**Maiden Erlegh School in Reading**

**Admissions arrangements for the academic year 2027/28**

Maiden Erlegh School in Reading is an 11–16 co-educational all-ability secondary school and this document details the policy to be followed for admissions to Maiden Erlegh School in Reading. It is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

## Published admission number (PAN)

The Published Admission Number for entry into Year 7 at Maiden Erlegh School in Reading in **September 2027** is 180.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places to all those who have applied.

## Application process

Maiden Erlegh School in Reading will be part of the local authority's co-ordinated arrangements which requires all parents to complete a common application form (CAF) provided by their local authority. Full details of the application process are available in the Reading Borough Council Secondary Guide. This guide and information on the application process is available on the Reading Borough Council website http://www.reading.gov.uk/schooladmissions In completing the common application form, Maiden Erlegh School in Reading must be listed as one of the preferences on the local authority form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications received after the published deadline (**31 October 2026**) will be treated as a late application and will be considered after the on-time applications have been allocated. If there is good reason i.e., the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application may be treated as on-time, provided it is received by **31 December 2026**. In such instances, evidence will be required.

We will operate in keeping with the local Fair Access Protocol.

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## Special Educational Need or Education Health and Care Plan

Children with a statement of Special Educational Need or Education Health and Care (EHC) plan where Maiden Erlegh School in Reading is named on the statement will be allocated a place before all other applicants.

## Over subscription criteria

If there are more applicants than places available and after the admission of children with a statement of Special Educational Needs or Education Health & Care (EHC) plan that names Maiden Erlegh School in Reading, applications will be prioritised in accordance with the following over-subscription criteria;

1. Looked after children or children who were looked after[1]:

2. Children who are eligible for the Pupil Premium[2] at the time of the closing date for applications (**31 October 2026**).

3. The children of staff at Maiden Erlegh Trust (this includes all staff groups), whose main place of work is Maiden Erlegh School in Reading at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust by 1 July of the year of application and made available on the school website.

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[1] *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.*

*This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of 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.*

[2] *Pupil Premium eligible children are those who currently qualify for Targeted Free School Meals, have qualified at any point in the previous six years (Ever 6 FSM), or have been looked-after continuously by a local authority for at least a day, or were previously looked after but were subsequently adopted or, became subject of a residence or special guardianship order. (Children eligible only under Expanded Free School Meals do not qualify for Pupil Premium.)*

4. Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school[3] .

5. Children who attend the following Primary schools - Alfred Sutton, Redlands, New Town, St Johns, Katesgrove, Earley St Peters, New Christ Church Primary School.

6. Any other children.

In order to be considered within oversubscription point two, a Supplementary Information Sheet must be completed confirming your child's eligibility for pupil premium. The school will not consider applications under this over subscription criteria unless this form is completed.

Where the application of oversubscription criteria would result in splitting children of multiple births (e.g., twins) or children born in the same academic year from the same family, then places will be offered to both, even if this will result in the school going above its admission number.

**Tie-breaker**

Where there are more applications in one criterion than places available, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the midpoint of the junction of Hamilton Road and Bulmershe Road (the data point to be used is Easting 473698 Northing 172442) in terms of radial (straight line) distance. Distances will be measured consistently as the straight-line distance from the home to the data point using the Ordnance Survey data points of the home and the school using computerised software of Reading Borough Council. Every address has a unique data point which is determined by the Easting and Northing. This point can be anywhere on the property. The distance created using this software is calculated using Pythagoras' Theorem and may not be exactly the same as that created with a GIS product as the GIS product may build in a formula to allow for the curvature of the earth. The way in which it is done is to calculate the distance in metres between the Eastings and Northings for each end point then multiply by 0.000621317 to convert to miles.

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[3] *A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending.*

To see where the data point of your home has been identified you can go to Reading Borough Council website www.reading.gov.uk and go to My Reading at the bottom of the home page or via this link https://my.reading.gov.uk. Enter the postcode and select the address and an arrow will point to the data point of the address.

In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 officers at the academy.

**Residency requirements**

Applications are processed on the basis of the child's single permanent home address, living with parent(s), or a carer/legal guardian.

Evidence is required of a single address. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or change of tenancy will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process.

If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Monday to Friday, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g., legal separation) will be required. The home address will also be considered on the basis of the child benefit payment arrangements, where this is payable. If a child does not live at their parent(s) address, we need to know the reasons for this. The reasons would need to be supported by official documentation.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. Where a parent has two or more properties, evidence will be required showing the rental, or disposal, of the previous property. Reference will be made to Council Tax and school records. If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child has moved and are living in the new home by **31 December 2026**. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

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## Out-of-age-group admissions

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 Maiden Erlegh School in Reading) and any relevant professionals asked for their opinion on the case by Maiden Erlegh School in Reading. The school's decision is final.

## Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the home local authority in accordance with their co-ordinated scheme. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority at any stage, if they are not accepting the place for any reason.

## Waiting list

After **1 March 2027**, a waiting list will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in Reading in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

## In Year admissions

Applications for entry to Year 7 after the end of the routine admissions round (ending on **31 August 2027**) and for admission to Year 8, Year 9, Year 10 or Year 11 are processed as in-year applications and applications will be co-ordinated by Reading Borough Council according to published admission arrangements and timescales. Parents wishing to apply for a place at the school should obtain from their Local Authority a copy of their common application form.

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If there are pupils on a waiting list, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the Maiden Erlegh Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Reading Borough Council's Fair Access Protocols.

**Appeals**

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties. Maiden Erlegh School in Reading will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made to Reading Borough Council within 20 school days from the date of notification that the application was unsuccessful. See Reading Borough Council website for further details:

http://www.reading.gov.uk/schoolappeals

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**General contact information for all admissions**

Copies of the school admissions arrangements are available on the school website-

http://maidenerleghschoolreading.co.uk/information/school-admissions/

or from the School Office Manager, who should be contacted in the first instance with any queries about the school admission arrangements.

Email meroffice@maidenerleghtrust.org

Telephone 0118 966 8065

The Office Manager
Maiden Erlegh School in Reading
81 Crescent Road
Reading
RG1 5SL

Copies of Reading Borough Council documents, parent's guides and common application forms are available on its web site:

http://www.reading.gov.uk/admissionsarrangements

http://www.reading.gov.uk/schooladmissions

They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Reading's admission arrangements should be addressed to the team.

Email: admissions@brighterfuturesforchildren.org

Telephone: 0118 937 3777

School Admissions Team
Reading Borough Council
Civic Offices
Bridge Street
Reading
Berkshire
RG1 2LU

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