

Kendrick School

Year 7 Admission Policy – September 2022 Entry

FINAL



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 2022 is 128.

Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2022 (the routine admission round) begins in May 2021 and ends on 31st August 2022.

For entry in September 2022 a girl's date of birth would normally fall on or between 1st September 2010 to 31st August 2011 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 on 1st May 2021. The deadline for registering for the Admission Tests for entry into Year 7 in September 2022 is **Thursday 1st July 2021 (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 the Slough Consortium. **The tests will take place in the 2021 Autumn term** 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 Familiarisation Booklets will be published on the school website as soon as they are made available but no later than when registration opens on 1st May 2021.

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 31st October 2021, unless there exceptional circumstances (such as the COVID pandemic). 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 **31st October 2021**.

Applications received after the deadline

Late applications for the Kendrick School Admission Test will **only be accepted in exceptional circumstances**. Applicants should write to the Admissions Officer outlining their reasons. Documentary evidence will be requested. 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 1st July 2021 (at midnight)**.

PLEASE NOTE: If a candidate is sharing test results with other schools in the Consortium, it is the responsibility of the test centre where the child is **sitting the test** to organise the special arrangements. Parents/carers must discuss and agree the arrangements made with this test centre well in advance of the test date. Kendrick School cannot be held responsible for arrangements made at another test centre.

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 an Education Health and Care Plan where the School has been named by the Local Authority will be admitted automatically¹ 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 child²
2. The permanent home address of the applicant is within **Priority Areas 1 and 2** of the designated area of the school at **31st August 2021 and beyond** and the applicant is in receipt of **Pupil Premium or Service**

Premium³. 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 **31st August 2021 and beyond**.

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 **31st August 2021 and beyond**.
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 **31st August 2021 and beyond**.
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.*

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 1st March 2022, this waiting list will be used by the LA, who will continue to offer places on the School's behalf until 31st December 2022. 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. 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 on 1st September 2022.

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 2021 and beyond**. 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 would be expected to be the applicant's permanent home address at the time of application, but not later than 31st August 2021, and beyond. This also applies to applicants who are applying late due to exceptional circumstances. Address changes will be investigated and documentary evidence must be provided.

Evidence is required of a single address at 31st August 2021. For a definition of permanent home address, please see Appendix 1.

Applicants who are not in the normal age group

Applications will not normally be accepted from any girl whose birth date is before 1st September 2010.
Applications will not normally be accepted from any girl whose date of birth is after 31st December 2011.

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, 1st March 2022.

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.

¹An 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.

²A '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

³Pupil 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 (including students with a parent who is on full commitment as part of the full time reserve service); one of their parents/carers served in the regular armed forces since 2016 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 Postcodes

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.

Definition of Permanent Home Address

An applicant's permanent home address is their normal place of residence, excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time, Monday to Friday. Where there is a formal residence order or child arrangements order which states that care of the child is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If care of the applicant is not equally shared, the address of the parent with whom the applicant spends the majority of their time must be used. Where there is no formal agreement in place, the address where any child benefit payments are made will be used.

The exception to this is if the family are Crown Servants or members of the Armed Forces. Documentary evidence will be required.

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be

considered only a temporary address or an address of convenience. An address of convenience is considered to be an address used for the purposes of gaining a school place which is not a child's normal, permanent residence. If the permanent home address of an applicant is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School.

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.

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.** A temporary address cannot be used to obtain a school place and will only be considered when evidence is provided showing a genuine reason for the move, such as homeliness, flooding or subsidence. Kendrick School reserves the right to carry out random checks at any time and this may include a home visit and/or consulting with the Local Authority and primary school. 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.