



## CAVERSHAM PARK PRIMARY SCHOOL

### Admission Procedures

#### School Admissions in Reading

School admissions in Reading are delivered by Brighter Futures for Children, on behalf of Reading Borough Council. Brighter Futures for Children co-ordinates admission for entry to Primary, Junior and Secondary Schools as required by the DfE School Admissions Code. Details of how these admissions will be co-ordinated for admissions in 2026 can be found at: <https://brighterfuturesforchildren.org/for-parents-carers/schools/primary-admissions>

#### School Admissions at Caversham Park Primary School for Reception Class

It is important that parents/carers who live in the Borough of Reading and want their child(ren) to attend Caversham Park Primary School, apply to Reading School Admissions if they have a child born between 1 September 2021 and 31 August 2022 and would like a place in the Reception cohort of Caversham Park Primary School in the September 2026.

#### Timetable for Reception Class Applications for 2026 - 2027

Reading parents/carers receive application information (if they attend Reading Nursery /pre-school/childminder)	November 2025
Online admissions site open	3 November 2025
Online admissions site closed	15 January 2026
National Offer Day for on time applications	16 April 2026
Deadline for parents to accept	30 April 2026
Waiting list activated	11 May 2026
Admissions round ends	31 August 2026

#### National Offer Day

16 April 2026 is National Offer Day for Primary and Junior Schools and this is the date parents/carers will be notified of a place for their children to start in our Reception cohort in September 2026. Once parents/carers have accepted this place for their child(ren), our School Administrator will contact parents/carers to inform them of transition arrangements, as outlined overleaf.

### **New Parent /Carer Meeting for the Reception Cohort**

A meeting for all new parent/carers is planned to be held in term 6 in preparation for their child(ren) starting school in September 2026. During the meeting, parents/carers will receive more information about the school, their child's class and their start date. Parents/carers will also be informed about their individual Teacher meetings which will take place prior to their child starting school.

Parents/carers will receive a welcome pack at this meeting which will contain some general information about the school, a registration form and a photo welcome leaflet which shows the child's new classroom and members of staff working in the Reception classroom.

### **Visits to Caversham Park Primary School Reception Setting**

Usually, all children will be offered visits during Term 6: which includes a visit with their parent/carers. Where possible, members of staff responsible for our Reception cohort, will visit feeder settings to observe children in their current place and speak with the keyworker or class teacher in their current setting.

### **Parent/Carer: Teacher Meetings for the Reception Cohort**

We feel that these are an integral part of the transition process and will be offered to all children and their families whether they are coming from other preschool settings or straight from home. These visits offer a valuable opportunity for children, teachers and families to get to know each other and to ensure uninterrupted time is dedicated to individual parents/carers and children to share information and answer any questions or concerns. These meetings will take place at the beginning of Term 1.

### **Phased Induction for the Reception Cohort**

During Term 1 we will have a short induction period for the children, gradually introducing them to a full day with lunch. Good attendance is expected throughout the staggered entry which is planned to support their transition to school and is important in helping them to settle well.

Parents/carers will be informed during Term 6 2025 of their child's start date.

The majority of the children joining the school in September will be expected to start full time from September, unless this is not appropriate for the needs of the child and they are not of statutory school age. In such cases, a deferred full-time placement will be discussed with parents/carers and a personal plan will be set up.

Throughout this transition period, parents/carers and teachers will discuss children's individual needs and decide on the provision that best matches and meets their child's personal and welfare needs.

### **In-Year Admissions**

In-year applications can be submitted for children of school age requiring admission to a new school.

Parents/carers can apply for admission if they are new to the country or returning to the UK, moving into Reading or if their child(ren) is already in a school but they are requesting a move to a new school.

Please read the Brighter Futures for Children In-Year Admissions Guide which can be find via this link:

<https://brighterfuturesforchildren.org/for-parents-carers/schools/in-year/>

## Admissions Appeals

If a child is not offered a place at Caversham Park Primary School, parents/carers have the right to appeal to an Independent Appeal Panel. Reading Borough Council manages the appeal for our school. Further information on this process can be found here:

<https://www.reading.gov.uk/children-and-education/schools/schoolappeals/>

Policy Date	Review Date	Review Committee
September 2025	September 2026	Full Governing Body