



Reading Girls' School  
Succeeding Together

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| Name of Policy   | Admission Policy  |
| Scope of Policy  | This policy applies to all applicants to year 7 in September 2025 |
| Approved by      | Board of Trustees   |
| Date of Approval | March 2024  |
| Review period    | Annually  |
| Review Date      | March 2025  |

GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

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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 2021](#)
- [School Admission Appeals Code](#)

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](#).

This policy complies with our funding agreement and articles of association.

### 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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

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 pupils for entry in Year 7 of 180. Up to 42 of the 180 places may be selected by ability.

### 6.2 Selection

As a partially selective school, we have x42 places available each year for our selective stream. The application is direct to the school. The Selective Stream test date for 2025 entry is **Saturday 5<sup>th</sup> October 2024**. The application form will be available on the school website.

### 6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name 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.
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 180 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 2 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.
  7. 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 Brighter Futures for Children's digital mapping software.

#### **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.

#### **6.6 Challenging behaviour**

We will not refuse to admit a child on behavioral grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

#### **6.7 Fair Access Protocol**

We participate in Brighter Futures for Children's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

#### **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@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

## **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 Offices, Bridge Street  
READING RG1 2LU.

Alternatively an application can be submitted online at [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals). You can find details of the school's appeals timetable on the following webpage: [www.reading.gov.uk/schoolappeals](http://www.reading.gov.uk/schoolappeals).

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the 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 Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.