



Founded 1125

## READING SCHOOL

### Entry into Year 12 in September 2017 Guidelines for completing the online registration form

#### THE REGISTRATION PROCESS

- Online registration opens on Thursday 1<sup>st</sup> December 2016 and closes at midnight on 27<sup>th</sup> January 2017.
- The link to the online registration form can be found on our website: <http://www.reading-school.co.uk/28/application-forms>
- In order to submit a registration form you will need:
  - A valid email address
  - Access to a computer or tablet and connection to the internet. Please note registration cannot be completed from a mobile phone.
- If you do not have access to a computer or a tablet to complete the online registration form, please contact the admissions office at Reading School.

#### THE REGISTRATION FORM

##### Applicant's Details:

- Forename
- Surname
- Other forenames (or middle name)
- Gender (male)
- Date of Birth
  - Applications will not normally be accepted from any boy whose date of birth is before 1<sup>st</sup> September 2000
  - Applications will not normally be accepted from any boy whose date of birth is after 31<sup>st</sup> December 2001
  - Only in exceptional circumstances will applications be accepted from any boy whose date of birth is before 1<sup>st</sup> September 2000 or after 31<sup>st</sup> December 2001. Boys should normally be studying in Year 11 (or equivalent) at the time of application. Please contact the admissions office should you have any questions relating to the date of birth.

##### Day or Boarding:

- Please note that applicants can only apply for day or boarding only and not both.

**READING SCHOOL, Erleigh Road, Reading RG1 5LW**

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Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.  
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### Applicant's Address:

- Reading School operates a designated area as part of its oversubscription criteria. The designated area is determined by the postcode of the applicant's home address.
- The designated area consists of all postcodes starting with:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG10, RG12, RG18, RG19, RG30, RG31, RG40, RG41, RG42, RG45.

RG9 1, RG9 2, RG9 3, RG9 4 & RG9 5

RG14 1, RG14 2, RG14 3, RG14 5, RG14 6 & RG14 7

RG20 4, RG20 5, RG20 6 & part of RG20 7 (east of A34)

RG26 3, RG26 4 & part of RG26 5 (north of A339)

RG27 0 & parts of RG27 8 & RG27 9 (north of M3)

GU15 1, GU15 2, GU15 3 & GU15 4

GU17 0 & GU17 9

GU19 5

GU46 6 & GU46 7

GU47 0, GU47 8 & GU47 9

OX10 0, OX10 8, OX10 9 & part of OX10 6 (south of A4130)

OX11 9

SL4 4

SL5 0, SL5 7, SL5 8 & SL5 9

SL6 1, SL6 2, SL6 3, SL6 4, SL6 5, SL6 6 & SL6 7

- Applicants will be ranked according to their predicted points score. All applicants predicted 54 points or more who are applying for a boarding place or who live within the designated area and are applying for a day place will be ranked in the following order and within each category strictly by their predicted points score:
  - i) The applicant is a looked after child or previously looked after child
  - ii) Children of members of the UK Armed Forces eligible for service premium (boarding applicants only).
  - iii) The applicant has a boarding need (boarding applicants only)
  - iv) The permanent home address of the student is within the designated area of the school and the student is in receipt of pupil premium. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to free school meals/service premium will be required.
  - v) The permanent home address of the student is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the student.
  - vi) Students whose home address is NOT in the designated area of the school.
- A waiting list ranked as above will be used to offer further places if any original offers are declined.
- Every effort will be made to accommodate students who meet the entry requirements for a place in Year 12, but applicants should appreciate that some subjects may become full in which case we will operate a waiting list. This will be most relevant to applications received after 27th January 2017.
- For Day applicants, the designated area is determined by the postcode of the student's home address. Places will be offered to applicants who reside within the designated area by the sixth form registration date (25th August 2017) following the GCSE results. This must be the student's permanent home address with their parent(s) / carer(s), e.g. the address where the student is registered with a GP. In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday) and the school may ask for documentary evidence to support the application. Boarding applicants may reside outside of the

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Designated Area.

- Students for day places from outside the designated area will only be considered if all the available places cannot be filled by students from within the designated area or by boarders. The exception to this is if the applicant's family are returning from abroad to a previous home within the designated area, are Crown Servants or members of the Armed Forces (documentary evidence will be required to support this).

**If this is the case, please select 'Yes' in the 'Exception applying to you' box and send in documentary evidence to support your claim.**

**Email address to be used for all communications and telephone numbers:**

- **IMPORTANT:** please supply an email address that you check regularly as your email address will be used to acknowledge submission of your registration form and all further correspondence will be sent by email.
- Please ensure that emails from Reading School are 'allowed' and not sent automatically to your junk mail. You may wish to add [cmole@reading-school.co.uk](mailto:cmole@reading-school.co.uk) to your safe senders list.

**Parent/Carer details:**

- Parent/Carer's Title
- Parent/Carer's Forename
- Parent/Carer's Surname
- Parent/Carer's email
- Please supply details of the parent to whom any queries from the school will be directed to.

**Extra information for the oversubscription criteria:**

- As part of our oversubscription criteria, any applicant who is a looked after child or previously looked after child and/or in receipt of Pupil Premium or Service Premium and has a predicted score of 54 or more and who is living within the designated area (for a day place) will be given a conditional offer.
- **If you are eligible for any of the above, please select the appropriate choice in the drop down box.**
- Reading School will request evidence of the above from the applicant's current school.

**Present School:**

- We will use these details to request information about your predicted grades from the applicant's current school. We suggest you approach the Headteacher/Head of Year to discuss this with them.
- Please complete all the requested details for the current school.
- Please ensure that the email address is correct. This would usually be an email address for general administration queries or the applicant's Head of Year.

**Examinations to be taken**

- Please list all the GCSE/IGCSE subjects you are taking, including the examining board and the level of the exam. If you are following a different curriculum, please select other.
- Please see our Admission Policy for entry into Year 12 in September 2017 for the full entry criteria.
- If you are not taking GCSE or IGCSE then please put in the subjects you are taking above. You will need to obtain GCSE equivalency from NARIC in order for us to consider your application. Please

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refer to the following link for further information: [www.naric.org.uk/naric/individuals/](http://www.naric.org.uk/naric/individuals/)

### **Examinations already taken**

- If you have already achieved a GCSE/IGCSE qualification(s) please include this here. Verification will be requested from your current secondary school. You will also be asked to provide a copy of the examination certificate before any conditional offer is made.

### **A Level subjects you hope to study**

- Students are expected to follow a programme of FOUR subjects to be taken in Year 12. Most students will take three or four subjects through to full A Level examinations at the end of the second year of A Level study.
- Please choose four subjects from the drop down boxes.
- Please note that if Further Mathematics is chosen it is essential to select Mathematics in another column.

### **Personal Statement**

- Please complete your personal statements using the boxes as a guide.

### **Declaration**

- Please read the Admissions Policy for Entry into Year 12 in September 2017 carefully and ensure you understand the entry criteria.
- **IMPORTANT:** please click in the box to confirm that you have read the Admissions Policy for Entry into Year 12 in September 2017 and understand the entry criteria. Your application will not be submitted unless you click this box.

### **IMPORTANT**

- Please ensure you save or print off a copy of your application form at this stage. You will not be able to retrieve a copy at a later date.
- You will receive an email within 48 hours to confirm we have received your application.

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