

# Reading Girls' School



## Admissions Policy 2018

**Author:** Leo Gilbert (Headteacher)

**Status:** Statutory. To be reviewed annually.

**Level of approval:** FGB

**Date written:** October 2016

**Date of most recent approval:** February 2017

**Date of next review:** February 2018

## **Reading Girls' School Admission Arrangements September 2018**

### **Co-ordinated secondary admissions**

Reading Girls' School's admissions process is in line with the co-ordinated secondary school admissions scheme as set out in the DfE School Admissions Code 2014. The Governing Body of Reading Girls' School is responsible for admissions to the school and for publishing the following admissions policy. Admissions to the school are part of the co-ordinated admissions scheme of Reading Borough Council for **September 2018**.

### **Application for a place**

Applications must be made on the appropriate Local Authority (LA) application form or submitted online on the home Local Authority website. Those wishing to take the Selective Stream test must also complete the school's registration form (copy attached).

### **Published Admission Number (PAN): 170**

The admission number has been set with regard to the net capacity of the school. Up to 42 of the 170 places may be selected by ability.

### **Admission Criteria**

Girls with a statement of Special Educational Needs or an Education, Health and Care Plan will be allocated a place above all other applicants.

The criteria for admissions, which are only applied when there are more applications than places, are:

1. Girls in Public Care (looked after children) and children who were looked after but ceased to be so because they were adopted (or became subject to a residency order) immediately after they had been looked after. 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 170 will be allocated according to the following criteria:

3. Girls who have strong medical or social grounds for admission provided that the application is 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. Girls who have a sibling who currently attends the school and who will reasonably be considered to attend the school on the date of admission.
5. Girls living nearest the school being accorded priority, as measured in a straight line from the school to the home address. 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.

### **Tie-breaker**

If the school does not have enough places for all applicants in a particular category, places will be allocated to those living nearest the school 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.

### **Multiple Births**

In the event that it is possible to offer a place to one girl and not others of a multiple birth, the Governing Body would agree to allocate additional places beyond the admission number to accommodate the other girls. In the event of vacancies occurring they would not be allocated until places became available below the published admission number.

### **Home address**

The home address is the permanent address of the parent/carer and their child/ren. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of her time, even if she lives at a different address for some days of the week.

### **Siblings**

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

### **Late Applications**

Applications are submitted to the home Local Authority and must be submitted by the date published by the home Local Authority. Applications submitted after that date will only be accepted in exceptional circumstances, e.g. the family moved into the area after the deadline or illness prevented a single parent from completing the form.

### **Change of Preference**

The school will not accept change of preference unless it is for good reason as set out in the above paragraph.

### **Waiting List**

After **1st March 2018** a 'waiting list' will be administered if the school has more applicants than places available. A girl's position on the waiting list is determined according to the admission criteria. If a place becomes available then it will be offered by Reading Borough Council on behalf of the Governing Body to the next girl on the waiting list. Positions on the waiting list may go up and down as late applications accepted for good reasons would be added according to the admission criteria. The waiting list will be kept until 31st December 2018. See the In-Year Admissions section below for procedures to follow after this date.

### **Selective Stream Tests**

The Selective Stream tests will take place in **October 2017** (exact date to be confirmed) at the school. The tests will be NFER test papers in Verbal Reasoning, Non-verbal Reasoning and a Mathematics paper and will be multiple choice. Practice papers are available from W.H. Smith. You will be informed by the school about the results of the test by letter sent **before 31st October 2017**.

### **Offer of Places**

Parents/carers will be informed whether a place has been allocated by the home Local Authority by letter sent on **1st March 2018**. The places will be offered on behalf of the Governing Body of Reading Girls' School.

### **Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are not offered a place at Reading Girls' School. The Appeal Panel will be independent of the school and the Governing Body and will be composed of three members who will include:

- At least one person who has no personal experience of Reading Girls School, defined as a 'lay member';
- At least one person with experience in education.

The arrangements for appeals will be in line with the School Admission Appeals Code 2012, published by the Department for Education (DfE), as it applies to Foundation and Voluntary Aided schools.

Parents will normally have 14 days after notification of a place not being offered at Reading Girls' School to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal. Appeals will be heard by **6th July 2018**.

Parents wishing to appeal against an admission decision of Reading Girls' School should apply to the 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](http://www.reading.gov.uk).

### **In-Year Admissions to Year 7 and Other Year Groups**

Applications for entry to Year 7 after the end of the routine admissions round and applications for entry to Years 8 to 11 at any time are treated as non-routine admissions. Applications must be submitted to the school according to published admission arrangements and timescales. If there are more applicants than places available in the appropriate year group, places will be offered according to the over-subscription criteria above.

### **In-Year Fair Access Protocol**

The Governing Body will agree an In-Year Fair Access Protocol for admissions and agree to participate in the In-Year Fair Access Protocol of Reading Borough Council.

There will be a right of appeal to the Appeals Panel for all unsuccessful applicants. Appeals can be submitted by both parent and student.

A handwritten signature in black ink, appearing to read 'Peter Kayes', with a stylized flourish at the end.

**Peter Kayes**  
**Chair of Governors**



# 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 2018 will be in **October 2017** and will be advertised on the school website. For further information, please telephone the School on 0118 9861336 or visit the school website [www.readinggirlsschool.co.uk](http://www.readinggirlsschool.co.uk)

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