

## **ADMISSION POLICY FOR COMMUNITY INFANT, JUNIOR AND PRIMARY SCHOOLS 2018-2019**

Reading Borough Council is the Admission Authority for Community Schools and the following policy is proposed for admissions to these schools in 2018/2019.

### **Cohort**

Applications for children born between 1-9-2013 and 31-8-2014 will be considered for admission to a reception class 2018-2019 as part of the 2018/19 routine admission round.

Applications for admission to junior schools in September 2018 will be considered for those born between 1.9.2010 and 31.8.2011.

### **Admission of children outside the normal age to Reading Borough Council Community Primary Schools**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 in September 2019.

Reading Borough Council as the Admission Authority for community primary schools will consider each case individually and make a decision in every case that is in the best interest of the child, taking into account

- The parents'/carers' views;
- Information about the child's academic, social and emotional development from their current setting;
- The child's medical history and the views of a medical professional (where relevant);
- Whether they have previously been educated out of their normal age group;
- Whether they may naturally have fallen into a lower age group if they had not been born prematurely.

In each case the Headteacher of the school to which the parents are seeking admission will be consulted and their views will be taken into account.

Where the request is for a summer born child to start school in a reception class in September 2019, then the parents'/carers' reasons will be carefully considered and if they are confident it is in the best interest of their child to start school for the first time when they are five then this will be the deciding factor if the other evidence is balanced. In circumstances where professionals have significant concerns the request may not be approved.

To request a child's admission is delayed to start in September 2019 parents/carers must apply in writing giving their reasons and supply any supporting documents i.e. information from their child's education setting or medical evidence. At the same time they are recommended to make an

application for a reception place, in the normal way for September 2018 by 15 January 2018 so that the application can be forwarded to the headteacher(s) for consideration. Each case will be carefully considered and parents/carers will be informed of the decision in writing, before the national offer day, setting out clearly the reasons for the decision. If the request is agreed then parents should formally accept this and, if so, the application submitted for September 2018 will be withdrawn before a place is offered and a new application must be submitted for September 2019. Parents will not be made aware of the school they would have been allocated before the decision is accepted or declined. The decision made by Reading Borough Council is not binding on any other Admission Authority and therefore schools may come to different decisions based on the evidence. If refused, parents must decide whether to accept the offered place for Reception 2018 or refuse it and make an in year application for Year 1 in September 2019.

### **Over-Subscription Criteria for Community Primary and Infant Schools**

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 children.

The Oversubscription Criteria take no account of the parents’/carers’ order of preference and applications for each school named by the parents/carers will be ranked according to the criteria set out below if there are more applications than places available.

Category		Notes
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 became subject to a child arrangement order or special guardianship order) immediately after they had been looked after.	Provided appropriate evidence is submitted – See Note 1
2	Children who have strong medical or social grounds for admission.	See Note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	This category may apply in other circumstances - See Notes 3 and 4.
4	Children whose permanent home address is in the catchment area of the school.	
5	Children whose permanent home address is not in the catchment area of the school but have a sibling at the school at the time of application who is expected to be attending the school when the child is due to start school.	See Note 4
6	Children in receipt of Early Years Pupil Premium (EYPP) at the time application who attends the nursery unit at the school	
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 the Early Years Pupil Premium (EYPP) or 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 Early years or pupil premium for the child. This form must be completed and returned to the admissions team prior to 2<sup>nd</sup> February 2018 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 1<sup>st</sup> May.

### **Over-Subscription Criteria for Community Junior Schools – Geoffrey Field Junior School**

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 children.

The Oversubscription Criteria take no account of the parents'/carers' order of preference and applications for each school named by the parents/carers' will be ranked according to the criteria set out below if there are more applications than places available.

Older siblings still attending the linked junior school will be considered as siblings for admission to the infant school.

Category		Notes
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 became subject to a child arrangement order or special guardianship order) immediately after they had been looked after.	Provided appropriate evidence is submitted – See Note 1
2	Children who have strong medical or social grounds for admission.	See Note 2
3	Children whose permanent home address is in the catchment area of the school and have a sibling at the school, or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the child is due to start school.	This category may apply in other circumstances - See Notes 3 and 4.
4	Children whose permanent home address is in the catchment area of the school	
5	Children whose permanent home address is not in the catchment area of the school but have a sibling at the school or Geoffrey Field Infant School at the time of application who is expected to be attending the school when the is due to start school.	See Note 4
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 2018 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).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

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 2<sup>nd</sup> February 2018 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 2<sup>nd</sup> February 2018 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.

#### **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 2018 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 other. If they do not live at the same address, then they are not treated as siblings for the purposes of admission.

### **Deferring a Place**

There is a legal requirement to offer a full-time place to every child whose parents wish to take up that option from the September following a child's fourth birthday. Places offered in a Reading school are on a full-time basis from September 2018 as a "rising 5" admission. Children do not need to be in statutory education until the September, January or April after their fifth birthday. When children are offered "rising 5" places, parent/carers may defer the place until January 2019 or April 2019 or until their child reaches statutory school age whichever is earlier, but may not defer after April 2019 as admissions beyond that are in the next school year. If Parents will then need to re-apply for a place in Year 1, which may not have any places because the places will have been allocated to children in the previous year as part of the routine admissions round.

### **Part Time Admissions**

If parents/carers consider it is in their child's best interest to attend school on a part-time basis their request will be considered. If parents choose this option they cannot insist on part-time provision that is individually tailored to their needs. They will be offered a minimum of 15 hours spread over every morning or similar depending on what meets the school's needs. Parents/carers must discuss this with the Headteacher of the allocated school to agree the best arrangements.

### **Waiting Lists**

After 17th April 2018 'waiting lists' will be created for Reading schools where it has not been possible to offer a place at the parents/carers first or a higher preference school to the school offered. A child's position on the waiting list is determined according to the over-subscription criteria and will be re-ranked when new children are added to the list as a result of late applications or change of preference. When a place becomes available this will be offered to the next child on the waiting list. After the 1 September 2018 children identified for placement as part of the Fair Access Protocol can be placed above those on the waiting list. Positions on the waiting lists may go up or down due to pupil withdrawals, new or revised applications. Reading Borough Council will keep

waiting lists until end of July 2019 (End of Term 6 for reception classes). After this date the waiting lists will be abandoned. Parents/carers must then re-apply for a place in Year 1 as an In Year Admissions application if they are still interested in obtaining a place for their child.

### **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.

### **In Year Admission Arrangements for the school year 2017-18.**

Parents/carers seeking admission for their child into Year 1 – Year 6 in a community primary school in Reading Borough must apply to Reading Borough Council. Parents/carers may apply direct to some Voluntary- Aided or Academy schools in the Borough but the majority of these schools have opted to be part of the co-ordinated admission arrangements and application are normally submitted to the Admission Team at Reading Borough Council. A list of those schools to which a direct application is necessary is available from the Reading Borough Council website.

If there is a place in the parents'/carers' preferred school the place will be allocated but if there are more applications than places available the over-subscription criteria, as outlined above will apply and the places allocated to the child with the highest priority. Remaining applicants will be added to the waiting list which will also be ranked according to the oversubscription criteria. Children allocated according to the Fair Access Protocol will take precedent over children on the waiting list.

Children new to the area or have moved within the borough will be able to start at the school as soon as possible after their move. If the request is to move schools within the Borough without a house move the children will normally be expected to start at the beginning of the following term.

Waiting lists for admission to Year 1-Year 6 will be held until 31 December 2018 after which parents/carers must reapply for their child to remain on the waiting list until July 2019. The waiting list will be abandoned after July 2019 and parents/carers must re-apply if they are still seeking a place for September 2019.

### **Appeals**

If it is not possible to offer a place at the preferred school(s) parents/carers will be advised of their right of appeal

**Admissions Numbers – Reading community infant, junior and primary schools.**

The following are the proposed admission numbers for 2018.

<b>School</b>	<b>September 2018 - Admission Number</b>
Alfred Sutton Primary	90
Caversham Park Primary	30
Caversham Primary	60
Coley Primary	30
Emmer Green Primary	60
EP Collier Primary	60
Geoffrey Field Infant	90
Geoffrey Field Junior	90
Katesgrove Primary	90
Manor Primary	45
Micklands Primary	60
Moorlands Primary	60
Oxford Road Community	30
Park Lane Primary	60
Redlands Primary	30
Southcote Primary	90
St Michael's Primary	60
Thameside Primary	60
The Hill Primary	60
The Ridgeway Primary	90
Whitley Park Primary School	90
Wilson Primary	60