

ARRANGEMENTS FOR THE ENTRANCE TESTS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2021. PLEASE READ ALL THE FOLLOWING INFORMATION VERY CAREFULLY.

The tests for entry into Year 7 in September 2021 will take place at Kendrick School, London Road, Reading, RG1 5BN during week commencing 17th October 2020. The tests are taking place over a week in order for the school to follow the guidelines provided by the government in relation to [COVID-19: assessment processes for selective school admissions](#). We appreciate your support in helping us maintain these guidelines and ask that you read the instructions below very carefully. Thank you.

CANDIDATE DETAILS:

NAME: «Forename» «Surname»

CANDIDATE NUMBER: «CEM_CandidateId»

USER ID: «Internal_CandidateId»

EXAM SESSION TIMINGS

Exam Date: «Date_Of_Test»

School Entrance: «Entrance»

Exam Room: «Room»

Registration: «Arrival»

Exam Time: 2.30pm to 5.00pm

Collection Time: «Collection»

IMPORTANT – PLEASE READ

In order to follow the health protection measures required, the school will put the following arrangements in place and ask that all parents/carers follow the instructions and guidance given:

- There will be no Kendrick students on the school site whilst testing is taking place.
- The arrival and departure of candidates will be staggered and from two different entrances to the school to minimise congestion.
- Parents/carers must wear a mask (unless there are medical reasons) when dropping off and picking up their child.
- The exam desks will be placed at least 1 metre apart in all directions and the room will be well ventilated
- Invigilators and staff members will wear protective PPE where necessary (when handling exam booklets and answer sheets for example)
- Where feasibly possible, candidates have been grouped by primary schools who will all take the test on the same day
- The test rooms and toilets will be thoroughly cleaned between each session (one session per day)
- Candidates will be provided with hand sanitiser and will be reminded to wash or sanitise their hands after visiting the toilets and eating

CANDIDATES MUST NOT ATTEND THE TESTS IF THEY ARE EXPERIENCING SYMPTOMS OF COVID-19, ARE SELF-ISOLATING OR QUARANTINING. DETAILS ARE GIVEN WITHIN THESE GUIDELINES ON WHAT TO DO IN THIS SITUATION.

INSTRUCTIONS TO CANDIDATES:

- Please bring your own equipment and provide your own drinks and snacks (please see further information below)
- You can wear a mask if you wish but this is optional. Please bring a clear plastic bag to store your mask if you take it off during the exam session.

- We will provide hand sanitiser but please bring your own if you wish.
- Wash or sanitise your hands after using the toilet and before eating your snacks
- Keep your distance from other candidates as much as possible.

INSTRUCTIONS TO PARENTS/CARERS:

- Only **ONE** person should bring and collect their child and follow social distancing guidelines at all times.
- Adults must wear a mask (unless there are medical reasons).
- Please do not congregate in groups after dropping off or picking up your child.
- Please arrive and pick up your child at the times given below. If you are early for either drop off or pick up, please ensure that you wait for your allocated time away from the school.
- Do not park or drop off in East Street or on the London Road. Please find a suitable place to park and walk to the school.
- Please listen carefully to the instructions given by staff and follow their advice and guidance at all times.

IMPORTANT ACTION NEEDED: TEST DAY REGISTRATION FORM

Please click on the link below to download and print «Forename»'s entrance examination registration form. This can be in black and white or colour, however, colour is preferable if this option is available. You will need the User ID below and the password you set when submitting the application.

Your User ID is **«Internal_CandidateId»**

[CLICK HERE FOR THE REGISTRATION FORM](#)

«Forename»'s primary school must complete Section 1 of this form and a parent/carer must complete Section 2.

Please do not return this registration form to Kendrick School but ensure «Forename» brings it with her on the day of the test. All the information on the registration form is provided by the parent/carer when completing the application form. However, if there are any errors on the form please amend the error on the form itself and advise us by emailing admissions@kendrick.reading.sch.uk. **Please note that we will update our records but a new registration form will not be issued.**

Please ensure you leave adequate time for «Forename»'s primary school to complete the registration form as it must be brought FULLY completed to the test on «Date_Of_Test».

ARRIVAL TIME

Please ensure that «Forename» arrives at Kendrick School **at «Arrival»** for registration. The first test will start **promptly** at 2.30pm. She will have a break between papers and the second test will start at approximately 4.00pm. Adequate time has been built into the schedule to give detailed instructions and to ensure that all the candidates understand exactly what is required.

ON ARRIVAL AT THE SCHOOL

On the day of the tests please bring «Forename» to the «Entrance» **entrance** at «Arrival» where she will be met by staff and taken inside for registration. Parents are not allowed onto the school site. Please observe social distancing guidelines when queuing and only arrive at the time given above.

PLEASE BE AWARE THAT THERE IS NO PROVISION FOR PARKING ON THE SCHOOL SITE OR IN EAST STREET OR ON THE LONDON ROAD. Please ensure you have familiarised yourself with the location of Kendrick School before the test day and allow plenty of time for your journey.

PLEASE BE AWARE THAT WE CANNOT LET YOUR CHILD ONTO THE SCHOOL SITE UNTIL REGISTRATION STARTS. Please ensure that you and your child are dressed appropriately for the weather as you will be waiting outside until registration begins.

PLEASE BE ON TIME. WE MAY NOT BE ABLE TO ACCOMMODATE CANDIDATES WHO ARRIVE LATE FOR THE TEST.

LATE ARRIVALS

Please be aware that if you arrive after the test has started your child may not be able to sit the test.

WHAT SHOULD SHE BRING?

In a transparent plastic bag «Forename» should bring:

- 2 HB pencils
- An eraser
- A pencil sharpener

She should also bring:

- **The completed registration form.**
- Light refreshments to eat during her break together with a drink in a suitable drink container with a sports cap type lid and no label. Please do **NOT** provide any products with nuts.
- Hand sanitiser (optional)
- Mask and a clear plastic bag to store it (optional)

CANDIDATES MUST NOT BRING:

- A large bag. Where possible all the above items should be brought in a clear plastic bag
- Dictionaries, rulers, calculators, scrap paper, protractors, stop watches, any electronic devices, or study notes.
- Wrist watches/digital watches must **NOT** be worn. Clocks are clearly displayed in all of the exam rooms.
- Mobile phones must **NOT** be brought into the examination room. There is no provision for mobile phones to be looked after by a member of staff whilst the examinations are taking place.

COLLECTION

«Forename» should be collected from «**Entrance**» entrance at «Collection». Again there will be no provision for parking on the school site or in East Street or the London Road. Please **do not** come onto the school site to look for her. **We cannot give you access to the school until all the tests have finished and respectfully ask you to be quiet as you wait as some tests may still be in progress.**

Only one adult per family should collect the candidate at the end of the test session. Once again you will be waiting outside until we are able to let you onto the school site so please dress appropriately and observe social distancing guidelines.

We will be bringing the candidates out by primary school. Please listen carefully to instructions given by staff and only come onto the school site when we call your child's primary school name. Please leave promptly after collecting you child. Please ensure your child knows who is collecting them from the test and remind that they should not leave with anybody other than this person.

SPECIAL ARRANGEMENTS

If you have not done so already, please contact Ms Amanda Emberson at the school, **immediately**, by email or telephone if «Forename» has any special needs, medical conditions, or arrangements which require specific provisions to be made for the test.

COVID-19 SYMPTOMS OR SELF-ISOLATING

If your child is displaying symptoms of [COVID-19](#), self-isolating or quarantining, **they must not attend the test**. In this situation please email admissions@kendrick.reading.sch.uk. **Candidates will need to provide a doctor's letter or provide proof that a COVID-19 test has been taken in order to sit the test at a later date.**

OTHER NON-RELATED COVID-19 ILLNESS ON THE DAY

Should your child be ill on the day or there are other mitigating circumstances, you should telephone the school on 0118 9015859 before 8.45am. In order to sit the test at a later date, the candidate will need to provide a doctor's certificate dated for the day of the test, giving reasons why they could not sit the test on that day.

FAMILIARISATION BOOKLET

[Familiarisation Booklets](#) are available on the school website. Please note however, that these booklets are NOT definitive and the inclusion of any question types does not guarantee that they will be found in the final assessment. Further information on the format of the tests is detailed within the booklets.

Please note that the tests are performed under exam conditions and therefore invigilators are not able help the candidates interpret the questions or make changes to answer sheets that have been completed incorrectly.

COMPLETING THE COMMON APPLICATION FORM (CAF)

YOU WILL NOT RECEIVE THE TEST RESULTS IN TIME TO COMPLETE THE COMMON APPLICATION FORM (CAF).

There is a coordinated admissions process in England with exchange of information between local authorities (LA). This means that you must apply to your home LA for any state-maintained secondary school in England. Parents/carers must apply for Year 7 secondary school place to their home local authority by **31st October 2020**. Preferences should be ranked with your most preferred school listed first (ie Preference 1).

You should contact your own Local Authority if you have any queries on completing the CAF.

TEST DATE

All the test dates are subject to change in line with current government guidance and restrictions.

We look forward to seeing «Forename» on «**Date_Of_Test**».

Kind regards

Ms Amanda Emberson

Admissions Officer

admissions@kendrick.reading.sch.uk

Tel: 0118 9015859