

# Kendrick School

## Year 7 Admission Policy – September 2021 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.

### Kendrick School Admissions Number

The Admission Number for places in Year 7 for September 2021 is 128.

### Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2021 (the routine admission round) begins in May 2020 and ends on 31<sup>st</sup> August 2021.

For entry in September 2021 a girl's date of birth would normally fall on or between 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2010 and she must be working in Year 6 at the time of testing. See section headed 'Applicants who are not in the normal age group' for further information.

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 2020**. The deadline for registering for the Admission Tests for entry into Year 7 in September 2021 is **Wednesday 1<sup>st</sup> July 2020 (midnight)**. Late applications will only be accepted in exceptional circumstances (see below).

### 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 12<sup>th</sup> September 2020** 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.

Applicants who wish to attend an entrance test for another school being held on the same day as the Kendrick School Admission Test will not be permitted to sit the Kendrick School Admission Test on an alternative day. This will not be deemed as an exceptional circumstance.

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 2020.

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 2020. 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 2020.

### Applications received after the deadline

Late applications for the Kendrick School Admission Test will **only be accepted in exceptional circumstances**. Such cases might be if illness prevented a single parent/carer from submitting the form on time; if the reason for lateness is supported in writing by a medical professional involved in the case; or if the applicant has moved into the area after the deadline (evidence will be required). Applicants should write to the Admissions Officer outlining their reasons. The final decision on whether there are exceptional circumstances will be made by the Headteacher.

## 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 1<sup>st</sup> July 2020 (at midnight)**.

## Fraudulent Applications

Any information that is subsequently proven to be inaccurate will potentially invalidate that application. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

### Education, Health and Care Plans

Children who have a Statement of Special Educational Need or an Education Health and Care Plan where the School has been named by the Local Authority will be admitted automatically<sup>1</sup> and the number of places available to other applicants will be reduced accordingly.

## Oversubscription Criteria

All applicants will be ranked according to their performance in the tests. Oversubscription criteria will be applied if there are more applicants than the 128 places available. A qualifying score will be determined (to two decimal places) for candidates in categories 3-6 of the oversubscription criteria below. **A qualifying score of 5 points lower than this score will be applied for candidates in categories 1 and 2 of the oversubscription criteria below (Pupil Premium/Service Premium/Child in Care).**

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

1. The applicant is a looked after child or previously looked after child<sup>2</sup>
2. The permanent home address of the applicant is within **Priority Areas 1 and 2** of the designated area of the school at **31<sup>st</sup> August 2020** and the applicant is in receipt of **Pupil Premium or Service Premium**<sup>3</sup>. Documentary evidence, or confirmation from the applicant’s current primary school that the child is in receipt of Pupil Premium or Service Premium will be required.

Offers will then be made from the ranked list, according to the ranked order until up to 75% (96) of places have been offered:

3. The permanent home address of the applicant is within **Priority Areas 1 and 2** of the designated area of the school and this has been the permanent home address of the parent(s)/carer(s) and the applicant at **31<sup>st</sup> August 2020**.

The remaining 25% (32) places will be offered in the following order, according to the ranked order until all places in total have been offered:

4. The permanent home address of the applicant is within **Priority Area 1** of the designated area and this home address has been the permanent home address of the parent(s)/carer(s) and the applicant at **31<sup>st</sup> August 2020**.
5. The permanent home address of the applicant is within the **Priority Area 2** of the designated area and this home address has been the address of the parent(s)/carer(s) and the applicant at **31<sup>st</sup> August 2020**.
6. Applicants whose permanent home address is NOT in the designated area of the school.

**Note:** in 1) above, any such an applicant, provided she has achieved the lower qualifying score, will be offered a place even if she is not ranked in the top 128 places. In 2) any such applicant, provided she has achieved the lower qualifying score and her permanent home address is within **Priority Areas 1 and 2** of the designated area of the school, will be offered a place even if she is not ranked in the top 128 places. The total number of places offered will remain, however, at 128.

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.

### **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 2021. 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 oversubscription criteria. Equally any child 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 according to the oversubscription criteria.

### **Designated Area**

The designated area is made up of **Priority Area 1** and **Priority Area 2** and each 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 2020**. 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 home address at 31<sup>st</sup> August 2020. This also applies to applicants who are applying late due to exceptional circumstances. Evidence is required of a single address.**

The 'permanent home 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 home address will be where

the student stays for the majority of the school week (Monday to Friday). 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.

If the permanent home address changes **between registering for the entrance test and 31<sup>st</sup> August 2020**, Kendrick School will require documentary evidence of the new address. If the applicant's permanent home address changes **after 31<sup>st</sup> August 2020**, the new address will only be taken into account after the deadline from the LA for accepting or declining a place (16<sup>th</sup> March 2020) and re-ranked as appropriate on the waiting list. In all cases applicants will need to provide evidence that the previous home is no longer used by the family, for example proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

**Once offers have been made**, Kendrick School will require documentary evidence of the applicant's permanent home address. This will include consideration as to whether or not the address used to make an application was temporary. Kendrick School reserves the right to carry out random checks at any time and this may include a home visit. Parents will be required to declare that the address used will be their place of residence beyond the date of the student starting school. Kendrick School reserves its right to carry out further investigation of any change of address once the student has started school.

See Appendix 1 for the list of postcodes within the designated area. Details are also given in the school website and any further clarification, if required, may be obtained from the School's Admissions Officer.

#### **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 2009.

Applications will not normally be accepted from any girl whose date of birth is after 31<sup>st</sup> December 2010.

Under age and over age applications are only considered in exceptional circumstances. Any candidate who is 'under age' or 'over age' must write directly to the Admissions Officer before the application deadline. The Admissions Officer will then request the relevant information to support the case and obtain the views of the candidate's primary school Headteacher at the time of registration to sit the test. Please note that the final decision to allow an under or over age candidate to sit the test is at the discretion of the Headteacher of Kendrick School.

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.

Candidates can only sit the Kendrick School admission tests once unless they are repeating Year 6. Written confirmation from the school will be requested.

#### **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, 1<sup>st</sup> March 2021.

## 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.

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<sup>1</sup>A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Section 39(2) of the Children and Families' Act 2014 requires the local authority to consult the school before naming a school on the Education Health and Care Plan. Section 39(4) gives the only reasons why a school should not be named as "(a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or (b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Kendrick School will therefore work with recognised authorities during the consultation process to ensure that a child with an Education, Health and Care Plan is of suitable ability to be successful in a selective school context.

<sup>2</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 guardian ship order. Applications received under the criterion a) 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>3</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 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)

## APPENDIX 1 - Designated Area

The designated area is made up of Priority Area 1 and Priority Area 2 and each 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 31st August 2020. 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 2020. 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 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.

### **PRIORITY AREA 1**

RG1  
RG2 0, RG2 6, RG2 7, RG2 8  
RG30 1, RG30 2, RG30 3, RG30 4, RG30 6  
RG31 4, RG31 5, RG31 6, RG31 7  
RG4 5, RG4 6, RG4 7, RG4 8  
RG5 3  
RG6 1, RG6 5, RG6 6, RG6 7

### **PRIORITY AREA 2**

RG2 9, RG4 9, RG5 4, RG6 3, RG6 4, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27,  
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.*