

Transferring to the Heights-Information Sheet

The process of transferring your child into Year 1 or Year 3 at The Heights Primary for September 2014, from another school is known as an application for 'In-Year' admissions.

What is the process of transferring our child to the heights?

Unlike the 2014 Reception admissions process, which was run by Reading Borough Council on behalf of The Heights, applications for Year 1 or 3 transfers need to be made directly to The Heights by 21st March 2014.

What happens after we have applied for a transfer?

Dependent on spaces being available, you will receive a provisional offer by 16th April, which you are then free to accept or reject by 1st May.

Are we under any obligation to accept a place once a provisional offer has been made?

We will withdraw any offers not accepted by 1st May 2014. However, the law states that if you do accept a place, you are not under any obligation to take up a place until the start of the new term in September. You can withdraw your application at any time. However, we will assume that any parents who accept an offer by 1st May to take up the place, as we will use this information to decide if it is financially viable for the year group to go ahead.

What are the timings for The Heights Primary School's Year 1 and Year 3 transfer process for the 2014-15 academic year:

- Friday 21st March 2014 - Closing date for parents to make first round applications
- Wednesday 16th April 2014 - First round offer letters posted and emailed to parents
- Thursday 1st May 2014 - Deadline for parents to accept the place offered

What happens if we miss the deadline of first round applications?

Applications received after 21st March will only be considered after 1st May, once it is known how many places have been allocated during the first round. If there are spaces available after 1st May, these will be allocated based in accordance to The Heights Admissions Arrangements. If all spaces have been allocated, your child will be placed on the waiting list.

What happens if there are more applications received than there are places available?

A waiting list will operate if there are more applications received than there are places available. Where a child sits on the waiting list will be determined in accordance with the over-subscription criteria, as outlined in The Heights Admissions Arrangements for September 2014. Children will be re-ranked when new children are added to the waiting list, as a result of subsequent applications. Please note that this may result in your child moving down the waiting list. New places will be offered to the child that ranks the highest on the waiting list, when the vacancy becomes available.

What happens if my child is not offered a place at the school?

If your child is not offered a place at the school you, have a right of appeal. Information about how to appeal can be found on the website www.reading.gov.uk/schoolsadmissions or by telephoning

0118 937 2532.

Why are you only allowing children to transfer into years 1 and 3?

Parents have expressed an interest in transferring children into years other than reception in 2014. However, we felt it was only appropriate to allow this for years 1 and 3. Year 1 students would be entering the Heights at the start of Key Stage 1, a natural time for change. Year 3 students will have already completed Key Stage 1 and therefore move to the Heights for the start of Key Stage 2.

Will you tell my child's current school if we apply?

We will not tell your existing school that you have made an application, until you have accepted the place. At this point we will inform all existing schools and will ask for details of your child's current school in the acceptance form.