Admission arrangements for pupils with SEND:

We are a three-form entry junior school and our standard admission number is 90 (up to 30 per class). All admissions to the school are managed by Reading Borough Council.

When a mainstream junior school (Year 3 entry) receives more applications than available places, RBC prioritises admissions in the following order:

1. **Looked After Children (LAC) & Previously Looked After Children (PLAC):** Children in public care or previously in care.
2. **Medical / Social Needs:** Exceptional medical or social reasons supported by professional evidence showing that only a specific school can meet the child's needs.
3. **Linked Infant School:** Children attending the named linked infant school (ie., Geoffrey Field Infant School)
4. **Catchment Area:** Children whose permanent home address lies within the school's designated catchment area.
5. **Siblings:** Children living outside the catchment area who have a sibling attending the school (or linked infant/junior school) at the time of entry.
6. **Distance / Tie-Breaker:** Radial distance from the child's home address to the school.

How a child with Special Educational Needs and Disabilities (SEND) enters a junior school depends on whether they have an EHCP or receive SEN Support:

A. Children WITH an Education, Health and Care Plan (EHCP)

- **Statutory Rights:** Under section 39 of the *Children and Families Act 2014*, children with an EHCP are not subject to standard oversubscription criteria.
- **Naming the School:** During the Annual Review in Year 2, the parent/carer requests the preferred junior school. The SEND team consults with the requested school.
- **Admission Priority:** If the school can meet the child's needs and admitting them is not incompatible with the efficient education of others, RBC must name the school in Section I of the EHCP. Once named, the school is legally required to admit the child.

B. Children WITHOUT an EHCP (SEN Support)

- **Standard Route:** Children receiving SEN Support follow the standard RBC primary/junior admissions process via the Reading Parent Portal.
- **Category 2 Consideration:** If the child's SEN involves exceptional medical or complex needs requiring a specific junior school environment, parents can apply under Category 2 (Social/Medical needs) by submitting supporting professional evidence (e.g., letters from paediatricians, occupational therapists or educational psychologists) alongside their application.

Key Timelines for Junior Transfer (Year 3)

- **Standard Applications:** Applications open in November and close on 15 January. National Offer Day is 16 April.

- **EHCP Phase Transfers:** The final EHCP naming the junior school must generally be issued by 15 February preceding entry in September.

SEND Transition Support

Infant to Junior School:

- **SENCO-to-SENCO Handover Meetings:** Strategic handovers take place between the Infant and Junior SENCOs to review children on the infant SEND Register, including needs, diagnosis, existing support plans, strategies and external agency involvement.
- **SEND Handover Meetings for Teaching Staff:** Detailed information-sharing sessions are conducted in July with incoming Year 3 class teachers to ensure all strategies, targets and individual needs are clearly understood prior to September. This is also carried out for all other year groups as well.
- **Parent & SENCO Meetings:** Individual transition meetings are held with Year 3 parents/carers of children on the SEND Register, as well as parents of any additional pupils recommended for monitoring or support by the Infant school. Any information gained from these meetings is shared with the Year 3 teachers.
- **Tailored Transition Visits for Pupils:** Target pupils identified by the Infant school undertake extra transition visits. These are delivered through small group sessions or individually, with parent participation included (where appropriate) to build confidence and familiarity.
- **Personalised Transition Booklets:** All year 3 pupils receive transition leaflets featuring photographs of key staff members, classrooms and important areas across the Junior school site to support visual orientation and reduce anxiety.

Junior to Secondary School

It is recommended that parents/carers of children on the SEND Register visit secondary schools, when their child is in year 5, and speak to the secondary school SENCO to determine which school can best meet their child's needs.

- **SENCO-to-SENCO Handover Meetings:** Strategic handovers take place between the Junior SENCO and the secondary school SENCOs to review children on the SEND Register, including needs, diagnosis, existing support plans, strategies and external agency involvement.
- **SEND Handover Meetings for Teaching Staff:** Detailed information-sharing sessions are conducted in June/July with outgoing Year 6 class teachers and incoming secondary school Heads of Year to ensure all strategies, targets and individual needs are clearly understood prior to September.
- **Tailored Transition Visits for Pupils:** Target pupils identified by the junior school undertake extra transition visits. These are delivered through small group sessions by the secondary school.

- **School preparedness:** In Year 6, a lot of work goes into supporting pupils so that they are prepared for secondary school.

Pupils and parents/carers are always welcome to visit the school. Please contact the school admin department to arrange a tour admin@geoffreyfield-jun.reading.sch.uk

If you wish to contact the SENCO to discuss your child's needs, please contact the admin department.