The Heights Primary School - Admissions Policy 2026-2027

PAN and Oversubscription Criteria

The published admission number is 60 places in each year of entry, from Reception to Year 6. The school admits up to this number each year and, when full, the school will have 420 pupils on roll.

This Admissions Policy has been approved by the Bellevue Place Education Trust (BPET) Board, as the admissions authority for the school.

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority - which may or may not be Reading Borough Council - has specifically named The Heights Primary School as the most appropriate placement.

Where there are fewer applicants than places available, all applicants will be admitted. In the event of there being greater demand than there are place available to the school, and after the admission of children with an EHCP that names the school, places will be offered using the following oversubscription criteria, in keeping with the School Admissions Code 2021:

1. Children in care, i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes '*looked after children*' and children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children whose permanent home address is inside the school's designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school.

3. Children of staff at the school.

4. Children whose permanent home address is inside the schools' designated area.

5. Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of the application who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).

6. Any other children.

Notes

1. A child '*looked after*' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement order is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

2. Priority to children of staff will be given in either or both of the following circumstances:
   (i) Where the member of staff has been employed at the school for two or more years at the time at which the child starts at the school; and/or
   (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

2. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-7 if there are more applicants than available places under each criterion.

3. 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.
   A child's home will be their habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. A child's home must be a residential property that is the child's only or main residence[1], not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

4. Sibling is defined in these arrangements as: a brother or sister, a half-brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner

[1]The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the School Week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If the same, reference will be made to NHS registration address and any child care provision (nursery or childminder). If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn.

where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.

5. For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

6. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the child benefit. This address must be used for all preferences.

7. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for reception 2026-27 or the number of places in other year groups.

Tie Breaker

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A member of Committee Services staff for Reading Borough Council will supervise the selection process.

Method of Applications for Reception

Applications will be processed in accordance with the current coordinated admission scheme Brighter Futures For Children.

In accordance with these arrangements, applications to The Heights Primary School must be submitted to the child's home Local Authority (LA) - which may or may not be Reading Borough Council. Parents/carers should complete the application form provided by the relevant LA online (or paper copy by request) by 15th January 2026.

Notification letters and emails will be sent out on 16th April 2026 by Reading Borough Council, which is called National Offer Day. Read more on the Reading Borough Council primary schools admissions arrangements.

School Admissions Team Contacts
Brighter Futures for Children,
Civic Offices, Bridge Street, Reading, RG1 2LU
admissions@brighterfuturesforchildren.org
0118 937 3777

Reading school admissions reserves its right to carry out further investigation, request additional evidence and to reject applications (or withdraw offers of places) if it believes it has the grounds to do so. In such cases, the applicant will have recourse to the independent appeals process. Where it is believed an address provided is not the only address, the Corporate Audit & Investigation Team may be called upon to investigate further.

Any place offered based on misleading information and/or with the intention of deception or fraud concerning a permanent home address will be withdrawn.

Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception year. A child may attend school part-time until he/she reaches compulsory school age. Parents should inform the school if they wish to exercise this option.

Delayed admission of children outside their normal age group (summer born children)

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year

of entry will be considered in accordance with paragraphs 2.18-2.20 of the Schools Admissions Code 2021.

The school's admission authority will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Headteacher's views will also be taken into account. Parents may, if they wish, provide supporting evidence from a professional (GP, hospital consultant or social worker) to assist the admission authority in making its decision. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting List

Waiting lists will be maintained by Reading Local Authority if the school has more applicants than places available. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received. Therefore, waiting lists will be revised:

- Each time a child is added or removed
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list.

The waiting list will be removed at the end of every academic year, when a new list will be created, in accordance with the Local Authority process.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply online to Children's Services for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

Appeals
Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should read the guide on how to appeal on the Reading Council's website.

The appeal form should be completed in as much detail as possible and should include all your reasons for making the appeal. Please attach additional documents to your appeal form, as necessary. If you find there is further information you would like to submit after you have returned your appeal form, please send any further documents to the School Appeals Clerk.

Find the appeal form on the Reading Borough Council website
www.reading.gov.uk/schoolappeals

In-Year Admissions

The In-Year admissions arrangements for the school year 2026-2027 will use this Admission Policy 2026-27.

In Year Applications should be made directly to the School Office via admissions@theheightsprimary.co.uk who will advise if a place is available. In the event that no place is available, the applicant may choose to join the waiting list. Should places subsequently become available it will be allocated to those on the waiting list in accordance with the over-subscription criteria above.

The waiting lists for In-Year Transfers are reviewed at the end of each academic year. Applicants are asked to confirm whether they would like to keep their child on the waiting list. If an applicant does not reply they are removed from the waiting list.

Revision of this Admission Policy

This policy was amended and approved by the BPET Board of Trustees on 14 October 2026 to update the PAN from 50 to 60 children per year group.