

ENTRY INTO YEAR 7 AT KENDRICK SCHOOL IN SEPTEMBER 2022

GUIDELINES FOR COMPLETING THE ONLINE REGISTRATION FORM

THE REGISTRATION PROCESS

- Online registration to take the admission tests opens on **Saturday 1st May 2021**.
- The link to the online registration form can be found on our website www.kendrick.reading.sch.uk under Admission/Admission into Year 7 in September 2022 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 2022 and sit the examination on **Saturday 11th September 2021 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** (1st July 2021).

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 2010.
 - Applications will not normally be accepted from any girl whose date of birth is after 31st December 2011.

- Only in highly exceptional circumstances will applications be accepted from any girl whose date of birth is before 1st September 2010 or after 31st December 2011 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

Home Address

- The address that you use here **must be the address where your daughter is living at the time of registration.** Exception to the designated area are covered in the information below.
- 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:

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

- 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 31st August 2021.**
- 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). Evidence is required of a single address.

- The exception to this is if the applicant's family 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. It is your responsibility to share this information with Kendrick School and to ensure Kendrick School are aware of your change of address.**
- If the permanent home address changes **between registering for the entrance test and 31st August 2021**, Kendrick School will require documentary evidence of the new address.
- If the applicant's permanent home address changes **after 31st August 2021 and the change of Priority Area would result in a higher ranking**, the new address will only be taken into account after the deadline from the LA for accepting or declining a place and re-ranked, if applicable, on the waiting list on **1st September 2022**. 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.
- If the applicant's permanent home address changes **after 31st August 2021 and would result in a lower ranking**, the new address will be taken into account immediately and the applicant re-ranked accordingly.
- 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.

Temporary Addresses/Multiple Properties

- If you own another home or there is another address available for occupation you must enter the details here.

Temporary Addresses

Some residential arrangements will be considered temporary. In such cases, the School Admissions Team will examine available evidence to determine whether, on balance, the declared home address may be considered the child's permanent home for the purpose of admission.

In cases where the declared address is rented, yet the applicant has no claim on another property, it may still be considered a temporary address where there is evidence to show the applicant is renting the property solely for the period necessary to secure admission to a school.

A temporary address cannot be used to obtain a school place and will only be considered where evidence is provided showing a genuine reason for the move e.g. homelessness, flooding or subsidence.

Multiple Properties

Checks will be made to determine whether the home address declared is that of a second home (with the main home being elsewhere).

Any circumstance where the declared address is to be accepted as the permanent home, despite another home being owned or otherwise available for occupation, should be declared at the point of application. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home; or
- an owned property that is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school; or
- an owned property that is in the process of being sold and the family live permanently in the declared property; or

- a family home that, following divorce or separation, cannot be occupied by the applicant or otherwise treated as the child's permanent home.

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. Please provide the same details that you would with her primary school or if she was going on an extracurricular trip for example.

Pupil Premium/Service Premium/Child in Care

- As part of our oversubscription criteria, any applicant who is a 'looked after child' or previously looked after child, provided she has achieved the lower qualifying score, will be offered a place even if she is not ranked in the top 128 places. Any applicant in receipt of Pupil Premium or Service Premium, provided she has achieved the lower 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 128 places
- As part of the Kendrick School's Widening Horizons project, a free test familiarisation programme will be provided for Year 5 Pupil Premium and children in care who have applied to take the entrance test. Kendrick School will contact the parents/carers of these students to explain the process.
- 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 the Slough Consortium.
- The tests will take place on **Saturday 11th September 2021** 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 11th September 2021.** 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 11th September 2021 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

- You will then receive two emails which 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. No personal details are detailed in this email.
 - First email with a link to verify your email address – you will need your User ID and your password to enter the registration portal. If you were unable to upload a photograph there will be a link in this email which will give you access to do this. **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.**
 - The second email will confirm that you have successfully uploaded a photograph. **IMPORTANT: Again 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.**
- 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 check your spam/junk before contacting Kendrick School. **Please do not submit another registration form.**

AMENDING OR PRINTING THE REGISTRATION FORM

- Your User ID and password gives you access to your own personal page where you can see messages from the school, view and amend the information you have provided on the application form and print the registration form required for the test day.
- After 1st July 2021, any changes to the application form should be notified to Kendrick School.
- Your email address or daughter's photo cannot be amended after 1st July 2021.
- 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

