



**Coordinated Admissions scheme for Reading Borough Council  
Primary, Infant and Junior Schools for the 2023/2024 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 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 2023 to August 2024. The children concerned are those born between 1 September 2018 and 31 August 2019. The place offered is a full-time place from September 2023.

Admission to Junior School in September is for children born between 1 September 2015 and 31 August 2016.

**National Offer Day for Primary and Junior Admissions is 17 April 2023**

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## 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 2023) will be aware of the application process. Children on roll at a Reading nursery school/early years setting in September 2022 will receive an information pack in November 2022.

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 **11 November 2022 until 15 January 2023**.

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 2023**.

## 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 2023**.

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) **approximately two weeks after National Offer Day**.

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 **approximately two weeks after National Offer Day**. The first round of allocations, following National Offer Day will be **at the end of May 2023**. 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 2023** 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 2023** 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 2023**. If no evidence is provided, the application will be treated as late. Any application for change of preference(s) received after **1 February 2023** 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.

Approximately two weeks after National Offer Day, 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 2021, changes of address made after **15 January and before 1 February 2023** may be considered as on time. If an applicant changes address after the **1 February 2023** 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 may 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

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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 2<sup>nd</sup> 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

**Two weeks after National Offer Day**, '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).

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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 2024**. After this date, the policy of the individual school(s) will be followed. After the coordinated admissions round ends on **31 August 2023**, 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 four weeks of national offer day**, 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 request their child be admitted outside the year group suggested by the child's date of birth (i.e. admissions to Reception, rather than Year 1, in **September 2024**). In such cases, applicants should apply using the common application form by **15 January 2023**. 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 2023** 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 2023**, 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 **2023** 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 application must then be submitted in the following year for entry from September **2024**.

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 **2024**

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entry lists different schools to the application withdrawn in 2023, 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 are 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 2023**, 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 2023 - July 2024 will use the determined policies of 2023/2024.

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 2023-24

Action	Date
<i>Guide for Parents and Carers</i> to be placed on BfC Website.	By 12 September 2022
Parents/carers to receive application information.	By 12 September 2022
Online admissions site open.	11 November 2022 – 15 January 2023
National Closing date for receipt of applications.	15 January 2023
Late/change of preference applications accepted in extenuating circumstances, written support must be submitted at time of application.	1 February 2023
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 2023
Coordination between other local authorities of offers that can be made to their residents in Reading schools.	By 2 April 2023
National Offer Day - Offer notifications sent to Reading Residents	17 April 2023
Deadline for parents to accept.	1 May 2023
Late applications for over-subscribed schools added to the waiting lists/change of preferences processed.	From 2 May 2023
Coordination with other LA's ends.	31 August 2023
Waiting lists held for Reading schools.	Until at least 31 July 2024