



Reading Girls' School
Succeeding Together

Name of Policy	Admission Policy
Scope of Policy	Admissions for students at Reading Girls School
Approved by	Board of Trustees
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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, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

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 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 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 Principal'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 Published admission number (PAN)

The school has a published admission number of 180 pupils for entry in year 7.

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 application form, and selective streaming test dates, 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:
5. 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.

6.5 Waiting list

We will maintain a clear, fair and objective waiting list for children entering any year group until 31 December. Each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.3. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where 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, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.7 Fair Access Protocol

We participate in Brighter Futures for Children 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 and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.9 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.10 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 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 via Brighter Futures at Reading Borough Council.

8. Admissions to Reading Girls School Sixth Form

The school welcomes applications for entry to the Sixth Form from students who have attended the school in Year 11 in 2024/25 and wish to enter the Sixth Form in September 2025. Students must be between the ages of 16 and 18 years old on the 31st August in the relevant funding year.

The school also welcomes applications for entry to the Sixth Form from external candidates who attended another school for Year 11 during 2025/26. Application forms will be available on the school website and must be submitted to the school by 2 February 2026.

Entry to the sixth form is subject to a student having achieved a minimum of 5 Grade 9-5, including Maths and English Language or English Literature, as well as the entry requirements for the programme of subjects/courses they wish to pursue. Students should refer to the school's Sixth Form Prospectus for individual subject requirements; individual subjects may also be limited in the number of students they are able to accommodate. The prospectus can be found on the school's website.

The school will admit no more than 100 students into its Sixth Form. Courses will not run if there are too few students enrolled on to it. Minimum and maximum course numbers will be decided by Reading Girls' School Senior Leadership Team, and may vary by course. These students have priority over external students.

Making an application

Those seeking a place in the school's Sixth Form starting in Year 12 in September 2026 should complete the school's Sixth Form Application form, which is on our website. Personal guidance meetings may be arranged with students and their parents to discuss the options open to the student and to help the student decide on the suitability for them of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

Criteria for admission

The Trustees will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applications than places, applicants will be prioritised in line with the same oversubscription published within this document for entry to Year 7. Selective Stream does not apply to Sixth Form Admissions.

Students must have the legal right of residence in the United Kingdom at the start of their study programme. The Trustees are required to admit all students with statements of special educational needs or an Education, Health & Care Plan that name Reading Girls' School in the statement and meet the specified academic requirements; these students will be admitted first. Students already attending the school at the time of application are prioritised for entry to the sixth form.

Out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Reading Girls' School) and any relevant professionals asked for their opinion on the case by Reading Girls' School.

Accepting or declining the offer of a place.

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Applicants are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Applicants are requested to advise the school at any stage if they are not accepting the place for any reason.

Enrolment

Students are required to enrol on their chosen courses during the allocated Enrolment Days at Reading Girls' School. Failure to enrol on their chosen courses in advance of the beginning to the school term, may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements, of their course choices, will be offered alternative

appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places.

Appeals in Sixth Form:

Anyone whose application is unsuccessful is entitled to appeal to an independent appeals panel. Information about this process can be obtained from the school.

9. 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 to Brighter Futures at Reading Borough Council.

You can find details of the Reading Borough appeals timetable on the following webpage:

[School admissions - Brighter Futures For Children](#)

10. 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 published admission number), the governing 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. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.