Admission to a Junior School or a School that admits children into Year 3 in September 2019

As your child is currently in Year 2 in an infant school, they will be moving onto a new school in September 2019. As you live in Reading you must apply for your child’s Junior by submitting an application to Reading Borough Council by **15 January 2019**. You must apply to Reading Borough Council even if you are requesting a place in a school in another authority e.g. Westwood Farm Junior School in West Berkshire or Shinfield St Mary’s Junior School in Wokingham. At this stage, you can only apply for admission to a Junior School or a school which has published admission arrangements for admitting children into Year 3 on this form. Parents/Carers of children in Year 2 currently attending a primary school may also apply for one of these school at this stage. **Admissions to other primary schools are considered as an ‘In year’ admission and if you have a preference for a place in a primary school in September 2019 you must complete an In Year Application form which cannot be processed until after the beginning of June 2019.**

**The key dates of the process are as follows:**

- Closing date for receipt of application **15 January 2019**.
- On 16th April 2019 offer letters schools will be sent to parents/carers living in Reading. Parents who applied online will be able to view the outcome of their application online.
- By 2nd May 2019 parents/carers must return the acceptance form to reserve a place at the school for September 2019.
- 21st May 2019 is the deadline for submitting appeals if they are to be heard with others for that year group.

**School Details and Admission Numbers**

Details of the schools in Reading that are either a Junior School or admit children into Year 3 as part of a routine admission arrangement.

**All Saints Junior School - Free School**
August House, Brownlow Road, Reading RG1 6NP
Tel: 0118 939 3362
[www.allsaintsjuniorschoolreading.co.uk](http://www.allsaintsjuniorschoolreading.co.uk)
Admission Number: 25

**Geoffrey Field Junior School - Reading Borough Council Community Junior School**
Exbourne Road
Reading
RG2 8RG
Tel 0118 937 5475
[www.geoffreyfieldjuniorschool.co.uk](http://www.geoffreyfieldjuniorschool.co.uk)
Admission Number: 90

Any questions? Contact the Admissions Team on 0118 937 3777 or email: admissions.team@reading.gov.uk
School Visits

If you wish to visit the schools before completing the application form please contact the individual schools as many will have set up special open days and other occasions for parents/carers to see the school at which they will answer any questions you may have.

Admission Number

The admission number is the maximum number of places available in September 2019.

In the event that there are more applications than places available the following over-subscription criteria will determine which children will be offered places.

All Saints Junior School

This is a free school. The Governing Body is the admission authority and therefore set the admission policy. The full policy can be found on the school website.

Pupils with statements of Special Educational Needs or Education Health Care Plan where All Saints Junior School is the named school will be admitted first.

Oversubscription Criteria

The remaining places will be allocated in the following order:

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

   i. Confirmation by the home local authority that the child is looked after or
   ii. Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
      a. Adoption order
      b. Residence order
      c. Special guardianship order.
2) Children who have strong medical or social grounds for admission These relate to a child with a chronic medical condition or strong social grounds, where the application must be fully supported by written confirmation from the professional person involved in the case, stating that the school should be attended for these medical or social reasons. It is not enough for the professional to report what the parent/carer has said.

3) Children who are attending All Saints Infant School

4) Children living in the designated area who have a sibling who will still be attending ASJS in the coming September

5) Children whose home address is not in the designated area of the school but have a sibling(s) who will still be attending All Saints Infant or the Junior School in the coming September

6) Children whose permanent home address is in the designated area of the school – please see map:

![Map of designated area](image)

7) Other children.

**Key definitions**

When drawing up the admissions policy All Saints will employ the following definitions

**Home Address**

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

Applications are processed on the basis of the child’s single permanent home address where he/she lives with his/her parent(s) or carer(s). Where the home address has changed from the address provided to the early year’s provider or changes during the application process, evidence regarding the new address and disposal of the previous address through a contract of sale or change of tenancy agreement may be required. A tenancy agreement must be for one year or

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more. Parents/carers will be asked to declare that the address used will be the child’s home address beyond 1 September 2019. Any change of address after submitting the application must be notified to Reading Borough Council.

The Admissions Team will check the records held by Reading Borough Council Tax Department to confirm the home address supplied. It may be necessary to carry out additional investigations and seek additional proof of address, e.g. child benefit, medical cards, driving licence. If a child spends part of the week with parents at different addresses, the home address will be where he/she usually spends the majority of the school week (Monday to Friday, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family’s circumstances (e.g. legal separation) will be required. Temporary addresses whilst retaining a permanent home in Reading will not be accepted. If a child does not live with a parent or legal carer, for example in a single-parent family where the parent is ill and the child lives with a grandparent for the majority of the week, a full explanation will need to be supplied together with supporting evidence from a professional supporting the family/child. Offer letters will be sent to the address supplied and used for the allocation of the place at the named school. If the home address has changed and the school has not been notified, then the place offered in the letter may be withdrawn. Offers received by email or viewed on the online service are not a formal offer.

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

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

Tie-breaker
If the school does not have enough places for all applicants in any category apart from category 1, places will be allocated to those living nearest the school. Distance is measured on the straight line between Ordnance Survey data points for the home address and the school, using Reading Borough Council’s digital mapping software. In the rare event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of staff from 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 it would result in splitting a multiple birth family then all multiple birth siblings will be offered a place even if that means exceeding the admission number of the school.
Geoffrey Field Junior School

This is a community school and the admission policy is determined by Reading Borough Council.

Over-subscription Criteria

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

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

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

3) Children whose permanent home address is in the catchment area of the school and have a sibling who is expected to be attending the school or Geoffrey Field Infant School when the child is due to start school

4) Children whose permanent home address is in the catchment area of the school Please see Note 3 below

5) Children whose home address is not in the catchment area of the school but have a sibling who is expected to be attending the school or Geoffrey Field Infant School when the child is due to start school. Please Note 4 below

6) Children who are attending Geoffrey Field Infant School at the time of application

7) Other children

Priority within the over-subscription criteria

Within each of the above categories 1-5 and 7, priority will be given to children who are in receipt of Pupil Premium (PP) at the time of application. To be considered for this priority, parents /carers will be required to complete a Supplementary Information Form which must be endorsed by the child’s current school or nursery confirming that they receive pupil premium for the child. This form must be completed and returned to the admissions team prior to 2nd February 2019 in order to be awarded this priority on time for the routine admissions round, any applications received later than this date will be awarded the priority after the 1st May.

Notes relating to the above over-subscription criteria.

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

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

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


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

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

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

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

No individual officer will take responsibility for determining whether a case is ranked category. A panel of officers will make the final decision. Evidence must be provided by 2nd February 2019 to be considered as on time for national offer day. If evidence is received by the team after this date then it is at the discretion of the panel as to whether to accept these documents for on time allocations. The admissions team will not prompt parents to send evidence to support admission under this category but they may ask for further evidence if this is required to make a decision. If evidence is received before the 2nd February 2019 then parents will be informed, in writing, before national offer day as to whether this has been granted. This is not a guarantee of a place at a particular school.

**Note 3 – Category 3 – Siblings**

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

**Note 4 – Category 3 – Siblings**

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

**Catchment area**

The catchment area of the schools can be seen from attached maps. These are a guide only. Exact catchment area information for individual address can be found on Reading Borough Council’s website.

Any questions? Contact the Admissions Team on 0118 937 3777 or email: admissions.team@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 then the place will be offered using random allocation. A member of Committee services staff for Reading Borough Council will supervise the selection process.

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

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

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

Home address
Is the permanent address of the parent/carer and their child. In cases where the child lives at a different address for some days of the week this must be the address where the child spends the majority of their school week. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home within Reading unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address, evidence of a rental agreement of at least a year that goes beyond 1 September 2019 will be required. Where a family claims, or it is evident that, a child is resident at more than one address, justification and evidence of the family’s circumstances (e.g. legal separation) will be required. Reading Borough Council reserves the right to seek additional evidence of proof of address including the use of the data held by Reading Borough Council Tax.
The home address should be the child’s current address 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 Admissions Team at Reading Borough Council and the application will be reviewed using the new address. Any place offered based on misleading information with the intention of deception or fraud concerning a permanent home address will have the place withdrawn.

Siblings
Siblings are older siblings for purposes of admission criteria during the routine admission rounds, except those for Geoffrey Field Junior School which will consider a younger sibling at Geoffrey Field Infant School.
In year applications will consider younger siblings but not a sibling attending the nursery class of a school. Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent/carer(s). Siblings must live at the same permanent home address as each

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other. If they do not live at the same address, then they are not treated as siblings for the purposes of admission.

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

**Catchment Area/designated area**

The map below is a guide to the catchment/designated area of Geoffrey Field Junior School. More detailed information can be obtained from Reading Borough Council website [www.reading.gov.uk/schoolsadmissions](http://www.reading.gov.uk/schoolsadmissions)

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**Other Information**

**Waiting lists**
In the event that it is not possible to offer a place at this school a waiting list will be established after 16th April 2019. A child’s position on the waiting list is determined according to the oversubscription criteria which have been discussed above. When a place becomes available this will be offered to the next child on the waiting list. Positions on the waiting lists may go up or down.

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due to pupil withdrawals or new revised applications. Reading Borough Council will keep waiting lists until the 31 December 2019. After this date the waiting lists will be abandoned.

Other Local Authority Schools
If parents/carers list schools in other local authorities then Reading Borough Council will co-ordinate the process with the appropriate local authority and you will receive a letter from Reading Borough Council posted on 16\textsuperscript{th} April 2019 to inform you about the outcome of your application. Information about how your application will be considered for schools in other local authority areas can be found in the appropriate local authority guide or from their website.

Appeals
If Parents/carers are not offered a place at their preferred school they have the right of appeal to an independent panel that each school has a duty to organise. If it is not possible to offer your child a place you will receive information about the appeal process in the letter you receive on 16\textsuperscript{th} April 2019. The deadline for appeals is 21st May 2019.