



Reading Girls' School
Succeeding Together

Name of Policy	Admission Policy
Scope of Policy	This policy applies to all applicants to year 7 in September 2022
Approved by	Board of Trustees
Date of Approval	July 2020
Review period	Annually
Review Date	July 2021

GROWING STRONGER TOGETHER

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Those wishing to take the Selective Stream test must also complete the school's registration form (on the school's website or copy attached). The Selective Stream tests will take each Tuesday from 8th September 2020 until 13th October

2020 at the school. The test is the CEM Select 11+ Entrance Test. You will be informed by the school about the results of the test by letter sent before 31st October 2020.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 210 pupils for entry in year 7. Up to 42 of the 210 places may be selected by ability.

6.2 Selection and banding (optional)

As a partially selective school, we have x42 places available each year for our selective stream. The application is direct to the school. The test dates for entry in September 2022 is weekly between 7th September and 12th October 2021. The application form can be found on the school website.

<http://www.readinggirlsschool.co.uk/page/?title=Selective+Stream+Test&pid=31&action=saved>

6.3 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school provided appropriate evidence is submitted.
2. Up to 42 places may be selected by ability assessed by means of selection tests and ranked according to the results of the tests.

Then the remaining places up to 210 will be allocated according to the following criteria:

3. Priority will next be given to children on the basis of social or medical need. The school will largely be led by the recommendations from medical practitioners in identifying social and medical needs. If you are making an application on the basis of social or medical need the school requires supporting evidence. The application must be fully supported by written confirmation from the professional involved in the case, which states that Reading Girls' School is in their professional opinion the appropriate school for the pupil to attend for specific medical or social reasons.
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
5. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Priority will next be given to children who attend named feeder schools. Our named feeder school is Battle Primary Academy.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Northumberland Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

School Admissions Team

Brighter Futures for Children

Bridge Street

READING RG1 2LU

admissions.team@reading.gov.uk

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Clerk to the Appeal Panel
Committee Services
Reading Borough Council
Civic Centre
READING RG1 7TD.

Alternatively an application can be submitted online at www.reading.gov.uk/schoolappeals.

You can find details of the school's appeals timetable on the following webpage:

www.reading.gov.uk/schoolappeals.

9. Monitoring arrangements

This policy will be reviewed and approved by The Thames Learning Trust's Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.



Reading Girls' School

Application for a place in the Selective Stream

Daughter's Name

Date of Birth

Primary School

Name of Parent/Carer

Address

..... Postcode

Tel No

Email

Signed Parent/Carer

Date

The date of testing for entry into our Year 7 Selective Stream in September 2022 will be each Tuesday between 7th September and 12th October 2020. This form is also available to complete online. For further information, please telephone the School on 0118 9861336 or visit the school website www.readinggirlsschool.co.uk

Please return this form to FREEPOST (RG1130) Reading Girls' School, Northumberland Avenue, Reading RG2 7PY