



CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY with THE ARK, a SPECIALIST RESOURCE



Admissions Policy 2027-2028

Christ the King Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admissions round. The governing body has set its admission number at 30 pupils to the reception year group in the school year which begins in September 2027.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Note: The Ark ASD Resource

This policy concerns the arrangements for admission to Christ the King Catholic Primary School. There is also a Resource Centre for children with ASD at Christ the King called The Ark. Though The Ark is an integral part of the school, admissions to it are arranged via the SEN team at Reading Borough Council and are dealt with under a separate policy. Parents who wish for their children to be considered for admission to The Ark are encouraged to visit the school to speak to the Headteacher and the Manager of The Ark. Where the oversubscription criteria in the Admissions Policy, below, mentions "siblings", a child in The Ark counts as a sibling for the purpose of ranking applications to the main school.

Applications

The admissions process is part of the Reading LA co-ordinated scheme. The admissions policy for Christ the King Catholic Primary School as agreed by the Governing Body is as follows.

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Nursery

This policy does not cover admission to our Nursery which is dealt with under a separate process. Parents of children who are in our Nursery must apply for a place in the same way as all other parents if they wish their child to transfer into Reception at Christ the King. Attendance at Nursery does not guarantee a place in Reception.

Applications

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. (or from www.reading.gov.uk)

The Supplementary Information Form should be returned to **the school office at Christ the King, Lulworth Rd, Reading RG2 8LX by 15th January 2027.**

For in-year applications the Supplementary Information Form should be returned to **the school office Christ the King, Lulworth Rd, Reading RG2 8LX** with the application form or within 7 days of receipt of this form.

Failure to return the school's own Supplementary Information Form by the closing date with all the required information completed, together with all supporting documentation, may affect the decision to offer a place. This is because in cases where there is no Supplementary Information Form, the Governing Body will be unable to "rank" an applicant based on the over-subscription criteria.

Supplementary information forms together with all supporting documentation should be returned to the school office by 15th January 2027.

Late Applications

Applications received after the closing date will only be considered alongside forms received on time under the following circumstances.

- The family moved into the local area after application forms had been issued.
- The family had exceptional circumstances which prevented the form being returned on time. These circumstances must be explained in writing and should accompany the application form.

Applications received after places have been offered will be added to the school's waiting list in admission criteria order.

Letters offering places will be sent on behalf of the Governing Body by Reading Borough Council in April 2027.

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Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e., a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Headteacher, Christ the King Primary School, Lulworth Road, Reading RG2 8LX, or email admin@christtheking.reading.sch.uk at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Over-subscription criteria

If there are more applications than places available, then they will be prioritised according to the following criteria.

Children with an Education Health and Care Plan in which Christ the King school is named will take priority over all other applicants. An Education Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision for a child.

1. Catholic children in care of a Local Authority and Catholic children who have previously been in care of a Local Authority.
2. Catholic Children.
3. Other children in care of a Local Authority and other children who have previously been in care of a Local Authority
4. Children who will have a sibling in the school at the time of admission.
5. Other applicants

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Please see below for definitions of “in care”, “sibling” and “Catholic children”

Tie-Break Criteria

If there is over subscription in any of the above categories, the Governing Body will give priority to those living closest to the school. This will be determined by the shortest straight-line distance measured from the data point of the home and the school using Reading Borough Council’s digital mapping service. In the unlikely event of the distance between two children’s homes and the school being the same, random allocation will be used, which will be supervised by the Local Authority.

Waiting list

A waiting list will be held by Reading Borough Council until the end of August 2027. The school will maintain a waiting list until 31st December 2027. The list will be ranked according to the over-subscription criteria above and will include any late applications. Therefore, children can move up and down the waiting list.

Children in care of a Local Authority and children who have previously been in care of a Local Authority as well as children allocated a place at the school through Fair Access Protocol take precedence over those on the waiting list.

In Year applications

Applications for admissions to other year groups should be submitted directly to the school by contacting admin@christtheking.reading.sch.uk and using the school’s application form. If there are vacancies in the year group, then a place will be offered. If there are more applications than places available, then the over-subscription criteria above will be applied. If there are no places available, the child will be added to the waiting list. Children without a school place will take precedence over children attending another school. When making an application for in-year admission parents of Catholic children should indicate this on the form.

You will be advised of the outcome in writing, within 15 days of receipt, and you have the right of appeal to an independent panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to infant size exceptions).

Documentation/Evidence Required in Support of Application

Parents applying for a place in the school under criterion 2 will be asked to show the school a copy of their child’s baptismal certificate or certificate of reception into full communion of the Catholic Church.

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Infant Class Size regulations

In accordance with the School Admissions Code published by the Department for Education in December 2014, children will be admitted to a year group even if they take the numbers over our PAN, and admitted to an infant class, even if they take the class size over the statutory limit of 30, if they are:

- i. Children admitted outside the normal admissions round with an Education Health and Care Plans which name the school;
- ii. Looked after children and previously looked after children admitted outside the normal admissions round;
- iii. Children admitted, after initial allocation of places, because of a procedural error on the part of the admission authority or the local authority in the original application process;
- iv. Children admitted after an independent appeals panel upholds an appeal;
- v. Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- vi. Children of UK service personnel admitted outside the normal admissions round;
- vii. Children whose twin or sibling from a multiple birth is admitted other than as an excepted pupil;
- viii. Children who are admitted to our ASD Resource.

Definition of terms

Catholic

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Home

The child’s home means the child’s normal home address and is the child’s permanent address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home will be where the child sleeps for most of the nights between Sunday and Thursday.

Sibling -

- A brother or sister sharing the same parents
- Half-brother or sister, where two children share one common parent
- Stepbrother or stepsister, where two children are related by a parent’s marriage

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- The child of a parent or carer's partner where the child is living in the same family unit at the same address
- Adopted or fostered child living in the same family unit at the same address.

Children in Care of a Local Authority and children who have previously been in care of a Local Authority

A "looked after child" has the same meaning as in section 22 (1) of the children act 1989, and means any child who is (a) in the care of the local authority or (b) being provided accommodation by them in the exercise of children's services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship.

Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Meaning of Parent

S576 Education Act 1996

A parent in relation to a child or young person, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

Right of Appeal

Parents have a right of appeal against the decision of the Governing Body to refuse entry to the school.

Appeal hearings may be held in-person or remotely by video conference, and in certain limited circumstances, by telephone. Hybrid appeals, which are a mixture of appeals held in person and remotely, are also allowed.

When parents/carers are informed of a decision to refuse a child a place at a school, they **will** be given the reason for refusal, informed of their right to appeal, the deadline for lodging their appeal and contact details for making the appeal, which **must** be made in writing.

Parents who wish to appeal against this decision may appeal to an independent appeals panel. Information on this procedure is available from The Clerk to the Appeals Panel, Civic Centre, Reading RG1 7TD. Telephone 0118 93900532 and online at www.reading.gov.uk/schoolappeals

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Offers of places will be sent out by Reading Borough Council on April 16th 2027. Appeals against a decision not to award a place for September 2027 should be received by 20th May 2027 which is 20 school days after the offer day.

Approved by: Full Board of Governors 9th December 2025

This policy will be reviewed annually.

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**SUPPLEMENTARY INFORMATION FORM
2027/2028**

If you are expressing a preference for a place for your child at [insert name of school/academy] in [Insert local authority area] **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to [person, address] at the school/academy** by the closing date, 15th January 2027.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.
- Remember - you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant **Christ the King, Catholic Primary School**, Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

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