

# Reading Girls' School



## Admission Policy 2017



**Business &  
Enterprise**

**Reading Girls' School  
Consultation on  
Admission Arrangements September 2017**

### **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 publish the following admission policy. Admissions to the school are part of the co-ordinated admission scheme of Reading Borough Council for **September 2017**.

<http://www.education.gov.uk/schoolsadjudicator>

### **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 selection tests must also complete the school's registration form (copy attached).

### **Admission Number 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 on an Education, Health and Care Plan will be allocated a place above all other applicants

- 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 the medical or social reasons.
- 4. Girls living nearest the school being accorded priority, as measured in a straight line from 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 the Governing Body would agree to allocate additional places beyond the admission number to accommodate girls of multiple birth. 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 its 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 they are girls 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 them. Applications submitted after that date will only be accepted for good reasons, ie. the family moved into the area 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 the **1 March 2017** 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 the 31 December 2017.

### **Offer of Places**

Parents/carers will be informed whether a place has been allocated by the home Local Authority by letter sent on the **1 March 2017**. The places will be offered on behalf of the Governing Body of Reading Girls School.

### **Selection Tests**

The selection tests will take place in **October 2016** (date tbc) 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 about the results of the selection test by Reading Girls' School by letter sent **before 31 October 2016**.

### **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 Code on School Admission Appeals 2009 published by the Department for Children, Schools and Families (DCFS), 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 the **6 July 2017**.

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 on-line at [www.reading.gov.uk](http://www.reading.gov.uk)

### **Admissions to other Year Groups**

Applications for entry to Year 7 after the end of the routine admissions round and applications for entry Year 8 to Year 11 at any time are treated as non-routine admissions and 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 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.

### **Post 16 Admissions**

Applications for Post 16 education are made to Reading Girls' School. There will be a total capacity of 180 in the Post 16 Centre.

The minimum entrance requirements for the wide range of courses available will be based upon GCSE grades or other measures of prior attainment. These criteria apply equally to external and internal applicants. The detailed information will be contained in the Post 16 Centre prospectus published on an annual basis.

An Admissions Committee will consider applications for admission including those already attending Reading Girls' School and the decision will be made in the light of all the information available including previous school records.

If there are more applicants than places available in a particular course of study priority for places will be given as follows:

- a) Students in Public Care (looked after).
- b) Students already at Reading Girls' School.
- c) If the school does not have enough places for all applicants, places will be allocated to those living nearest the school. Distance to be measured using straight line measurements between Ordnance Survey data points for the home and school using digital mapping software 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.



**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 2017 will be in **October 2016** 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

