



Kendrick School

**Guide to the Admission Procedure  
for Entry to Year 7 in September 2019**

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***Lead, Inspire, Make a Difference***

# INTRODUCTION

The purpose of this booklet is to outline the admission procedures for prospective students aiming to join Kendrick School in September 2019 as a Year 7 student.

Parents are advised to read this document carefully prior to making an application on behalf of their daughter so that they fully understand the steps they must take and are aware of the key dates in the process.

A printed version of this guide is available to collect from our Reception in East Street (opening hours 8am to 5pm).

The guide is organised under the following key headings:

Welcome from Ms Kattirtzi, Headteacher

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# WELCOME

Dear Prospective Students, Parents and Carers

It is my great pleasure to welcome you to our Open Evening. I hope that you will enjoy your visit and finding out about our **remarkable school and the superb education** we offer.

Kendrick School is an 11-18 selective girls' school with academy status. Since 2003 Kendrick has enjoyed the **benefits of being a specialist school in Science, Mathematics and Languages**; this ethos of **specialism is reflected across all subjects** taught at Kendrick. In 2007 Kendrick entered into a **soft federation with Reading Girls' School** with whom it still maintains a working partnership for the benefit of girls' education. In **February 2011 Kendrick became an Academy**.



Kendrick has an impressive record of the highest academic standards and achievements and is acknowledged as being one of the very best state schools in the country; **it is a centre of excellence for girls' education** and an outstanding school. Recently, in **March 2017**, Kendrick was acknowledged and congratulated by the **Schools' Minister, Nick Gibb**, for being in the **top 5% of schools in the country** in terms of progress of students between KS2 and KS4, **using the Progress 8 measure**.

Kendrick is a **forward looking school and grasps the opportunities** that present themselves. A **love of learning** is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed. All **staff are hardworking and dedicated** to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. **Girls are bright, enthusiastic and curious and have a love of learning**.

As an outstanding school, **Kendrick seeks to work with other schools and organisations** and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. Kendrick actively pursues partnerships with educational establishments as well as with local businesses. These associations benefit the students of Kendrick and also enable us to share the good practice and opportunities we have with other schools and students in Reading. Currently Kendrick leads the Science Leadership Partnership in Reading, West Berkshire and Wokingham and provides support and expertise to schools in the teaching of Science. Kendrick is also part of the Reading Teaching School Alliance with Churchend Primary School.

As well as the formal curriculum, students at **Kendrick enjoy a rich and varied extracurricular education**. The **House System** provides opportunities for healthy competition with numerous annual House events which are key activities in the school year. Many of the House events are coordinated by the **Head Girl Team and House Captains** who work energetically with staff to support this vital community aspect of the school. **School Council** is an active student leadership group which discusses and drives change for the students.

Underpinning all that goes on at Kendrick is the superb **Kendrick Community Spirit**. There are **excellent relationships between staff and students**. Staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an **expert governing body** and an active parents' association, the **Kendrick Parents' Society**. Any day at Kendrick is busy, fun and enjoyable!

As the Headteacher of Kendrick, my vision is to **lead, inspire and make a difference to the lives of girls and young women**. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. My commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp the opportunities to secure its future.

**Ms Christine Kattirtzi**  
**Headteacher**

# SUMMARY PROSPECTUS

## AIMS OF THE SCHOOL

Kendrick School aims to provide an excellent education for all its students in a safe and healthy environment where students and staff can share a love of learning and enjoy satisfaction in their achievements. The school seeks to promote confidence in its students. The traditional strengths and values are combined with a determination to embrace new challenges, to promote flexible and lifelong learning and to prepare the members of our community for the future. The school is committed to valuing all subjects and areas of the curriculum.

### **The aims will be achieved by:**

- Creating an ethos where spiritual life and moral values underpin what to do.
- Working collaboratively within the school: with parents and governors, with its partner schools and in the wider community. The school will learn from others and also offer its own expertise where it can.
- Promoting a culture in which everyone, irrespective of age or experience, is recognised as having potential for learning, where challenge and innovation are welcomed and where staff and students are encouraged to become members of a learning society. Members of staff are encouraged to be reflective and innovative practitioners. Staff **and** students engage in regular self review through procedures which are embedded into the life of the school.
- Creating an environment which promotes personalised learning and lifelong skills, maintaining a focus on individual needs.
- Promoting excellence and also breadth in educational experiences. The school wants its students to fulfil their potential across a range of achievements: academic, social, creative and personal.
- Promoting inclusion for all students and staff and finding ways to listen and respond to the 'student voice'.
- Sustaining commitment to promote active citizenship, respect for others and a willingness to become involved in society.
- Fostering work-related learning and links with business and industry.
- Using technology creatively to help and inspire learning.

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## THE CURRICULUM

The curriculum is framed with the intention of producing well-balanced students prepared for the responsibilities and opportunities that arise throughout life and to prepare students for the challenges of the 21<sup>st</sup> century. It extends knowledge, experience and imagination in ways which develop critical and analytical capability, awareness of moral values and capacity for enjoyment.

The students' spiritual, moral and ethical development is addressed through the formal curriculum in a number of subjects including religious education lessons. It also occurs informally through assemblies, numerous extra-curricular activities, residential experiences and in other intangible ways which permeate the ethos of the school.

Kendrick has a full and well established PSHCE programme which is delivered to all students by their own tutors as part of the tutor/PSHCE programme. It is also delivered by specialists as a discrete subject in the upper school. Students will be prepared for their roles as citizens and follow recommended schemes of work for citizenship. All students receive careers advice and have the benefit of taking part in a well-integrated work experience programme as part of our work related and enterprise curriculum.

Every student has access to the full National Curriculum, Religious Studies, Citizenship and PSHCE. Kendrick is a grammar school and continues to offer a wide variety of subjects; in particular English Literature, a second modern foreign language, Latin and Religious Studies to public examination level.

## **COURSES OF STUDY FOR THE ACADEMIC YEAR 2018/2019**

**Year 7:** English, Mathematics, Science, a Modern Language (French or German), History, Geography, Religious Studies, Music, Art, Computing, Design & Technology, Physical Education, Drama and PSHCE including Citizenship.

**Year 8:** The above curriculum is continued and additional courses are begun in a second Modern Language and Latin.

**Year 9:** The above curriculum continues and a course is begun in Careers Education. Science lessons are organised as the discrete subjects, Biology, Chemistry and Physics.

*NB Design & Technology incorporates Textiles Technology, Food Technology and Product Design (which has elements of Graphics, Resistant Materials and Electronics).*

*Physical Education includes a wide range of activities: gymnastics, modern dance, swimming, athletics, netball, hockey, tennis and rounders.*

Year 10 and 11 students study English (Language and Literature), Mathematics, Science (Biology, Chemistry and Physics), a Modern Language (French or German), and a Humanity (Geography, History or Religious Studies). They may choose additional subjects from Art, Business, Computer Science, Design and Technology, Drama, Fashion and Textiles, Food Preparation and Nutrition, Latin, Music and Physical Education.

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## **SIXTH FORM**

We are extremely proud of the academic and personal achievements of all the students in our Sixth Form. Not only do the students enjoy impressive examination results that place us as one of the best state schools in the country, but they repeatedly amaze us with their sporting success, musical prowess and other individual achievements. Sixth Form students are excellent role models for the rest of the school and they actively participate in many aspects of the school life of students in Years 7 to 11. Please see our website for more information on our Sixth Form, date of the Open Evening for entry in September 2019 (November 2018) and how to apply.

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## EXAM RESULTS – SUMMER 2017

| GCSE 2017    | English Language | English Literature | Maths |
|--------------|------------------|--------------------|-------|
| %grades 9    | 19%              | 35%                | 36%   |
| % grades 9-8 | 46%              | 69%                | 71%   |
| % grades 9-7 | 71%              | 88%                | 92%   |
| % grades 9-6 | 93%              | 97%                | 98%   |
| % grades 9-5 | 100%             | 100%               | 100%  |

| GCSE 2017         | All Subjects | All Subjects other than English and Maths |
|-------------------|--------------|---|
| Average pts score | 7.5          | 7.4                                       |
| %grades A*        |              | 48%                                       |
| % grades A*-A     | 83%          | 83%                                       |
| % grades A*-B     |              | 95%                                       |
| % grades A*-C     | 99.6%        | 99.5%                                     |
| % grades A*-D     |              | 100%                                      |

| A2 Level |       |      |      |
|----------|-------|------|------|
| % Grades | 2017  | 2016 | 2015 |
| A*       | 18%   | 27%  | 26%  |
| A*-A     | 54.3% | 71%  | 63%  |
| A*-B     | 79%   | 89%  | 86%  |
| A*-C     | 93%   | 98%  | 95%  |
| A*-E     | 100%  | 100% | 99%  |

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## PASTORAL CARE

There is a strong and well organised pastoral structure in the school based upon an effective infrastructure and a good communications system. The system of pastoral care begins with the induction process led by the Teaching and Learning Coordinator for Year 7 and the Year 7 tutors.

The role of the tutor is of the utmost importance and is the first point of contact over any issue (for parents and for staff). Our intention at Kendrick is that there is a close and caring relationship between the student and her tutor which will support the student during her life at Kendrick.

Regular tutor meetings, documentation of all information, formal and informal discussions, regular one-to-one student profiling, reports and tutor involvement in their form's PSHCE programme all go to create the conditions which enable this relationship to flourish. The Head of Year oversees the whole process and is the next point of contact after the tutor.

We also understand and value the contribution that parents and carers give to this relationship and we wish to work in partnership and in cooperation with parents and carers so that students feel supported and valued in their school life.

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## TIMES OF THE SCHOOL DAY

|                   |                   |
|-------------------|-------------------|
| Registration am   | 8.25am – 8.45am   |
| Period 1          | 8.50am – 9.50am   |
| Period 2          | 9.55am – 10.55am  |
| First Break       | 10.55am – 11.15am |
| Period 3          | 11.20am – 12.20pm |
| Second Break      | 12.20pm – 1.00pm  |
| Registration p.m. | 1.00pm – 1.05pm   |
| Period 4          | 1.10pm – 2.10pm   |
| Period 5          | 2.15pm – 3.15pm   |

After school, students can work in the library where they will be supervised by the Library Assistant until 5.30pm (the closing time of the Library is subject to review).

## TERM DATES 2018/19

|  |
|--|
| <p style="text-align: center;"><b>TERM 1 - 2018</b><br/>Tuesday 4<sup>th</sup> September to Friday 19<sup>th</sup> October 2018<br/><i>INSET Day: Monday 3<sup>rd</sup> September 2018</i></p>   |
| <p style="text-align: center;"><b>TERM 2 – 2018</b><br/>Monday 29<sup>th</sup> October to Wednesday 19<sup>th</sup> December 2018</p>  |
| <p style="text-align: center;"><b>TERM 3 – 2019</b><br/>Monday 7<sup>th</sup> January to Friday 15<sup>th</sup> February 2019</p>  |
| <p style="text-align: center;"><b>TERM 4 – 2019</b><br/>Monday 25<sup>th</sup> February to Friday 5<sup>th</sup> April 2019</p>  |
| <p style="text-align: center;"><b>TERM 5 – 2019</b><br/>Tuesday 23<sup>rd</sup> April to Friday 24<sup>th</sup> May 2019<br/><i>Easter Monday: Monday 22<sup>nd</sup> April 2019</i><br/><i>Bank Holiday: Monday 6<sup>th</sup> May 2019</i></p> |
| <p style="text-align: center;"><b>TERM 6 – 2019</b><br/>Monday 3<sup>rd</sup> June to Friday 19<sup>th</sup> July 2019</p>   |

# GUIDELINE TO THE ADMISSION PROCESS

## FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2019

There are 96 places for entry in Year 7 September 2019. Selection for entry is as described in this booklet and in the 'Admissions Policy for Entry into Year 7 in September 2019' which is at the back of this booklet.

Applications must be made on the appropriate Local Authority (LA) Common Application Form (CAF). In addition, a separate online application (to register for the entrance test) must be made directly to Kendrick School.

### 1.1 Grammar Schools Taking the Same Test on the Same Day

Kendrick School is part of a group of Grammar Schools who will be using a common admissions test on **Saturday 15<sup>th</sup> September 2018** for the September 2019 Year 7 intake. This group includes Kendrick School (girls), Reading School (boys) and the group of four Grammar Schools in Slough (Herschel Grammar School (mixed), Langley Grammar School (mixed), St Bernard's Catholic Grammar School (mixed) and Slough Grammar School (mixed)). In addition there are other schools in the wider geographical area who will be using the same test on the same day.

Some parents may be considering including either one or more Slough grammar schools, or other schools in the Consortium, in addition to Kendrick School on the Common Application Form. Kendrick School, the Slough Consortium of Grammar Schools and Reading School will be using the same test on the same day, and it is not possible for students to sit the test more than once.

However, parents whose children sit the test at Kendrick may request that the raw score is shared with other schools in the wider Consortium (which includes the Slough Consortium) for inclusion in their standardisation. Similarly, parents whose children sit the test at other schools in the Consortium may request that the raw score is shared with Kendrick School for inclusion in the Kendrick standardisation.

In either of these cases, parents would subsequently receive results from each of the schools. These standardised results may be different, as the same raw score is being compared to those of a different cohort of children.

### 1.2 Registering for the Test

In accordance with the School Admissions Code (December 2014), the school is required to conduct the Entrance Test so that parents can be informed of the outcome before the deadline for submitting the Common Application Form to their home LA (31st October 2018). Parents/carers must submit an online registration form to Kendrick School to register for the Entrance Tests before they submit the common application form to the home LA, if they wish to know the outcome of the test before completing the school preference form.

### 1.3 Completing the Registration Form

The Registration Form for Kendrick School (Intention to take the Entrance Test) will be available to complete online from **1<sup>st</sup> May 2018** and must be submitted by **midnight Tuesday 19<sup>th</sup> June 2018**. The online registration form can be accessed from Kendrick School website from the Admissions page and then by selecting Admission into Year 7 in September 2019.

**PLEASE NOTE: Online registration will close at midnight on Tuesday 19<sup>th</sup> June 2018 and late applications will NOT be accepted.**

**IMPORTANT:** Where applicants wish to be considered for more than one school, the raw marks will be shared with the other schools for inclusion in the appropriate standardisation process. If you are applying for more than one school, you **MUST** register **SEPARATELY** with **EACH** school, according to their admission policy. Your daughter's score can only be shared with those schools for which they are registered. Scores cannot be retrospectively shared after the standardisation process has taken place.

**This means that if you wish your daughter to sit the test at Kendrick School and share her raw score with the Slough Consortium you MUST complete the Kendrick School online registration form AND register an application with the Slough Consortium on their online admission form but indicate she is sitting the test at Kendrick School. Likewise, if you wish your daughter to sit the test at one of the Slough Consortium schools, you must register with the Slough Consortium by completing their online application form AND also complete Kendrick School online registration form and indicate she is sitting the test at the Slough Consortium.**

Please see the section on page 12 of this booklet on completing the online registration form.

## 2. Oversubscription Criteria

The oversubscription criteria will be applied if there are more applicants than the 96 places available. A qualifying score will be determined (to two decimal places) and applicants on or above that qualifying score will be deemed to have reached a standard which is suitable for a grammar school. All applicants with scores on or above the qualifying score will be ranked according to their performance in the tests.

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and has named Kendrick School specifically on the statement will always be admitted as long as they have met the qualifying score.

Offers will then be made from the ranked list in the following order and within each category, according to the ranked order:

1. The applicant is a looked after child or previously looked after child<sup>1</sup>
2. The permanent home address of the applicant is within the designated area of the school and the applicant is Pupil Premium or Service Premium child<sup>2</sup>. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium or Service Premium will be required.
3. The permanent home address of the applicant is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the applicant.
4. Applicants whose home address is NOT in the designated area of the school.

Note: in 1) above, any such an applicant, provided she has achieved a qualifying score, will be offered a place even if she is not ranked in the top 96 places. In 2) any such applicant, provided she has achieved a qualifying score and her permanent home address is within the designated area of the school, will be offered a place even if she is not ranked in the top 96 places. The total number of places offered will remain, however, at 96.

### 2.1 Child in Care or Previously in Care But Since Been Adopted

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

### 2.2 Pupil Premium or Service Premium Child

If the applicant is in receipt of Pupil Premium or Service Premium, evidence of receipt will be requested from the applicant's current primary school.

## 2.3 The Designated Area

Kendrick School operates a “designated area” as part of its oversubscription criteria.

Places will be offered to applicants who are ranked high enough according to the entrance test scores and who reside within the designated area. Only if there are further places available will applicants who live outside the designated area be considered. **The address which will be used for consideration to be living within the designated area must be the applicant’s permanent address at 31<sup>st</sup> August 2018.** The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

The designated area consists of all postcodes starting:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45  
RG14 2, RG14 5  
RG20 4, RG20 5, RG20 6, RG20 7  
RG22 6  
RG23 8  
RG29 1  
GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52  
OX10 0, OX10 1, OX10 6, OX10 8, OX10 9  
OX11 9,  
OX49 5  
SL4, SL5, SL6, SL7, SL8  
SL1 5, SL1 6, SL1 7, SL1 8, SL1 9  
HP10 9, HP11, HP12, HP14 3

## 3. Open Event – Thursday 26<sup>th</sup> April 2018

The Open Event for prospective Year 7 entrants for September 2019 is on **Thursday 26<sup>th</sup> April 2018** from 5pm to 8pm. Current Year 5 students and their parents are welcome to visit the school and hear an address by Ms Christine Kattirtzi, Headteacher, who will speak several times throughout the evening. No appointment is necessary.

Please note there will be no parking available on the school site during these events. The nearest public car parks are the Queen’s Road multi-storey or The Oracle, which are both a short walk from the school.

## 4. Format of Entrance Tests

The test will comprise two separate papers, each lasting approximately one hour and administered within two one hour periods.

Each test will assess Verbal, Non-Verbal and Numerical ability. Candidates are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics and to be able to apply these creatively. There are no practice papers but a familiarisation booklet is available on the school website. Further information on the format of the tests is detailed within this Familiarisation Booklet. Please note that the Familiarisation Booklet is NOT definitive and the inclusion of any question types does not guarantee that they will be found in the final assessment.

There will be a short break between the tests when candidates will be able to have a drink and a snack (not provided by the school) and go to the toilet if necessary.

Candidates will be supervised throughout by members of staff, supported by senior students. The instructions for the tests will be provided by a prepared audio soundtrack. *(Kendrick School reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable).*

## 5. Special Consideration

We recognise that some applicants may have special educational needs or a disability that require special arrangements for the tests. Parents should inform the school **in writing, in advance** of the tests and by completing the relevant section of the application form so that the appropriate arrangements can be made. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to need. It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant's current school. Kendrick School may contact the applicant's primary school to verify and confirm existing arrangements.

A general rule would be that if the candidate regularly receives additional time to complete assignments in school, or would be eligible for additional time for examination purposes, she may be eligible for additional time in the entrance tests.

There may also be other reasons for special consideration, e.g. visual impairment or physical disability.

Similarly, illnesses or other conditions can arise in the week leading up to the test. Parents are advised to contact the school immediately to discuss the most appropriate test arrangements for the candidate.

## 6. Test Day

Entrance tests will be taken at Kendrick School on **Saturday 15<sup>th</sup> September 2018** in the morning or the afternoon. Details of how to download the test arrangements and a Test Day Registration Card will be emailed to parents/carers no later than one week before the test. **It is not possible to request a morning or an afternoon session.**

All applicants sitting the test at Kendrick School will need to download the Test Day Registration Card to which a photo of the candidate will be attached. The applicant's parent/carer is responsible for asking the current primary school to sign this Registration Card and use their school stamp to confirm that the photo is a true likeness of the candidate and confirm her date of birth. **Applicants must bring this completed Test Day Registration Card with them on the test day.**

### Equipment

The candidate should bring with her 2 HB pencils and a rubber. Please note that the use of dictionaries, electronic calculators of any description, stopwatches or timers are not permitted. Please do not allow your daughter to bring them to the examination. **Mobile phones, watches, iPads or any other electronic aid are not to be brought to the test.**

Drinks and snacks are not permitted during the tests unless you have notified the Admissions Office in writing of a specific medical condition in advance of the test.

## 7. Test Results and Standardisation

Papers are marked centrally by CEM who then carry out a standardisation process.

Standardisation is a statistical procedure whereby raw scores (number of questions answered correctly) are converted to standardised scores to make it fair for candidates of all ages. The procedure takes into account the scores and ages of all the candidates that take the test on the same day and for the same school.

## 8. Notification of Test Results

The applicant will receive results of the entrance tests before the deadline for submission of the Common Application Form. You will receive an email in mid-October enabling you to view your daughter's test result online. This will be their standardised score only.

A link to the test results will be emailed to applicants in time to complete the Common Application Form (CAF). Candidates will be notified of their standardised score and be informed if they have met the standard for Kendrick School or not.

An offer of a place will be dependent on:

- The applicant including Kendrick as a preferred school on the CAF
- The number of candidates with a qualifying score who put Kendrick School on their CAF
- The resulting rank order adjusted for those living within the designated area
- The application, if required, of the oversubscription criteria.

## 9. Completing the Common Application Form (CAF)

You must complete a CAF through your own Local Authority; this also applies to candidates from the independent sector. The CAF is issued by the candidate's primary school or can be obtained directly from your Local Authority. However, the majority of applicants now complete the CAF online and this method has many advantages. You will receive a unique log in, and can change your preferences up to midnight of the deadline for submission. On the CAF you must list all the state schools you wish to apply for including grammar schools both in and outside your own area.

Your preferences should be placed on the CAF in rank order. **List the schools to which you are applying in your genuinely preferred order.** All preferences are considered using the over-subscription criteria for each school. Where a student can be placed at more than one school, the offer will be for the highest ranked school on the CAF where places are available.

Local Authorities will make offers to eligible students using the stated admission criteria for each school. It is therefore very important to find out the particular admission requirements for each school you are interested in. These will be published on each school's website.

## 10. Allocation of Places

You will be notified to which school your daughter has been allocated through your Local Authority on 1<sup>st</sup> March 2019 – this is the National Offer Day.

If your child is not offered a place at the school of your choice, you have a right to appeal against this decision to an Independent Appeal Panel. Details of how to appeal can be obtained from your Local Authority or on the school's website.

## 11. Summary of Key Dates

|   |  |
|---|--|
| <b>Familiarisation Booklet available on the website from:</b>     | April 2018   |
| <b>Open Day</b>   | Thursday 26 <sup>th</sup> April 2018, 5pm to 8pm   |
| <b>Registration Form available from:</b>                          | On-line from Tuesday 1 <sup>st</sup> May 2018      |
| <b>Registration Forms to be submitted by:</b>                     | Midnight Tuesday 19 <sup>th</sup> June 2018        |
| <b>Test Day</b>   | Saturday 15 <sup>th</sup> September 2018, am or pm |
| <b>Supplementary Test Day (medical evidence will be required)</b> | Monday 24 <sup>th</sup> September 2018             |
| <b>Test Results from Kendrick School</b>                          | Middle to end of October 2018                      |
| <b>Deadline for submitting CAF to home Local Authority</b>        | 31 <sup>st</sup> October 2018                      |
| <b>Offer date from home Local Authority</b>                       | 1 <sup>st</sup> March 2019                         |

# GUIDELINES FOR COMPLETING THE ONLINE REGISTRATION FORM

## THE REGISTRATION PROCESS

- Online registration to take the admission tests opens on **Tuesday 1<sup>st</sup> May 2018**.
- The link to the online registration form can be found on our website [www.kendrick.reading.sch.uk](http://www.kendrick.reading.sch.uk) under Admission/Admission into Year 7 in September 2019 or from the link on the home page.
- **Sitting the Test at Kendrick School**
  - To register for the entrance test for Kendrick School you must complete the Kendrick School online registration process. This will register your child to sit the entrance examination for entry into Year 7 in September 2019 and sit the examination on **Saturday 15 September 2018 at Kendrick School**. If you wish your daughter's score to be shared with other schools in the Consortium, **you must register separately with each of the schools**.
- **Sitting the test at another school and sharing your daughter's scores with Kendrick School**
  - If you wish your daughter to sit the test at another school and for her results to be shared with Kendrick School, you must register with the school where you want your daughter to sit the test, **AND** also complete the Kendrick School online registration form and indicate in the appropriate drop down box the school where your daughter will sit the test.
  - **IMPORTANT: You must use EXACTLY the same details for your daughter when registering at different schools. This includes first name, surname, date of birth, address and primary school. Failure to do this could severely delay your application and may mean that your daughter's details cannot be matched in order to share scores.**
- **IMPORTANT:** Your daughter's scores can only be shared with those schools for which she is registered. Scores cannot be retrospectively shared after the standardisation process has taken place.
- In order to submit a registration form you will need:
  - A valid email address
  - A recent digital photo of your daughter (head and shoulder shot)
  - Access to a computer or tablet and connection to the internet; registration cannot be completed from a mobile phone.
- If you do not have access to a computer or a tablet to complete the online registration form please contact Kendrick School **well in advance of the deadline** (19<sup>th</sup> June 2018).

## THE REGISTRATION FORM

### Your Daughter's Personal Details

- Forename
- Surname
- Other forenames (or middle name)
- Gender (Female)
- Date of Birth
  - Applications will not normally be accepted from any girl whose date of birth is before 1st September 2007.
  - Applications will not normally be accepted from any girl whose date of birth is after 31st December 2008.

- Only in highly exceptional circumstances will applications be accepted from any girl whose date of birth is before 1st September 2007 or after 31st December 2008 and you will be contacted to discuss the application if this is the case. ***You will be asked to input the reason why your daughter is taking the test outside of these dates when you submit the form. Please enter this information and then resubmit the form.***
- In addition, applicants would be expected to be working in Year 6 at the time of the test. Applications will not be accepted from any applicant who has moved on to Year 7.
- Applicants working in Year 5 may take the test but the home Local Authority must have approved the application by considering the age, aptitude, ability and emotional and social development of the applicant.
- There are no circumstances where the test can be taken twice.

### Parent/Carer Details

- Parent/Carer's Title
- Parent/Carer's Forename
- Parent/Carer's Surname

### Address

- Kendrick School operate a designated area as part of its oversubscription criteria. The designated area is determined by the postcode of the applicant's home address.
- Our designated area consists of all postcodes starting:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45

RG14 2, RG14 5

RG20 4, RG20 5, RG20 6, RG20 7

RG22 6

RG23 8

RG29 1

GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52

OX10 0, OX10 1, OX10 6, OX10 8, OX10 9, OX11 9, OX49 5

SL4, SL5, SL6, SL7, SL8, SL1 5, SL1 6, SL1 7, SL1 8, SL1 9

HP10 9, HP11, HP12, HP14 3

- Places will be offered to applicants who are ranked high enough according to the entrance test scores and who reside within the designated area. **This must be the applicant's permanent home address with their parent(s)/carer(s) at 31<sup>st</sup> August 2018.**
- Only if there are further places available will applicants who live outside the designated area be considered.
- The 'permanent address' is defined as the permanent place of residence of the parent/carers with whom the applicant spends the majority of their time and the address that is used to complete the Common Application Form (CAF). In the case where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday).
- The exception to this is if the applicant's family are returning from abroad to a previous home within the designated area, are Crown Servants or members of the Armed Forces (documentary evidence will be required to support this).
- **If this is the case please select 'Yes' in the Exception to the Designated Area box and send in documentary evidence to support your claim (for example a recent mortgage statement, a tenancy agreement or land registry documents).**
- If your daughter is offered a place at Kendrick School, documentary evidence will be required to confirm the applicant's permanent address. Any information that is subsequently proven to be inaccurate will potentially invalidate that application and the offer may be withdrawn.

### Email address

- **IMPORTANT** Please supply an email address that you check regularly, as your email address will be used to acknowledge submission of your registration form and further correspondence will be sent by email. Please ensure that emails from Kendrick School are 'allowed' and not sent automatically to your junk mail. You may wish to add do\_not\_reply@kendrickschool.org.uk to your safe senders list.

### Information about your daughter's current school

- Select your daughter's current primary school from the drop down list. This will automatically fill in the correct details for the school.
- If your daughter's primary school is not listed, please select 'other' from the drop down box and type in the correct details

### Special arrangements for the entrance test

- If your daughter has any special educational or medical needs or a disability for which special arrangements are needed for the entrance test then please select yes in the drop down box and give brief details in the box provided.
- **IMPORTANT** It is vital that you let us know of any relevant information in advance of the test day because any needs cannot be taken into consideration and/or allowances cannot be made after the test has taken place.
- Kendrick School will contact you to discuss and agree any special arrangements required.
- You will be asked to send in supporting information from an accredited professional if extra time or particular arrangements are being requested. It will also be necessary to establish a history of need by demonstrating that similar arrangements are in place at your daughter's current school.
- If your daughter has a medical need (such as asthma or allergies) please indicate in the box provided the medication she will bring with her to the test.

### Extra information

- As part of our oversubscription criteria, any applicant who is a 'looked after child' or previously looked after child, provided she has achieved a qualifying score, will be offered a place even if she is not ranked in the top 96 places. Any applicant in receipt of Pupil Premium or Service Premium, provided she has achieved a qualifying score and her permanent home address is within the designated area of the school, will be offered a place even if she is not ranked in the top 96 places
- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
- Pupil Premium are those students who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals.
- The Service Premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last 5 years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).
- **If your daughter is receives Pupil Premium or Service Premium or is a 'looked after child' or 'previously looked after child' please select the appropriate choice in the drop down box.**
- Kendrick School will request evidence of the above from your daughter's current primary school.

## Test venue

- Kendrick School will use the same Entrance Test as a number of other Grammar Schools, including Reading School and the Slough Consortium.
- The tests will take place on **Saturday 15th September 2018** in all these schools. Applicants for any of these schools may only take the test once. If it is found that an applicant has taken the test twice, the raw scores for the first attempt will be used for the standardisation process.
- **Please indicate in the drop down box where your daughter will sit the test on Saturday 15<sup>th</sup> September 2018.** The test can only be taken at ONE of the schools listed. **IMPORTANT: Please read Sharing of Scores below.**
- Your daughter can only be in one place to sit a test on Saturday 15th September 2018 regardless of the test provider. Priority should always be given to your first preference school. However, if there is a conflict with dates and the name of the school does not appear in the drop down list, then please select 'Other' and name the school in the box provided.
- In this situation, please be aware that there is no guarantee that an alternative test date will be available and any alternative test day would be in exceptional circumstances only. Please contact Kendrick School to discuss this further.

## Sharing of scores

- Where applicants wish to be considered for more than one school, the raw marks from the test will be shared with the other schools for inclusion in the appropriate standardisation sample.
- If you are applying to more than one school, you **MUST** register with **EACH** school, according to their admissions policy. Your daughter's scores can only be shared with those schools for which they are registered. Scores cannot be retrospectively shared after the standardisation process has taken place
- **IMPORTANT:** This means that if you wish your daughter to sit the test at Kendrick School and share her raw score with the Slough Consortium you **MUST**:
  - Register and apply to sit the test at Kendrick School by completing the Kendrick School online application form **AND**
  - Register an application with the Slough Consortium by completing their online registration form but indicate that she is sitting the test at Kendrick School.
- **IMPORTANT:** You must use **EXACTLY** the same details for your daughter when registering at different schools. This includes first name, surname, date of birth, address and primary school. Failure to do this could severely delay your application and may mean that your daughter's details cannot be matched in order to share scores.

## Password

- To amend your data, print a copy of the registration and, most important, to access the result of the test you will be asked for your password.
- Choose a password, **remember to note it down in a secure place.** It has to be at least 6 alphanumeric characters long (a-zA-Z1-9 only) and not more than 16 where at least one character has to be upper case (for example 'A'), one lower case (for example 'g') and another a number.
- **IMPORTANT:** We stress that you must note the password safely and keep it secure with the user name that you will be given later. The user name with the password will give you access to your daughter's details and test result, and it must be treated as **strictly confidential.**
- **Kendrick School does not have access to this password.**

## Declarations

- In completing the application and signing the form, you hereby grant permission for the personal data you have supplied to be shared with approved Data Processors, Test Providers and other Admission Authorities performing similar testing for any reason deemed necessary in order to ensure the integrity of the process and the tests. At all times Data Processors, Test Providers and other Admission Authorities agree to treat all personal data strictly in accordance with the Data Protection regulations currently in force.

- **IMPORTANT** Clicking this box does **NOT** mean that your daughter's scores will be automatically shared with the other grammar schools in the consortium. If you are applying to more than one school, you **MUST** register with **EACH** school, according to their admissions policy.
- **IMPORTANT** Please click in all the boxes to confirm that you agree with statements listed. **Your application will not be submitted unless you click all the boxes.**

## ADDING A PHOTOGRAPH

- At this stage you will be given a user name (6 upper case alpha characters). Before proceeding any further you should note this user name, as you will need this if your attempt to upload a photograph fails.
- **IMPORTANT** You cannot submit the registration form without an acceptable photograph. The digital photo must
  - be taken with eyes open and clearly visible (no tinted glasses or sunglasses and no hair across eyes).
  - show her full head, without any head covering unless one is worn for medical or religious reasons.
  - show your daughter on her own.
  - be in colour and have been taken within the last twelve months.
  - be in sharp focus with a clear difference between face and the background.
  - the file size should not be greater than 4 megabytes(Mb); if larger then you should use the photo editing software on your computer or phone to reduce the size of the file.
- **Please do not scan a passport photograph, as this is not acceptable**
- Choose just one image. After making your choice you must click or touch the submit button to complete the registration. Please allow a few moments for the upload to be completed, it may take more than a minute depending on the size of the photograph and your connection speed with the internet.

## COMPLETION AND SUBMISSION OF THE REGISTRATION FORM

- If you are happy with the photo submitted then click the tick box to confirm that it is a true likeness of your daughter.
- If not and you wish to use a different photo, then click on relevant link to upload a different photo.
- Once you have clicked the tick box you will receive confirmation that the registration form has been completed and submitted and your daughter has been registered for the entrance test.

## EMAIL CONFIRMATION

- An email will be sent to the address declared on the form confirming that the registration is complete and confirming your user name.
- **IMPORTANT** Please note the user name for your registration before leaving this page. You will need this user name and your password should you wish to view, print or amend your registration.
- You will also need the user name and password in order to view the result of your daughter's entrance examination when it is available in October.
- You should keep your user name and password in a safe place, as they allow access to confidential information.
- If you have not received a confirmation email within 24 hours, please contact Kendrick School. **Please do not submit another registration form.**
- **IMPORTANT:** You must click on the link at the bottom of the email to verify you have received it. **Your daughter's registration is not complete until you do this.**

## AMENDING OR PRINTING THE REGISTRATION FORM

- If you need to amend any details you can do so up until the close of registration using your user name and your password. After 19<sup>th</sup> June 2018, any changes should be notified to Kendrick School.
- You have the option to do the following using the user name and password:
  - To download a printable copy of your completed application (with photograph)
  - To update details about your child where there has been either a change since registering or to correct an error made
  - To add or to change the photograph of your child

# YEAR 7 ADMISSIONS POLICY – SEPTEMBER 2019 ENTRY

Kendrick School is a selective girls' school with academy status. All applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code 2014, in which parents/carers are required to make an application to the Local Authority (LA) in which they live (home LA). Kendrick School will inform Reading LA of all applications received.

## Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2019 (the routine admission round) begins in May 2018 and ends on 31<sup>st</sup> August 2019.

Applications must be made on the appropriate Local Authority (LA) Common Application Form (CAF). In addition, a separate application (to register for the Admission Test) must be made directly to Kendrick School.

Parents/carers must register for the Kendrick School Admission Test by completing the online registration form available on the school website from 1<sup>st</sup> May 2018. The deadline for registering for the Admission Tests for entry into Year 7 in September 2019 is Tuesday 19<sup>th</sup> June 2018.

*Late entries will **NOT** be accepted.*

## Admission Test

Kendrick School will use the same Admission Test as a number of other Grammar Schools, including Reading School and the Slough Consortium. **The tests will take place on Saturday 15<sup>th</sup> September 2018** in all these schools. **Applicants for any of these schools may only take the test once.** If it is found that an applicant has taken the test twice, the raw scores for the first attempt will be used for the standardisation process.

There will be two tests each of length approximately one hour. There will be a short break between the two test sessions. Each test will assess Verbal, Non Verbal and Numerical ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively.

There are no practice papers but a Familiarisation Booklet will be published on the school website as soon as it is made available but no later than when registration opens on 1<sup>st</sup> May 2018.

The raw scores will be age standardised and the ranking is determined by the aggregate of the age standardised scores of both tests.

## Results

The result of the Admission Test will be made available to parents/carers in advance of the Common Application deadline of 31<sup>st</sup> October 2018. Parents/carers are advised to use this information as guidance to the suitability of their daughter for a Grammar School place. **The results do not guarantee an offer of a place.** (See section on "Oversubscription Criteria")

The deadline for receipt of the Common Application Form by the home LA is 31<sup>st</sup> October 2018.

## Applications received after the deadline

**No** Registration Forms for the Admission Test at Kendrick School received **after** the deadline (Tuesday 19<sup>th</sup> June 2018) **will be accepted.**

However, where there are **exceptional** circumstances, applications received after the deadline may be considered if received before 31<sup>st</sup> December 2018. Exceptional circumstances should be explained and must be supported by documentary evidence and will be accepted at the school's discretion.

Where a late application to the LA names Kendrick School as one of the preferences, the test will take place in January 2019. Late applicants (those who take the test in January 2019) will be informed of the results within four weeks of the test.

### **Inclusion**

The parent/carer of any child with special educational needs or a disability, who is applying for a place at the School, should inform the Admissions Officer at Kendrick School so that any special arrangements that might need to be made to enable the child to take the Admission Test can be discussed. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to the need. **It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant's current school.** Kendrick School may contact the applicant's primary school to verify and confirm existing arrangements.

Requests for special arrangements should be requested by completing the appropriate section of the Kendrick School online registration form by the **closing date of 19<sup>th</sup> June 2018.**

### **Fraudulent Applications**

Any information that is subsequently proven to be inaccurate will potentially invalidate that application.

### **Oversubscription Criteria**

Oversubscription criteria will be applied if there are more applicants than the 96 places available. A qualifying score will be determined (to two decimal places) and applicants on or above that qualifying score will be deemed to have reached a standard which is suitable for a grammar school. All applicants with scores on or above the qualifying score will be ranked according to their performance in the tests.

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and has named Kendrick School specifically on the statement will always be admitted as long as they have met the qualifying score.

Offers will then be made from the ranked list in the following order and within each category, according to the ranked order:

1. The applicant is a looked after child or previously looked after child<sup>1</sup>
2. The permanent home address of the applicant is within the designated area of the school and the applicant is Pupil Premium or Service Premium child<sup>2</sup>. Documentary evidence, or confirmation from the applicant's current primary school, that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium or Service Premium will be required.
3. The permanent home address of the applicant is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the applicant.
4. Applicants whose home address is NOT in the designated area of the school.

**Note:** in 1) above, any such an applicant, provided she has achieved a qualifying score, will be offered a place even if she is not ranked in the top 96 places. In 2) any such applicant, provided she has achieved a qualifying score and her permanent home address is within the designated area of the school, will be offered a place even if she is not ranked in the top 96 places. The total number of places offered will remain, however, at 96.

The ranked list of the remaining applicants with a qualifying score will be used to offer further places (*still using the categories of the oversubscription criteria*) if any original offers are declined either by the LA because a place is offered at the parents/carers higher preference school or by the parents/carers themselves. This will be called the waiting list.

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<sup>1</sup>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Applications received under the criterion **Aa)** must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order
  - Adoption Order

<sup>2</sup>Pupil Premium are those students who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The Service Premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the Premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last **35** years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

### **Waiting lists**

During the routine admission round a 'waiting list' will be administered if the school has more applicants than places available. An applicant's position on the waiting list is determined according to the oversubscription criteria that applied to applicants at the time of the original allocation of places. After 1<sup>st</sup> March, this waiting list will be used by the LA, who will continue to offer places on the School's behalf until 31<sup>st</sup> December 2019. After all offers have been accepted or declined by the LA deadline, parents/carers of children above the cut-off point who change their preference following allocation day, because their child was offered a higher preference, will be added to the waiting list according to the over-subscription criteria. Equally any child ranked as category 4 who moves into the designated area, following receipt of confirmation of change of preferences from the LA and documentary evidence of the new address, will be re-ranked to category 3.

### **Designated Area**

The designated area is determined by the postcode of the applicant's permanent home address. Places will be offered to applicants who are ranked high enough according to the Admission Test scores and who reside within the designated area. This must be the applicant's permanent home address with their parent/carer) at 31<sup>st</sup> August 2018. The school may ask for documentary evidence to support the application. Only if there are further places available will applicants who live outside the designated area be considered.

**The address which will be used for consideration to be living within the designated area must be the applicant's permanent address at 31<sup>st</sup> August 2018. This also applies to applicants who are applying late due to exceptional circumstances.**

The 'permanent address' is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time and the address that is used to complete the Common Application Form (CAF). In the cases where parents have shared responsibility for a student, the permanent address will be where the student stays for the majority of the school week (Monday to Friday). The school may ask for documentary evidence to support the application.

The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

## Listed of designated area postcodes:

### The designated area consists of all postcodes starting:

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45

RG14 2, RG14 5

RG20 4, RG20 5, RG20 6, RG20 7

RG22 6

RG23 8

RG29 1

GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52

OX10 0, OX10 1, OX10 6, OX10 8, OX10 9

OX11 9

OX49 5

SL4, SL5, SL6, SL7, SL8

SL1 5, SL1 6, SL1 7, SL1 8, SL1 9

HP10 9, HP11, HP12, HP14 3

*NB: Postcode district is indicated by the first digit and the postcode sector by the second digit.*

*Eg RG1 5BN: 1 represents district; 5 represents sector.*

### Applicants who are not in the normal age group

Applications will not normally be accepted from any girl whose birth date is before 1<sup>st</sup> September 2007.

Applications will not normally be accepted from any girl whose date of birth is after 31<sup>st</sup> December 2008.

Only in highly exceptional circumstances will applications be accepted from any girl whose birth date is before 1<sup>st</sup> September 2007 or after 31<sup>st</sup> December 2008.

In addition, applicants would be expected to be working in Year 6 at the time of the Admission Test. Applications will not be accepted from any applicant who has moved on to Year 7.

Applicants working in Year 5 may take the test but the home LA must have approved the application by considering the age, aptitude, ability and emotional and social development of the applicant

There are no circumstances where the test can be taken twice.

### The tie-break situation

The following criterion will be used to rank applicants on the waiting list who cannot be distinguished by their performance in the Admission Test, i.e. all those achieving **exactly** the same overall score in the tests:

- *Eligible applicants living nearest to Kendrick School and within the designated area will be accorded the highest priority in the allocation of places. Distance will be from the home address to the front gate of the school. It will be calculated using grid references and online digital mapping software. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Kendrick School, this will be Reading Local Authority.*

### Offer Date

All parents/carers will be notified to which school their child has been allocated. They will be informed by the home LA, on the national offer date, **1st March 2019**.

## Appeals

Where an applicant is not offered a place at their preferred school, parents/carers may feel that circumstances surrounding the Admission Test may give grounds for appeal. Details about the appeal process are given by the home LA in the offer letter and on the school's website.

## Kendrick School Admissions Number

The Admission Number for places in Year 7 for September 2019 is 96.

# Map of Kendrick School's Designated Area

