PARENTS’/CARERS’ GUIDE TO IN-YEAR SCHOOL ADMISSIONS 2018/2019

This guide is designed to assist you in applying for a school place in the Reading Borough in-year. An ‘in-year’ application is required when you are applying for a place in a year group that is already established i.e. years 1 - 6 and 7– 11. For places in Reception or Year 7 in the following September these are routine admissions.

Applications for Y12 and Y13 (sixth form) should be made direct to the sixth form or college. Applications for places in nursery schools or nursery classes of schools must be made directly to the school.

Please note this is a guide for in year admission and should be read in conjunction with the Guide for Parents and Carers which can be viewed on the Reading Borough Council Website.

Who needs to complete a Reading Borough Council in-year application for a school place?

If you live in Reading Borough and:
- wish to transfer your child(ren) to another school within the Borough either as a preference or because you have moved to another part of the Borough and want a new school because it is closer to your new address or
- You have moved to the Borough from abroad or another part of the country and you are seeking school places in the Borough

If you have moved to Reading Borough and wish to include another Local Authority school as one of your preferences please include them on the Reading Borough Council Form (for reference) but you MUST also apply to the appropriate Local Authority. Reading Borough Council will not process any preferences for schools out of borough. If you gain admission to a school out of borough and your child is unplaced, you should inform the School Admissions Teams so the child’s record is kept up-to-date.

Which schools can I apply for and who will consider my application?

Many Reading Borough schools are popular so it is likely that a preferred school may be full. It is recommended that parents express more than one preference in order to maximise the extent to which preferences can be met.

If you have any questions please contact the admissions team on 0118 9373777
Classification: OFFICIAL-SENSITIVE
You may apply for any school appropriate to your child’s age group. Your application will be considered by the admission authority for the school. The admission authority is Reading Borough Council for community schools and the governing body of academies, foundation and voluntary aided schools. If you would like a place at the following schools please also apply directly to the school.

- All Saints (VA) Infant School
- All Saints Junior School
- Christ the King RC Primary School
- Churchend Primary Academy
- St John’s CE Primary School
- St Mary and All Saints CE (VA) Primary School
- The Heights Primary School
- UTC Reading (Y10 and Y11)

**Where can I get a list of schools?**
A list of Reading schools can be on the website at
[http://www.reading.gov.uk/schools/primaryschools - Primary Schools](http://www.reading.gov.uk/schools/primaryschools)

You should also view the schools own website for more information.

**How do I know which is the appropriate year group?**

Children are taught according to their chronological age and follow the national curriculum for that age group. The table below gives the age groups for each year group. Children are always taught according to the correct national curriculum year group for their age unless there are exceptional circumstances that have been identified by an educational professional and, in some circumstances a medical professional which confirms that it is in the child’s best interest to place them in a different year group. The appropriate admission authority will make that decision. Sometimes, when young people come to Reading from abroad with limited English. Particularly secondary school children, the school may offer a place in a lower year group.

<table>
<thead>
<tr>
<th>National Curriculum Year Groups</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>1/9/2013 - 31/8/2014</td>
</tr>
<tr>
<td>Year 1</td>
<td>1/9/2012 - 31/8/2013</td>
</tr>
<tr>
<td>Year 2</td>
<td>1/9/2011 - 31/8/2012</td>
</tr>
<tr>
<td>Year 3</td>
<td>1/9/2010 - 31/8/2011</td>
</tr>
<tr>
<td>Year 4</td>
<td>1/9/2009 - 31/8/2010</td>
</tr>
<tr>
<td>Year 5</td>
<td>1/9/2008 - 31/8/2009</td>
</tr>
<tr>
<td>Year 6</td>
<td>1/9/2007 - 31/8/2008</td>
</tr>
<tr>
<td>Year 9</td>
<td>1/9/2004 - 31/8/2005</td>
</tr>
<tr>
<td>Year 10</td>
<td>1/9/2003 - 31/8/2004</td>
</tr>
<tr>
<td>Year 11</td>
<td>1/9/2002 - 31/8/2003</td>
</tr>
</tbody>
</table>

If you have any questions please contact the admissions team on 0118 9373777

Classification: OFFICIAL-SENSITIVE
When can I make an application?

New to the area or Moving House

If you are making an application because of a change of address you will need to provide details of the address you are leaving (or have left) AND the address you are moving to (or have moved to). Applications can be made 6 weeks in advance of a move. Please inform your child’s current school that you are moving.

If you have moved within the Borough and need an alternative school, please apply as soon as you know you will be moving and can provide evidence of your new address.

If you are already in Reading and your child does not have a school place, you must make an application immediately as your child is missing school.

You must all provide us with a tenancy agreement or Mortgage Completion document as proof of move. Reading Council will make appropriate checks to confirm this move.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Reading Borough 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.

New to the country

If you are an EEA resident moving to the UK, applications will only be considered one school half term (approximately six weeks) in advance of the school place being required. Any applications received before this will not be processed, with the exception of children of crown servants, service families or looked-after children. If you are applying for a school place and you have not yet arrived in the UK and you have listed an oversubscribed school we will not allocate a place until you and the child are resident in the United Kingdom. If you have not yet arrived in the UK and list a preferred school which is undersubscribed we will hold a school place for your child.

If you are moving to Reading from a non EEA country we will not process the application until you AND the child are resident in the United Kingdom, with the exception of children of crown servants, service families or looked-after children.

If you and your child are already in Reading and your child does not have a school place, you must make an application immediately as your child is missing school.

Parental Preference

If you are applying because you prefer a different school for your child you can apply at any time after you have discussed this with your child’s current school.
In Reading we are concerned about the number of in year applications that parents make for their children to change schools due to unresolved problems and not because they are moving house. We want to encourage parents to engage with their current school so that perceived problems are not compounded by changing schools. If you are requesting a school for this reason you should tell your child’s current Headteacher and ask them to sign the application form before your submit to the Admissions Team.

**If I go into a school to request a place for my child will they be able to offer my child a place without applying to Reading Borough Council?**

The schools to which you can apply directly are

- All Saints (VA) Infant School
- All Saints Junior School
- Christ the King RC Primary School
- Churchend Primary Academy
- St John’s CE Primary School
- St Mary and All Saints CE (VA) Primary School
- The Heights Primary School
- UTC Reading (Y10 and Y11)

**How many schools can I ask for?**

The online form allows you to list up to four schools and your application for all the schools you list will be considered by the appropriate admission authority on an equal preference basis. We will allocate a place at the highest preference possible if it is possible to allocate more than one of your listed preferences. If we cannot provide any of your preferred schools we will contact you to discuss alternatives. We would recommend you list four schools if possible as this speeds up the process and does not decrease your chances of being offered your first preference school.

**Do I need to provide any other documents to support my application?**

Not normally. However, if you are seeking a new school because you have moved home, you will need to submit evidence of exchange of contract, completion or signed rental agreement or, in the case of returning Crown Servants who already own property within the Borough or Service Personnel, evidence of posting e.g. Assignment Order or a letter from the Commanding Officer or garrison headquarters confirming the living arrangements.

If the child is in care, information supporting the request from the care authority will be needed. If you child is adopted or previously in care you will need to send us the appropriate documents supporting your application in order for us to rank correctly on the waiting list oversubscribed schools.

If you are requesting a place based on medical or social needs, you will need to provide supporting evidence from a professional supporting your application. Please note not all schools consider Medical or Social needs in their oversubscription criteria. Please see guide for more information.
Do I need to apply to the school as well?

No - unless you are requesting a place at voluntary-aided school and that school gives priority to children on church denominational grounds or faith. If that is the case then you are advised to complete the school’s supplementary form. You can find this information at http://www.reading.gov.uk/inyearadmissions

Schools who consider religion when ranking are;

All Saints Infant School  
Christ the King Catholic Primary School  
English Martyrs Catholic Primary School  
New Christ Church of England Primary School  
St John’s Church of England Primary School  
St Anne’ Catholic Primary School  
St Martin’s Catholic Primary School  
St Mary and All Saints Church of England Primary School  
Blessed Hugh Faringdon Catholic School- Secondary

These forms must be returned to the school.

What is Pupil Premium?

Pupil Premium gives schools extra funding to raise the attainment of disadvantaged pupils by assisting families to receive places at oversubscribed schools.

Community schools in Reading use this to prioritise students who are eligible for Pupil Premium, ie a child in receipt of Pupil Premium who is outside the catchment area of their chosen school will receive priority over child who is also outside the catchment area but is not eligible for the premium.

Eligibility criteria:

- Children eligible for free school meals at any point in the past six years
- Looked after children who have been looked after for one day or more
- Adopted children
- Children who have left care under a Special Guardianship Order or a Residence Order

If your child is eligible you should complete a In Year Supplementary Form which can be found on our website. If you declare receipt of PP on the application form but do not provide the document your application may not be ranked accordingly.
My child has a statement of special educational needs or Education, Health and Care Plan – do I need to submit an in-year application form?

It is not necessary but if you do, the Admission Team will pass your application to the SEN team as your application will be processed differently.

My child has additional needs and I wish to apply for a special School or mainstream school for their particular needs- do I need to submit and in-year application form?

Yes. As your child does not have a special educational needs or Education, Health and Care Plan you will need to make an in year application for your child to a mainstream school. You can request that your child attends a special school, and submit appropriate evidence to support this.

The SEND team will review the evidence you have submitted and confirm if there is a need to discuss the application at their SEND panel meeting. The SEND team will inform us of the outcome of this meeting and the panel’s decision.

Whilst the SEND teams process this request we will continue to process the In Year application for your child. If your child is of statutory school age, does not have an Educational Health Care plan (ECHP) and is required to be in school we will continue to seek admission at a mainstream provision. In Year applications can take up to 20 school days to process, however, there may be a delay in processing this request whilst we liaise with the SEND team. If you are offered a mainstream school, both school and applicant are expected to accept this allocation.

If the SEND team confirms that there are additional needs which needed to be supported by the team they will process this request. The School Admissions team may still have involvement at this time.

If the SEND team confirms that your child’s needs do not meet the criteria for support from the SEND team and that a mainstream school can support your child, the school admissions team will continue to process the In Year application and the SEND team will have no further involvement.

How will my application be considered and how many places are available?

Every school has a published admission number and that is the number places available in each year group. The published admission number is given in the Guide for Parents and Carers for primary and secondary admissions. The guide is available on our website.

Between the reception year and year 2, the government has set a maximum class size of 30 and extra children are not admitted under normal circumstances.

If the school has places available at the time the application is processed then your child will be offered a place. If the school has limited places and more applications than places available the Admission Authority will consider the application according to their published
over-subscription criteria. The over-subscription criteria, for Reading Borough Council’s community primary schools for 2018-2019 is given on Appendix 1 of this guide.

How do I find out which school is the catchment school for my home address or the address to which I plan to move?

This information is available from Reading Borough Council’s website at www.reading.gov.uk/ourschools

Confirmation of school designated areas for each address in the Reading borough is provided at: www.reading.gov.uk by visiting the ‘My Reading’ section at the bottom of the page, keying in your address and scrolling down to the ‘education’ section. Alternatively please contact the school admissions team who will be able to advise you.

Some areas in West Reading do not have a catchment school. There are some schools in Reading who do not have a catchment area. Please refer to the Reading Borough Council’s primary schools guide for 2018-2019.

If I move to the catchment area of a school, is my child guaranteed a place at that school?

No. Living in the catchment area of a school does not guarantee a place at that school. If the school is full when you make an application it will not be possible to offer a place at that school. Places are not kept vacant for children moving into the area.

To avoid disappointment we would encourage you to contact the team to request information on available spaces.

How do I find out if there are places available in schools?

Places available in schools can vary all the time. The Admissions Team for Reading and for other Local Authorities will have the current information but places cannot be reserved and it will always depend on the number of other applications to be considered. Schools will also have this information but they will not know about other applications being processed by the Local Authority. In September, after the summer holiday, it takes some time before schools know exactly how many places are available. If children do not return after the holiday they cannot assume they will not need the place. Therefore we are not in a position to know the exact number of places until 20 school days after the beginning of term 1. The majority of schools in Reading are full in infant classes and it may not be possible to offer a place in your local or preferred school. Some schools are over-subscribed in all year groups and have been since the places were first allocated. These schools have waiting lists and places are unlikely to be available for in-year applications. Always consider the local school for where you will be living. If we are unable to offer your preferred schools we will contact you to discuss alternatives.

Can a school refuse my child a place if there are places available in my child’s year group?

Not normally. However, a school can refuse to admit a child if they believe your child has challenging behaviour and the school has high level of children with challenging behaviour already at the school. If the school does refuse your child a place for these reasons then you
have a right of appeal. Schools in Reading that refuse children on these grounds must refer the case to Reading Borough Council to be considered under the Fair Access Protocol.

It can take significantly longer to place Y11 pupils especially in the final two terms. Sometimes Schools will consider pupils for Y10 but that will depend on the time of year. If you are making an application for a school place in year 10 or 11 and your child has been attending school within the UK, it is helpful to include a list of the current GCSE options being taken and the appropriate exam boards as this may speed up the process.

**How long after applying will my child start school?**

The application process can take up to **20 school days**. That means applications sent to us during the school holidays will take longer. Where a child is not resident in the borough, but proof of an address can be given showing the applicant liable at the property within a 6 week period, we will process the application.

Applications received during the week are typically processed in the week following receipt of the form, however, this will depend on the volume of applications. If a place can be allocated at a Reading community primary school your child’s details will be sent to the school and the school will contact you to arrange admission. If the application is for a school that Reading Borough Council is not the Admission Authority (ie. Voluntary Aided Schools, Academies, Foundation or Free Schools), the application will be passed to the school and we expect to hear back from them within ten school days.

After we receive that information we will inform you whether it is possible to offer your child a place at any of your preferred schools. If a place is available you will be informed of the start date. If it is not possible to offer a school place at any of your preferred schools we will be in touch with you to discuss alternative schools which do have places. It is beneficial for you to include an email address in your application so we can send details of alternative schools if we need to.

Please note that the Admission Authority for all the secondary schools in Reading is the Governing Body of the school and Reading Borough Council cannot allocate places without sending them the application in the first instance. This means applications for secondary schools may take longer than primary admissions.

Once a school place has been allocated the start day may be up to ten days after the details have been sent to the school. If a child has moved house or does not have a school place they are able to start within the term. Places will normally be allocated at the beginning of a new term for the following applications

- where there is no reasonable need for an immediate move or
- where a child is at a local school and a place is allocated from the waiting list

**Will the decision about an in-year application always be sent to me by Reading Borough Council?**

If you have applied to Reading Borough Council you will in the majority of cases be informed by the Council about the outcome of your application. If it is possible to offer a place then in...
most cases the school will contact you directly as you will need to complete the appropriate registration forms and arrange a start date.

**How long will the school place be kept for my child?**

Any offer of a school place must normally be taken up within six weeks. Failure to take up the offer of a place during this time will mean that the offer is withdrawn and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own or in the case of Crown Service, service families or looked-after children. *If your child is moving into the UK from the EEA, please inform us of any changes in arrival date. If your child is moving to the UK from outside of the EEA then we will not process the form until they have arrived. Please clearly state their arrival date on the application.*

**What happens if a place is not offered at any of the schools I have listed as a preference?**

Your child’s name may be added to the waiting list of your preferred school but that will depend on the admission policy of your preferred schools. You will be informed about the waiting list when you are informed of the decision.

If your child is of primary school age and without a school place, then an alternative school within reasonable travelling distance of your home will be offered to your child. This is normally your catchment school, if they have availability or the closest school with spaces.

You have a right of appeal if you are not offered place at your preferred school(s) and you will be given information about the appeal process when you are informed of that decision. You can also find appeals information at [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals).

**How long will my child’s name stay on the waiting list?**

**Primary Schools**

In year waiting lists will be maintained by the local authority for all community schools and the Academy Schools for which applications are made to Reading Borough Council for children not offered a school place at the school. Positions on the list will be determined by applying the oversubscription criteria of the school.

No account is taken of the length of time a child’s name has been on a waiting list. Positions on waiting lists can go up or down due to pupil withdrawals, new or revised applications.

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

Waiting lists for reception places are kept until July 2019. If you still wish to be considered for a school after this, you will need to re-apply for Year 1 in August 2019.

For other year groups, if you apply between June and November, waiting lists are kept until December 2018 and you will need to reapply if you wish your child’s name to stay on the list until July 2019. If you apply after December you will automatically stay on the waiting list.

If you have any questions please contact the admissions team on 0118 9373777
which will run until July 2019. You will need to re-apply for the new school 2019-2020 in the summer term.

Voluntary aided and Academy schools may have different arrangements for their waiting lists. Please check with the appropriate school.

**Secondary Schools**

The majority of Reading schools keep waiting list for Y7 until end of December 2018.

Schools have to hold waiting lists for year 7 until December 2018, but some schools do hold these longer and for other year groups. For more information on waiting lists please see the Guide for Parents and Carers.

Other Local Authority schools will have different arrangements for waiting lists please contact the local authority for more information.

**How do I apply for a UTC or Studio Schools?**

To apply for an in year admissions at UTC please apply directly to the school. UTC and Studio Schools will accept routine applications for those wanting admission for the September 2019 entry. Please see our Secondary School Guide for Parents Carers.
CONTACT DETAILS:

The guide and application form is available at www.reading.gov.uk/inyearadmissions together with supplementary information forms if you applying for a Reading borough aided school, if required. Parents may also apply using our web-based application form.

Website: www.reading.gov.uk/schools

Email: admissions.team@reading.gov.uk

Telephone: Primary – (0118) 937 37 77

Post:
School Admissions Team
Children’s Services
Reading Borough Council
READING

RG1 2LU
Appendix One – Community School In Year Policy.

Over-Subscription Criteria for Community Primary and Infant Schools

If there are more applications than places available at a Reading Borough Council community school priority for places will be given according to the following Over-subscription Criteria.

The Oversubscription Criteria take no account of the parents’/carers’ order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted – Please see Note 1</td>
</tr>
<tr>
<td>2)</td>
<td>Children who have strong medical or social grounds for admission. Please see Note 2</td>
</tr>
<tr>
<td>3)</td>
<td>Children whose permanent home address is in the catchment area of the school and have a sibling at the school at the time of application who is expected to be attending the school when the child starts school. This category may apply in other circumstances please see notes 3 and 4 below</td>
</tr>
<tr>
<td>4)</td>
<td>Children whose permanent home address is in the catchment area of the school</td>
</tr>
<tr>
<td>5)</td>
<td>Children whose permanent home address is not in the catchment area of the school but have a sibling at the school at the time of application who is expected to be attending the school when the child starts school. Please see Note 5 below</td>
</tr>
<tr>
<td>6)</td>
<td>Children in receipt of Early Years Pupil Premium (EYPP) or Pupil Premium (PP) at the time application who attends the nursery unit at the school</td>
</tr>
<tr>
<td>7)</td>
<td>Other children</td>
</tr>
</tbody>
</table>

Priority within the Over-subscription criteria

Within each of the above categories 1-5 and 7, priority will be given to children who are in receipt of the Early Years Pupil Premium (EYPP) or Pupil Premium (PP). To be considered for this priority parents /carers will be required to complete a Supplementary Information Form which must be endorsed by the child’s current school or nursery confirming that they receive pupil premium for the child.
Notes relating to the above over-subscription criteria.

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

A ‘Looked After’ child is a child who a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22(1) of the Children Act 1989 at the time of making an application for a school place.

A previously ‘Looked After’ child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been ‘Looked After’. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children’s Act 2002 (Section 46).


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

Note 2 – Category 2 Medical/ Social Reasons

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided a written request from a professional (i.e. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted.

The request must state that the named school is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them.

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

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

Note 3 – Category 3 – Siblings

Where parents/carers applied for a place at their catchment area school for their child and it was not possible to offer a place at that school because the school was over-subscribed, a sibling protection applies for younger siblings as follows:

Where the child was admitted to a lower preference Reading community primary school, or allocated a place by the authority at an alternative Reading community primary school the application for any younger siblings for that school will be treated as catchment area and considered as category 3. Parents/carers must inform the Admission Team at the time of application if they consider this exemption applies.

If you have any questions please contact the admissions team on 0118 9373777

Classification: OFFICIAL-SENSITIVE