schools to which a direct application is necessary is available from the BFFC website. Where a school listed is in another local authority, the parent/carer will be advised to apply directly to that local authority and the application for that school will follow the relevant local authority's scheme.

Timetable for the Primary & Junior School Admissions Round 2022-23

Action	Date
<i>Guide for Parents and Carers</i> to be placed on BFFC Website.	By 12 September 2021
Parents/carers to receive application information.	By 12 September 2021
Online admissions site open.	12 November 2021 – 15 January 2022
National Closing date for receipt of applications.	15 January 2022
Late/change of preference applications accepted in extenuating circumstances, written support must be submitted at time of application.	1 February 2022
Application details sent to voluntary-aided/Academes schools in Reading and other local authorities. Own Admissions Authority schools to provide Reading school admissions team with a list of children ranked according to the school's oversubscription criteria.	During February 2022

Action	Date
Coordination between other local authorities of offers that can be made to their residents in Reading schools.	By 2 April 2022
National Offer Day - Offer notifications sent to Reading Residents	19 April 2022
Deadline for parents to accept.	3 May 2022
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed.	From 4 May 2022
Coordination with other LA's ends.	31 August 2022
Waiting lists held for Reading schools.	Until at least 31 July 2023

Annex B:



ADMISSION POLICY FOR COMMUNITY INFANT, JUNIOR

AND

PRIMARY SCHOOLS 2022-2023

For September 2022 entry

Determined on XX

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Introduction

Reading Borough Council is the admitting authority for community and voluntary controlled schools within the borough.

Reading Borough Council delivers its school admissions service through Brighter Futures for Children (BFfC). BFfC is an independent, not-for-profit company, wholly owned by Reading Borough Council, set up in December 2018 to deliver children's services, early help, education and SEND services in Reading

This document sets out the local authority's admission arrangements for entry to schools in September 2022.

The Reading School Admissions policy was last consulted on between 17 October 2018 and 10 December 2018. There have been no significant changes since that consultation took place, therefore no requirement for a public consultation.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

Other admitting authorities within Reading Borough Council

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

National Offer Day for Primary and Junior Admissions is 19 April 2022

Cohort

Applications for children born between 1-9-2017 and 31-8-2018 will be considered for admission to a reception class in 2022 as part of the 2022/2023 routine admission round.

Applications for admission to junior schools in September 2022 will be considered for those born between 1-9-2014 and 31-8-2015.

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

Children are normally allocated according to their chronological age. 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 2023.

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 parent's/carer's 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 the child has previously been educated out of their normal age group;
- Whether the child may have fallen into a lower age group had they not been born prematurely.
- DfE document 'Advice on the admission of summer born children';
- DfE document 'School Admissions Code'
- LGO document 'Summer born admissions';
- The views of the head teacher of the school(s) concerned
- The views of the child's early years setting (if attending one)

To request a child's admission be delayed to September 2023, parents/carers need to read the offset guide and complete the required form. It is recommended they make an application for a Reception place in the normal way for September 2022 by 15 January 2022 so that the application can be considered. 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 to delay admission is agreed, the parents/carers must issue a formal acceptance, declaring their intention to proceed on this basis. In this case, the application submitted for September 2022 entry will be withdrawn (before a Reception place is offered) and a new paper application must then be submitted (for entry in September 2023) when the next primary admissions round opens in November 2022. 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 school admissions panel is not binding on any other Admission Authority and therefore schools may come to different decisions based on the evidence. If the request is refused, parents must decide whether to accept the offered place for Reception 2022 or refuse it and make an in-year application for a Year 1 place in September 2023.

Oversubscription Criteria for Community Primary and Infant Schools

Children with an Education, Health and Care Plan (EHCP) naming a preferred community primary or infant school will be allocated a place above all other children.

The oversubscription criteria take no account of the parent's/carer's order of preference. 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 were previously in state care outside England (children who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting) but have been adopted and are no longer in state care.	Provided appropriate evidence is submitted – See Note 2.
3	Families who have strong medical or social grounds for their child's admission to a particular school.	See Note 3.
4	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 4 and 5.
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 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 5.
7	Children in receipt of Early Years Pupil Premium (EYPP) at the time application who attends the nursery unit at the school.	
8	Other Children	

Priority within the Oversubscription Criteria

Within each of the above categories 1-6 and 8, priority will be given to children who are in receipt of the Early Years Pupil Premium (EYPP), Service Premium or Pupil Premium (PP) at the time of application. To be considered for these priorities, 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 Pupil Premium (EYPP), Service Premium or Pupil Premium (PP) for the child. This form must be completed and returned to the school admissions team prior to **1 February 2022** in order that this priority may be awarded on time for the routine admissions round. Any applications received later than this date will be awarded the priority after the **4 May 2022**.

Oversubscription Criteria for Community Junior Schools – Geoffrey Field Junior School

Children with an Education, Health and Care Plan (EHCP) naming the school will be allocated a place above all other children.

The oversubscription criteria take no account of the parent's/carer's 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 were previously in state care outside England (children who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting) but have been adopted and are no longer in state care.	Provided appropriate evidence is submitted – See Note 2
3	Families who have strong medical or social grounds for their child's admission to a particular school.	See Note 3.
4	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 4 and 5.
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 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 5.
7	Children who are attending Geoffrey Field Infant School at the time of application.	
8	Other Children.	

Priority within the oversubscription criteria

Within each of the above categories 1-8, priority will be given to children who are in receipt of Pupil Premium (PP) or Service Premium 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 confirming that they receive pupil premium or Service Premium for the child. This form must be completed and returned to the school admissions team prior to **1 February 2022** in order that this priority may be awarded on time for the routine admissions round. Any applications received later than this date will be awarded the priority after the **2 May 2022**.

Notes relating to the above oversubscription criteria.

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

A 'Looked After' child 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 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 will be required from 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.

Note 2 – Category 2 – Children who were previously in state care outside England

These are children who were previously in state care outside England (children who were looked after or accommodated by a public or state authority or a religious organisation or any other provider of care whose sole purpose is to benefit society. The care may have been provided in an orphanage or other setting) but the child may have been adopted and is no longer in state care. Evidence of the previously looked after status and/or the adoption will be requested. Where such evidence is not available, the Admissions Authority will work closely with BFFC Virtual School for Children Looked After to make a pragmatic decision based on the information available so that there is a local consistent approach.

Note 3 – Category 3 Medical/Social Reasons

When submitting an application under criterion 3, families who have strong medical or social grounds for their child's admission to a particular school must provide written evidence. This may come from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical

grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must: be specific to the school in question; show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. It is not enough for the professional to report what the parent/carer has told them.

If failure in awarding this priority would result in no appropriate school being allocated, the panel, after taking into account the evidence submitted, the parental preference and the catchment school, will allow categorization of medical/social grounds to the most appropriate school. This applies to those children whose social/medical needs can be met by one than one school but not many schools. For example, when reasons are due to mobility issues and a number of schools are equal distance and failure to award this would result in no appropriate school being allocated.

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 in the category. A panel of officers in the form of the School Admissions Panel will make the final decision. Evidence must be provided by **1 February 2022** 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 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 **1 February 2022** 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 4 – Category 4 – 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 4 of the over-subscription.

Note 5 – Category 4 – 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 oversubscribed, 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 under category 4. Where a parent does not list all schools in the catchment area for the home address at the time of application and a place would have been offered at a catchment area school had it been listed, they forfeit the right to sibling protection. Parents/carers must inform the admissions team at the time of application if they consider this exemption applies.

Where a space is allocated as part of an in-year admission at a school listed second preference or lower, or if a school closer to the child's home address was available to parents and was refused, parents forfeit the right to this sibling protection for future admissions. Parents will be informed at the time of allocation if this right has been forfeited.

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 addresses can be found on Reading Borough Council's website <https://my.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 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, 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 a place to all multiple birth children.

In the event that siblings with a different date of birth, but in the same year group, are split by the oversubscription criteria, only one child will be offered a place. This applies to children during Key stage 1, up to and including Year 2, if admission would take a class over 30. Selection will be made randomly by 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 (on the condition that the admission will not prejudice the provision of efficient education and efficient use of resources).

Parent/Carers

A parent/carers 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. Normally this parent/carers would reside with the child at the permanent home address stated on the application.

Home address

Applications are processed on the basis of the child's single permanent home address, where the child lives with parent(s) or a carer/legal guardian and are living at this address on the closing date for applications. By submitting an application, the parent/carers/legal guardian is confirming the child will be living at that address on National Offer Day. An address will not be accepted where the child was resident - other than with a parent or carer - unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Reading school admissions team will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse, is reasonably considered to be living with them as a single family unit owns another property, has previously lived in it and has chosen not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home; or
- an owned property that is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school; or
- an owned property that is in the process of being sold and the family live permanently in the declared property; or
- a situation, following divorce or separation, where the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home.

Where the declared address is rented and the applicant has no claim on any other property, the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Reference to Reading Borough Council tax records will be made to determine a single address for consideration of a place under criteria 4 or 5. It is for the applicant to satisfy the admissions authority that they live at the address stated.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If the applicant does not declare such arrangements, or a different address is used on the application where the child does not usually live;

it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, the admissions team are able to accept the address of the new property only on submission of the appropriate evidence in support (e.g. completion of contracts letter on both the new property and, where possible, disposal of their current property). The deadline for submission of evidence to support a move is **1 February 2022**. If the move takes place later or evidence is submitted later, the application will be marked late and considered after National Offer Day.

If the applicant is renting the property, the tenancy agreement must be dated **1 February 2022** or prior, to be accepted as on time. If the tenancy agreement then expires prior to National Offer Day, the applicant must provide evidence showing that they still reside at the property past that date. If the applicant moves to a new rented property after the **1 February** the application will be marked late and considered after National Offer Day.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Reading school admissions reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places if it believes it has the grounds to do so. In such cases, the applicant will have recourse to the independent appeals process. Where it is believed an address provided is not the only address then the Corporate Audit & Investigation Team will look into the address.

The home address should be the child's current address and is assumed to be the address on the National Offer Day. Any change of address after submitting the application must be notified to the Reading admissions team 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 even if the child has started at the school.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required, e.g., formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent using the address which is owned, leased or rented where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the school admissions team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information, for example:

- any legal documentation confirming residence;
- the pattern of residence;
- the period of time over which the current arrangement has been in place;
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents;
- the address where child benefit or other benefit (if applicable) is paid;
- where the child is registered with the GP;
- any other evidence the parents may supply to verify the position.

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

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(s)/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 purpose 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 2022 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 2023 or April 2023 or until their child reaches statutory school age, whichever is earlier, but may not defer after April 2023 as admissions beyond that are in the next school year. Parents will then need to re-apply for a place in Year 1. However, it should be considered that places may not be available in Year 1, as the school may still be oversubscribed in the year group required

Part Time Admissions

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. If parents choose this option they cannot insist on part-time provision that is individually tailored to their needs. Parents/carers must discuss this with the Headteacher of the allocated school to agree the best arrangements for the child and school.

Waiting Lists

After 4 May 2022 'waiting lists' will be created for Reading schools where it has not been possible to offer a place at a school the parents/carers listed as a higher preference than the school which has been offered. A child's position on the waiting list is determined according to the oversubscription 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 child ranked highest on the waiting list. After the 1 September 2022, 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 school admissions will keep waiting lists until end of July 2023 (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 parents will be advised of the right of appeal for a place at the preferred school. 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 2022-2023.

The In- Year admissions arrangements for the school year, September 2022- July 2023 will use the determined policies of 2022/2023.

Parents/carers seeking admission for their child into Year 1 – Year 6 in a community primary school in Reading Borough must apply to Reading school admissions using the In-Year Application form. 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 coordinated admission arrangements and applications are normally submitted to the Reading school admissions team. A list of those schools to which a direct application is necessary is available from the Brighter Futures for Children website.

If there is a place in the parent's/carer's preferred school, the place will be allocated, however, if there are more applications than places available the oversubscription criteria (as outlined above) will apply with places allocated to the child(ren) ranked highest. 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 those who 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 move of home, these children will normally be expected to start at the beginning of the following term.

Waiting lists for admission in Years 1 to 6 will be held until 31 December 2022 after which parents/carers must reapply for their child to remain on the waiting list until July 2022. The waiting list will be abandoned after 31 July 2022 and parents/carers must reapply if they are still seeking a place for September 2023.

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.

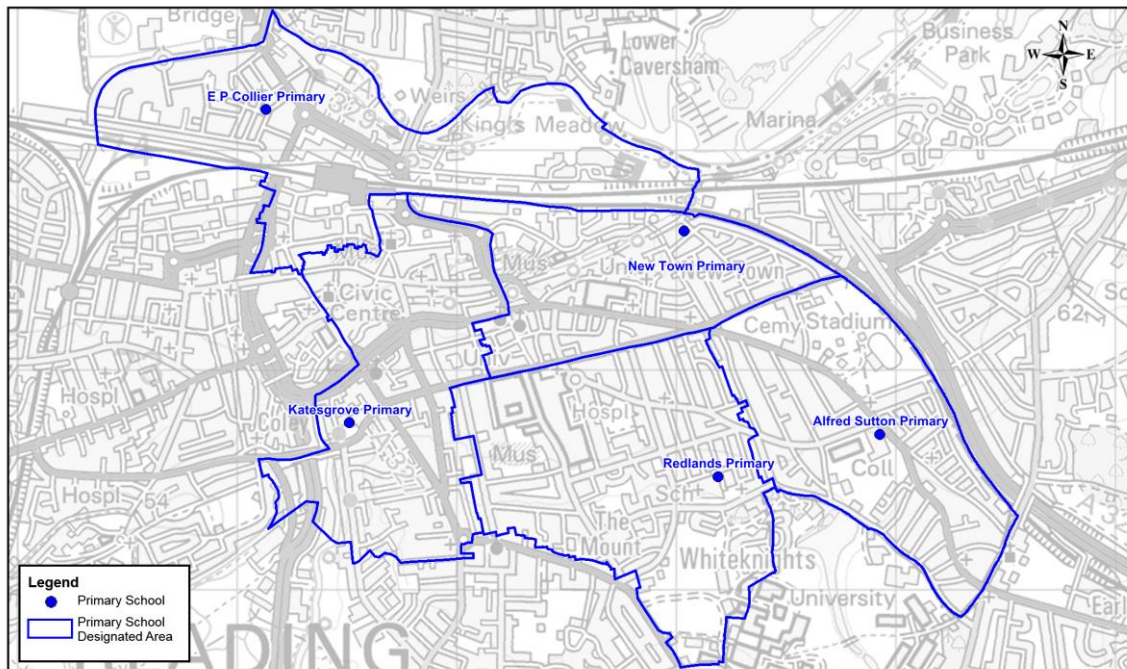
Admissions Numbers – Reading Community Infant, Junior and Primary Schools.

The following are the proposed admission numbers for 2022

School	September 2022 - Admission Number
Alfred Sutton Primary	90
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

School	September 2022 - Admission Number
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	60
Whitley Park Primary School	90
Wilson Primary	60

Annex C:



Title: **Primary Schools Designated Areas**
Central and East Reading

Drg.No.: GIS00015

Date: 09/08/2018 Scale at A4: 1:18500

Produced by GIS & Mapping Services

Ref:7223 - G:\Mapinfo\Data\Client datasets\Education & Community\School Admissions\updated primary schools\designated areas maps

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Annex D:



Coordinated Admissions scheme for Reading Borough Council Secondary Schools for the 2022/2023 academic year.

For September 2023 entry

Determined on xxx

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Introduction

Reading Borough Council delivers its school admissions service through Brighter Futures for Children (BFFC). BFFC is an independent, not-for-profit company, wholly owned by Reading Borough Council, set up in December 2018 to deliver children's services, early help, education and SEND services in Reading.

The Reading coordinated scheme was last consulted on between 17 October 2018 and 10 December 2018. There have been no significant changes since that consultation took place, therefore no requirement for a public consultation.

This Scheme is made under section 84 of the Standards and Framework Act 1998 and in accordance with the School Admissions (Admissions Arrangements and Coordination of admissions arrangements (England) Regulations 2014.

The purpose of this coordinated scheme for secondary 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 school admissions, 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 school admissions 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. Parents/carers living within any other local authority areas must apply through their own local authority admissions service.

Coordination with Reading school admissions 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. As all schools in Reading are foundation, voluntary aided or academy schools, the governing body of each school will consult (if necessary) and determine their own admission arrangements for September 2022.

These arrangements deal mainly with a child's admission to secondary school during the school year from September 2022 to August 2023. The children concerned are typically those born between 1 September 2010 and 31 August 2011. The place offered is a full-time place from September 2022.

National Offer Day for Secondary Admissions is 1 March 2022

Applications

Reading Borough Council will put in place procedures that, where possible, ensure all parents/carers living in the Borough of Reading (with a child eligible to start secondary school in September 2022) will be aware of the application process. Eligible children living in Reading will receive an information pack in September 2021. 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 Citizen Portal. The site will be open from **12 September 2021 until 31 October 2021**.

Parents/carers will be invited to list four preferred schools and rank them in priority order. Parents/carers may also give reasons for their preferences. Parents/carers may list any state schools, including those outside the local authority; this includes academies, voluntary aided and voluntary controlled Schools.

The Reading common application form (and the online terms and conditions) will include a statement requiring parents to confirm 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 BFfC.

Parents/carers will complete the common application form online by the agreed deadline. The school admissions team will validate the application address. Validation, where possible, will be by reference to Council Tax data held by the local authority. Where this is not possible, proof of residence will be required in the form of ownership documents or tenancy agreement.

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 those Reading schools for which a supplementary form may be necessary. These forms will be available from the BFfC website. Supplementary forms are not applications and parent/carers must submit an application to Reading school admissions either on the common application form or online.

National Closing Date is **31 October 2021**.

Late Applications

Applications received after the closing date will be treated as 'late' applications. However, if the late submission of the application is caused by extenuating circumstances (e.g. sudden illness or death of a close family member or the family having very recently moved to the area), written evidence may be provided to support this. In such cases, the application may be treated as on time if evidence is received before **31 December 2021**.

Where no evidence is provided, it will be assumed that the application could reasonably have been submitted by the closing date. In such cases, the application will be treated as late and considered after all on time applications have been allocated.

All applications received from the **1 January 2022** are considered late and will be passed to the appropriate admission authority in Reading (or to the appropriate local authority) after **16 March 2022**.

In these cases, parents/carers will be informed about the outcome of their application as per the timetable below, after National Offer Day. Applications for oversubscribed schools will be added to the waiting lists of those schools and ranked according to their oversubscription criteria.

Late applications will be processed after 16 March 2022. The first round of allocations, following National Offer Day will be from the 11 May 2022. After this date late application will be processed regularly. In each case, the cut-off date for consideration in each round of allocations will be 1 week prior to the allocation date.

Changes of preference

Where the parent/carer wishes to change their preferences, they must submit a new application form (paper or online). If this is received by the school admissions team before **31 October 2021** it will be accepted as on time and will replace any previous application. Any preferences to be retained from a previous application must be listed on any subsequent applications.

Changes of preference received after **31 October 2021** will be treated as late applications in the way described above. However, applications for late change of preference where there are extenuating circumstances (e.g. sudden illness or death of a close family member or the family having very recently moved to the area) may be treated as on time, provided written evidence is supplied to support the late submission. This should be received by the school admissions team before **1 January 2022**. If no evidence is provided, the application will be treated as late. Any application for change of preference(s) received after **1 January 2022** will replace any previous application and be marked as late.

Please think very carefully about submitting an application after this date, particularly if you have already submitted an on-time application.

After **15 March 2022**, late changes 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 after **31 October 2021 and before 1 January 2022** will be considered as on time. If an applicant changes address after the **1 January 2022** they will need to submit a new application, based on the new address. The new application 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

As per the timetable below, the Reading school admissions team will forward applications to other local authorities and admission authorities in Reading. At the same time, 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 school admissions team will provide the school with relevant information to enable them to rank applicants using their oversubscription criteria, as per the timetable. Reading school admissions will not pass on the details of the parent/carers preference ranking to the school, and no school will be told about other schools a parent has listed.

As per the timetable, each admission authority in Reading will rank applications according to their published oversubscription criteria and return ranked lists to the school admissions team.

Resolving multiple offers

As per the timetable, Reading school admissions will inform other local authorities of places offered in Reading schools to their residents. During the exchange of information, Reading school admissions will consider all cases where a child can be offered more than one of their preferences. In such cases, a place offered will be at the school a parent/carer listed highest in preference.

If a place cannot be offered at one of the preferred schools listed by the parent/carer, a place will normally be offered at the catchment school (if that school has spaces remaining) or, the nearest Reading school with a place available. If the offered school is one where Reading Borough Council is not the admission authority, this will be in consultation with the governing

body of the school in question. If the nearest school with places is a faith school, parents/carers will be offered this as an option. Should the parent/carer be unhappy with a faith school being offered, they will be informed of other schools with available spaces (which may be further from their home). Where no places are available at any Reading schools, parents/carers will be informed and alternative schools (outside Reading Borough) may be offered. Such an offer will depend on availability and the agreement of the appropriate

admission authority. This will not preclude parents/carers from requesting an alternative school, nor from lodging an appeal for their preferred school with the admission authority.

Informing schools

As per the timetable, the school admissions team will send each Reading Secondary school a list of pupils to be offered a place at their school. This will be confidential to the school and must not be passed on to parents/carers.

Informing Parents

On **National Offer Day**, parents/carers who submitted an online application will receive an email with a formal offer and may view their offer online.

Parents/carers who submitted a paper application will receive a letter (posted 2nd Class) containing their child's offer of a secondary school place. The formal offer will identify whether the offer is made on behalf of the governing body of a school or another local authority. The letter will:

- Inform parents of the school offered;
- Indicate how to accept a school place and the deadline for accepting.
- Provide information on school transport;

If the school offered is not their first preference, parents/carers will also be supplied with the following information:

- Where they can find information showing how places were allocated at oversubscribed schools in Reading.
- How to submit an appeal.
- If the place offered is not their highest preference school(s), the child's name will be added to the waiting list(s) of all of the school(s) they listed higher in preference. Parents/carers are required to advise Reading school admissions if they do not wish their child's name to remain on a waiting list.
- Contact information for other local authorities.

Waiting Lists

After 16 March 2022 'waiting lists' will be administered for schools with more applicants than places available. A child's position on a waiting list is determined according to the oversubscription criteria of the school. When a place becomes available, this will be offered to the child who is top of the waiting list. A child's position on a waiting list may go up or down for a number of reasons (e.g. pupil withdrawals or new and revised applications). When a place is allocated from the waiting list, the 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 school admissions team if they no longer wish to remain on the waiting list of a school. It will be assumed that a child is to remain on the waiting list of all schools listed as a higher preference than the allocated school, unless the parent/carer indicates otherwise.

Waiting lists for all schools in Reading Borough will be kept until the end of the **31 December 2022**. After this date, the policy of the individual school(s) will be followed. After the coordinated admissions round ends on **31 August 2022** 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 offered place is not accepted within two weeks of **15 March 2022**, Reading school admissions will send a reminder and allow a further seven days for a reply. If there is still no response, the place may be withdrawn. If a school place has been offered on the basis of fraudulent, or intentionally misleading, information (which denied the place to another child), the place will be withdrawn

Requests for admission outside the normal age group

In exceptional circumstances, applications may be received for children who are not 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 a **paper** application on the common application form by **31 October 2021**. Parents must outline their reasons for the request and supply supporting documents (e.g. information from their child's education setting or medical evidence). They should also provide confirmation from their current school that their child is studying outside their normal year group, in Year 6. The school admissions team will forward this information to 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 National Offer Day, setting out clearly the reasons for the decision. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group.

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

Transgender Students

Where a transgender pupil wishes to apply for a single-sex school, they must do so in the normal way (outlined in this policy) by completing the Common Application Form. Reading school admissions will coordinate these admissions; however, it is for the admissions

authority of the school(s) listed on the application to make a decision on the case. Where a place is refused, parents will be notified of their right to appeal.

Disputes between Parents

When completing the application, a parent/carers must tick the box to declare they have parental responsibility for the child. It is assumed that the application is made with the agreement of all parties having parental responsibility. Where one or more applications is received for a child, and there is dispute about the preferences or preference order on the application, the applications will be withdrawn until a court order is provided detailing the arrangements for schooling. If consensus between parents or a court order is not received by the **31 December 2021**, all preferences will be removed and new preferences will be inserted in the following order: catchment area schools(s), closest appropriate Reading schools by straight-line distance to the home address. This is to ensure there is an allocated school for the child. The home address used will be that of the parent/carers receiving child benefit for the child or, where no parent claims this, the address registered with the child's current school.

In-Year Admissions

The In- Year admissions arrangements for the school year, September 2022- July 2023 will use the determined policies of 2022/2023.

Parents/carers seeking admission for their child in Year 7- Year 11 of a secondary school in the Reading Borough should in most cases apply to Reading school admissions. Most secondary schools in the borough have opted to be part of the coordinated admission arrangements. A list of the schools to which a direct application is necessary may be obtained from the BFfC website. Where a school listed is in another local authority, the parent/carers will be advised to apply directly to that local authority and the application for that school will follow the relevant local authority's scheme

Timetable for the Secondary School Admissions Round 2022-23

Action	Date
<i>Guide for Parents and Carers</i> to be placed on BFfC Website.	By 12 September 2021

Action	Date
Parents/carers to receive application information.	By 12 September 2021
Online admissions site open.	12 September 2021 – 31 October 2021
National Closing date for receipt of applications.	31 October 2021
Late/change of preference applications accepted in extenuating circumstances, written support must be submitted at time of application.	By 31 December 2021
Application details sent to secondary schools in Reading and other local authorities. Own Admissions Authority schools to provide Reading school admissions team with a list of children ranked according to the school's oversubscription criteria.	During December 2021- January 2022
Coordination between other local authorities of offers that can be made to their residents in Reading schools.	By 12 February 2022
National Offer Day - Offer notifications sent to Reading Residents	1 March 2022
Online applicants can view outcome of application.	1 March 2022
Deadline for parents to accept.	15 March 2022
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed.	From 16 March 2022
Coordination with other LA's ends.	31 August 2022
Waiting lists held for Reading schools.	Until at least 31 December 2022