

Kendrick School



**Admission into Year 7
in September 2024**

Application Process & Key Dates

Kendrick School

Applying to take the test :

Online registration to take the admission tests opens on:

Monday 1st May 2023

- The link to the online registration form will be available on our website www.kendrick.reading.sch.uk
- In order to submit a registration form you will need:
 - A valid email address
 - A recent digital photo of your child (head and shoulder shot)
 - Access to a computer or tablet and connection to the internet; registration cannot be completed from a mobile phone.
- Full instructions on how to complete the form are given on our website in the **Guidelines for Admission booklet**. Please read these carefully.
- If you do not have access to a computer or a tablet to complete the online registration form please contact us at the school **well before the closing date of Saturday 1st July 2023.**

Special Arrangements for the Test

- If your daughter requires special consideration for special educational needs or has a disability, ensure you include the relevant information on the online Registration Form. We will contact you in due course to discuss her requirements in more detail.
- We will also contact your daughter`s primary school to discuss your request as it is important to establish a `history of needs`
- Depending on the number of candidates, it is likely that candidates who require special arrangements will sit the test on another date close to the test date
- **It is important that you advise us if your daughter has any medical needs and will be bringing medication with her to the test (eg an inhaler or epi-pen).** Please complete the information in the box available on the application form. **Treat the test as if your daughter was going to her primary school or on a school trip.** These students will sit the test on Saturday 16th September unless they require other special arrangements

Application Confirmation

You will receive two emails to confirm you have successfully registered your daughter for the entrance test. These emails contain no personal details other than your user ID (6 capital letters).

- The **first email** is in case you have not been able to upload your daughter's photo successfully
- Please click on the link in the **second email** to acknowledge receipt. **Your application will not be completed until you do this.**
- **Please keep both emails safe as they contain the user ID and a link to your own password protected area where you can:**
 - Download a printable copy of your application with the photograph
 - Update details about your child where there has been either a change since registering or to correct an error made
 - To change the photograph of your child
 - To change the email address
 - To download the test day arrangements and the test day registration card
 - To access the results in October

Deadline for Applying for the Test

- The application form must be completed in full (including photograph) by **midnight on Saturday 1st July 2023**
- Online registration will close at that time and late applications will **NOT** be accepted
- Any changes to the application after this date must be notified to the school

**PLEASE NOTE THAT APPLICATION DEADLINES
WILL VARY FROM SCHOOL TO SCHOOL.**

Designated Area

- Kendrick School has a **designated area** as part of the oversubscription criteria which is split into **Priority Area 1** and **Priority Area 2**.
- The address that will be used for consideration to be living within the designated area will be the **applicant's permanent address at 31st August 2023 and beyond**.
- The only exception to this is if you are Crown Servants or member of the Armed Forces - please indicate this on the form and send us documentary evidence to support your claim
- Kendrick School carry out rigorous checks to ensure that a place at Kendrick School has been allocated and offered accurately according to our oversubscription criteria.

Introduction of Priority Area 1

- Kendrick School introduced Priority Area 1 as qualifying factor of its successful bid for the Selective Schools Expansion Fund (SSEF).
- The purpose of the SSEF is to support the expansion of selective schools where:
 - There is a need for additional places, both in terms of a shortfall of secondary places in the local area and a demand from parents for more selective places;
 - Schools have ambitious and realistic plans for increasing access for disadvantaged pupils (this includes pupils eligible for the pupil premium)
 - They have plans to work with other local schools to increase access for disadvantaged pupils and to raise attainment.
- Working with the Reading Local Authority, the proposal for the expansion plan was based on making Kendrick a more local school and giving greater access to disadvantaged students resulting in the introduction of Priority Area 1.
- Priority Area 1 is a distance of about 3 miles around the school and includes the Reading area and local postcode areas with lower IDACI (income deprivation affecting children index) bands.

How does Priority Area 1 and Priority Area 2 Work?

- For Year 7 entry in September 2024, places are allocated as follows:
 - A qualifying score will be set to two decimal places. A qualifying score of 5 points lower will be set for pupil premium/service premium/children in care
 1. All PP/SP/CiC who reside in Priority Area 1 or Priority Area 2 and who have achieved the **lower** qualifying score and above will be offered a place
 2. Up to 96 places will be offered in rank order to those candidates who reside in **Priority Areas 1 and 2**
 3. Up to 32 places will be offered in rank order to those candidates who reside in **Priority Area 1 only**
 4. The waiting list will be made up of this ranked list. Therefore applicants in PA1 will be ranked higher on the waiting list than those applicants in PA2.

Permanent Address

- 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 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).
- If your daughter is offered a place at Kendrick School, documentary evidence will be required to confirm the applicant's permanent address as at 31st August 2022 and beyond. Any information that is subsequently proven to be inaccurate will potentially invalidate that application and the offer will be withdrawn.
- Please read the information provided in the Admission Policy for Entry into Year 7 in September 2023 regarding the designated area and checks that will be made to ensure all applications are valid.

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.

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.

Test Day - Saturday 16th September 2023

IMPORTANT: Kendrick School is no longer in a consortium with the Slough Grammar Schools and there is no sharing of scores. Our test dates are on the same day as all the Slough Grammar Schools, and we will not accept requests to sit the test on a later day because of test day clashes with another grammar school.

- Applicants will be invited to attend one of three sessions – you cannot select a preference.
- Applicants will be sent an email outlining the arrangements for the test day by 18th July 2023 **at the latest**. Please check your junk/spam if you have not received an email before phoning the school.
- In this email you will receive details on how to download a Test Day Registration Card which must be signed and stamped by the applicant's primary school to confirm identity. The applicant **must** bring the completed version with her on the Test Day.

Exceptional Circumstances

- If your daughter cannot sit the test on Saturday 16th September because of **exceptional** circumstances (not test day clashes), please submit your application as normal and email admissions@kendrick.reading.sch.uk stating your reason.
- Documentary evidence will be required to support your request.
- Acceptance of the request will be at the discretion of the Headteacher and will only be granted if there are **exceptional** circumstances.

The Tests

- Tests are provided by GL
- Two separate papers assessing English, mathematics, verbal, and non-verbal reasoning.
- Each paper is approximately one hour, administered in two one hour periods.
- Short break between each paper.
- Familiarisation Booklets are available on our website

Results

- You will receive an email before 31st October enabling you to view your daughter's test result online 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.
- You will need your user ID and password to access your daughter's test result.
- Meeting the standard **does not** guarantee a place.
- We cannot give you any further information about the test results other than what will be in your letter and the FAQs which will be on our website

31st October 2023

- Deadline for submitting the Common Application Form (CAF) to your Local Authority.
- Your preferences should be placed on the CAF in rank order.
- List the schools to which you are applying in your genuinely preferred order.

1st March 2024

- **National Offer Day**
- You will receive notification from your Local Authority as to which school your daughter has been allocated.

Widening Horizons

- Work with local primary schools to raise aspirations of local children
- Raise awareness of Kendrick School
- Provide a free test familiarisation programme for Year 5 pupil premium students (whose permanent address is within our designated area) who have applied to take the entrance test
- Provide support to their parents/carers with the entrance test application process.
- A qualifying score of 5 points lower than the qualifying score will be applied for candidates in categories 1 and 2 of the oversubscription criteria (Pupil Premium/Service Premium/Child in Care)

Widening Horizons Inspire Club



- We currently hold a virtual Inspire Club at Kendrick School for girls in Year 5 who are in receipt of PP/SP or who is a child in care
- Our students work with the children, supporting them with their own school work or working through worksheets we provide.
- If you fall into one of these categories please email us so we can add you to our database and invite your child to the sessions.
- However, we will contact you as soon as you register for the test to ask if your child would like to participate.
- To support the students, we also send out weekly emails and Inspire Bulletins.

Widening Horizons

Admission Process for Pupil Premium/Service Premium/Child in Care

- Please ensure that you provide the information if your daughter falls under one of the above categories on the application form.
- We will request evidence of this from your daughter's primary school.
- We will then contact you with details of the free online familiarisation package

Summary of Key Dates

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| Familiarisation Booklet available on the website from: | March 2023 |
| Open Day Sessions | Tuesday 25 th , Wednesday 26 th and Thursday 27 th April 2023 |
| Registration Form available from: | On-line from Monday 1 st May 2023 |
| Registration Forms to be submitted by: | Midnight Saturday 1 st July 2023 |
| Test Day | Saturday 16 th September 2023, am or pm |
| Supplementary Test Day (medical or other documentary evidence will be required) | Monday 25 th September 2023 (tbc) |
| Test Results from Kendrick School | Before 31 st October 2023 |
| Deadline for submitting CAF to home Local Authority | 31 st October 2023 |
| Offer date from home Local Authority | 1 st March 2024 |

Important:

- The closing date for the online application is **midnight Saturday 1st July 2023**. **Late applications will not be accepted unless there are EXCEPTIONAL circumstances.**
- The registration is not complete until you upload a photograph.
- Keep the confirmation email safe as it will include your user name.
- Remember your password – most importantly you will need this to access the results in October
- Let us know well in advance if there are any special arrangements required for the test.
- Print off the Registration Card in plenty of time for your daughter's primary school to sign and bring the completed Registration Card to the test day

Questions?

We will publish questions and answers on our website. Please do read the admission guidelines available on our website though as many of the questions will be answered there. Any specific individual questions should be directed to

admissions@kendrick.reading.sch.uk