



Kendrick School

Guide to the Admission Procedure for Entry to Year 7 in September 2024

Headteacher

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Lead, inspire, make a difference

INTRODUCTION

The purpose of this booklet is to outline the admission procedures for prospective students aiming to join Kendrick School in September 2024 as a Year 7 student.

Parents are advised to read this document carefully prior to making an application on behalf of their daughter so that they fully understand the steps they must take and are aware of the key dates in the process.

A printed version of this guide is available to collect from our Reception in East Street (opening hours 8am to 5pm provided the school is open).

The guide is organised under the following key headings:

Welcome from Ms Kattirtzi, Headteacher

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WELCOME

Dear Prospective Students, Parents and Carers



It is my great pleasure to welcome you to Kendrick School.

Kendrick School is an 11-18 selective girls' school with academy status. It has a local and national reputation for being an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education.

In its last five OFSTED inspections, Kendrick was judged an “*outstanding*” school. In its inspection in November 2022, OFSTED stated "Pupils and sixth formers are justly proud of their school community. They delight in their learning and truly excel here. One parent spoke for many when reflecting, 'The school does a great job of creating well-rounded, kind, human beings who will hopefully go on to make the world a better place. The academic results are important of course, but far from the only focus.' Inspectors totally agree."

Kendrick is a forward-looking school and grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is reviewed regularly. All staff are hardworking and dedicated; students are bright, enthusiastic and curious.

As well as a broad and balanced curriculum at all key stages, students at Kendrick enjoy a rich and varied extracurricular education. The House System provides opportunities for healthy competition with numerous annual house events, which are key activities in the school year. Kendrick Student Leaders work energetically and collaboratively with staff to support this vital community element of the school. In addition, we have a School Council, which discusses and drives change for students.

As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with schools and businesses in our local area and beyond. These associations benefit the students of Kendrick, as well as students in neighbouring schools. We share our good practice and offer opportunities to work with primary and secondary schools in the Reading area. Currently, Kendrick is a hub school in the Science Learning Partnership and provides support and expertise to other schools in the teaching of science.

Kendrick is going through an expansion process, which started in September 2020 when an additional 32 students joined us in Year 7. This will continue for the next year until September 2024 when the school will have four forms of 32 students in Years 7-11. In the expanded cohort, priority is given to pupil premium students and students in the Reading area, this is called Priority Area 1 in our admissions process. Our Widening Horizons initiative commits us to achieving greater participation and access for students from Reading primary schools. To support this work, we run a weekly Inspire Club for Year 3-5 students during Term 2 to Term 6. This provides support for pupil premium children, and their families who wish to apply to Kendrick School.

As the Headteacher of Kendrick, my resolve and vision is to *lead, inspire and make a difference to the lives of girls and young women*. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is.

Ms Christine Kattirtzi
Headteacher

SUMMARY PROSPECTUS

The full prospectus can be accessed on our website [here](#).

AIMS OF THE SCHOOL

Kendrick School aims to provide an excellent education for all its students in a safe and healthy environment where students and staff can share a love of learning and enjoy satisfaction in their achievements. The school seeks to promote confidence in its students. The traditional strengths and values are combined with a determination to embrace new challenges, to promote flexible and lifelong learning and to prepare the members of our community for the future. The school is committed to valuing all subjects and areas of the curriculum.

The aims will be achieved by:

- Creating an ethos where spiritual life and moral values underpin what to do.
- Working collaboratively within the school: with parents and governors, with its partner schools and in the wider community. The school will learn from others and also offer its own expertise where it can.
- Promoting a culture in which everyone, irrespective of age or experience, is recognised as having potential for learning, where challenge and innovation are welcomed and where staff and students are encouraged to become members of a learning society. Members of staff are encouraged to be reflective and innovative practitioners. Staff **and** students engage in regular self review through procedures which are embedded into the life of the school.
- Creating an environment which promotes personalised learning and lifelong skills, maintaining a focus on individual needs.
- Promoting excellence and also breadth in educational experiences. The school wants its students to fulfil their potential across a range of achievements: academic, social, creative and personal.
- Promoting inclusion for all students and staff and finding ways to listen and respond to the 'student voice'.
- Sustaining commitment to promote active citizenship, respect for others and a willingness to become involved in society.
- Fostering work-related learning and links with business and industry.
- Using technology creatively to help and inspire learning.

THE CURRICULUM

The curriculum is framed with the intention of producing well-balanced students prepared for the responsibilities and opportunities that arise throughout life and to prepare students for the challenges of the 21st century. It extends knowledge, experience and imagination in ways which develop critical and analytical capability, awareness of moral values and capacity for enjoyment.

The students' spiritual, moral and ethical development is addressed through the formal curriculum in a number of subjects including religious education lessons. It also occurs informally through assemblies, numerous extra-curricular activities, residential experiences and in other intangible ways which permeate the ethos of the school.

Kendrick has a full and well established PSHCE programme which is delivered to all students by their own tutors as part of the tutor/PSHCE programme. It is also delivered by specialists as a discrete subject in the upper school. Students will be prepared for their roles as citizens and follow recommended schemes of work for citizenship. All students receive careers advice and have the benefit of taking part in a well-integrated work experience programme as part of our work related and enterprise curriculum.

Every student has access to the full National Curriculum, Religious Studies, Citizenship and PSHCE.

Kendrick is a grammar school and continues to offer a wide variety of subjects; in particular English Literature, a second modern foreign language, Latin and Religious Studies to public examination level.

COURSES OF STUDY FOR THE ACADEMIC YEAR 2023/2024

Year 7: English, Mathematics, Science, a Modern Language (French or German), History, Geography, Religious Studies, Music, Art, Computer Science, Design & Technology, Physical Education, Drama, PSHE and Citizenship.

Year 8: The above curriculum is continued and additional courses are begun in a second Modern Language and Latin.

Year 9: The above curriculum continues. Science lessons are organised as the discrete subjects, Biology, Chemistry and Physics.

NB Design & Technology incorporates Textiles Technology, Food Technology and Product Design.

Physical Education includes a wide range of activities: swimming, netball, badminton, dance, gymnastics, fitness, table tennis, handball, tennis, athletics, striking and fielding.

Year 10 and 11 students study English (Language and Literature), Mathematics, Science (Biology, Chemistry and Physics), a Modern Language (French or German), and a Humanity (Geography, History or Religious Studies). They may choose additional subjects from Art and Design, Art and Design – Textiles Design, Business, Computer Science, Drama, Food Preparation and Nutrition, Latin, Music and Physical Education.

SIXTH FORM

We are extremely proud of the academic and personal achievements of all the students in our Sixth Form. Not only do the students enjoy impressive examination results that place us as one of the best state schools in the country, but they repeatedly amaze us with their sporting success, musical prowess and other individual achievements. Sixth Form students are excellent role models for the rest of the school and they actively participate in many aspects of the school life of students in Years 7 to 11. Please see our website for more information on our Sixth Form, date of the Open Evening for entry in September 2024 (November 2023) and how to apply.

EXAM RESULTS – SUMMER 2022

Headline figures:

- At A Level 75% of grades awarded were at A* or A
- At GCSE 83% of grades awarded were at 9 or 8

Full results can be found [here](#).

PASTORAL CARE

There is a strong and well organised pastoral structure in the school based upon an effective infrastructure and a good communications system. The system of pastoral care begins with the induction process led by the Head of Key Stage 3 and the Year 7 tutors.

The role of the tutor is of the utmost importance and is the first point of contact over any issue (for parents and for staff). Our intention at Kendrick is that there is a close and caring relationship between the student and her tutor which will support the student during her life at Kendrick.

Regular tutor meetings, documentation of all information, formal and informal discussions, regular one-to-one student profiling, reports and tutor involvement in their form's PSHCE programme all go to create the conditions which enable this relationship to flourish. The Head of Key Stage oversees the whole process and is the next point of contact after the tutor.

We also understand and value the contribution that parents and carers give to this relationship and we wish to work in partnership and in cooperation with parents and carers so that students feel supported and valued in their school life.

The Student Welfare Team is based in both the General Office and Sixth Form Office and available to help students with any emotional issues they are experiencing or with well-being support.

We have available to us the services of a **school nurse**. She is a regular visitor to the school and is involved and participates in aspects of the PSHCE programme. Appointments to see the nurse can be made via the school office for those who wish to discuss matters of a private and confidential nature.

To support our students, three counsellors from the **No. 5 Youth Counselling Service** are available for 20 hours a week. Students are able to access this service by contacting the Student Welfare Team.

MENTAL HEALTH AND WELLBEING

At Kendrick School we are committed to promoting positive mental health and emotional wellbeing to all students, their families and members of staff and governors (our school community). Our ethos and culture allow students' voices to be heard, and using effective policies and procedures, we ensure a safe and supportive environment for all affected - both directly and indirectly - by mental health issues.

Our Mental Health and Wellbeing Policy aims are to:

- Promote positive mental health and emotional wellbeing to our school community.
- Increase understanding and awareness of common mental health issues.
- Enable staff to identify and respond to early warning signs of mental ill health in students.
- Enable staff to understand how and when to access support when working with young people with mental health issues. Provide the right support to students with mental health issues and know where to signpost them and their parents/carers for specific support.
- Develop resilience amongst students and raise awareness of resilience-building techniques.
- Raise awareness amongst staff and gain recognition from SLT that staff may have mental health issues, and that they are supported in relation to looking after their wellbeing; instilling a culture of staff and student welfare where everyone is aware of signs and symptoms with effective signposting, underpinned by behaviour and welfare around school.

To read the Mental Health and Wellbeing Policy in full, please click [here](#).

The student wellbeing page on the website can be accessed [here](#).

TIMES OF THE SCHOOL DAY

Registration am	8.25am – 8.40am
Period 1	8.45am – 9.45am
Period 2	9.50am – 10.50am
First Break	10.50am – 11.05am
Period 3	11.10am – 12.10pm
Second Break	12.00pm – 12.55pm
Registration p.m.	1.00pm – 1.05pm
Period 4	1.10pm – 2.10pm
Period 5	2.15pm – 3.15pm

After school, students can work in the library where they will be supervised by the Library Assistant until 5.00pm.

TERM DATES 2023/2024

TERM 1 - 2023

Tuesday 5th September to Friday 20th October
(Staff in school on Friday 1st and Monday 4th September)

TERM 2 – 2023

Monday 30th October to Friday 15th December

TERM 3 – 2024

Wednesday 3rd January to Friday 9th February
Bank Holiday: Monday 1st January
INSET day: Tuesday 2nd January

TERM 4 – 2024

Monday 19th February to Thursday 28th March
Good Friday: Friday 29th March
Easter Monday: Monday 1st April

TERM 5 – 2024

Monday 15th April to Friday 24th May
Bank Holiday: Monday 6th May
Bank Holiday: Monday 27th May

TERM 6 – 2024

Monday 3rd June to Friday 19th July

GUIDELINE TO THE ADMISSION PROCESS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2024

There are 128 places for entry in Year 7 September 2024. Selection for entry is as described in this booklet and in the 'Admissions Policy for Entry into Year 7 in September 2024' which is at the back of this booklet.

Applications must be made on the appropriate Local Authority (LA) Common Application Form (CAF). In addition, a separate online application (to register for the entrance test) must be made directly to Kendrick School.

1.1 Registering for the Test

In accordance with the School Admissions Code (September 2021), the school is required to conduct the Entrance Test so that parents can be informed of the outcome before the deadline for submitting the Common Application Form to their home LA (31st October 2023).

1.2 Completing the Registration Form

The Registration Form for Kendrick School (Intention to take the Entrance Test) will be available to complete online from **1st May 2023** and must be submitted by **midnight Saturday 1st July 2023**. The online registration form can be accessed from Kendrick School website from the Admissions page and then by selecting Admission into Year 7 in September 2024.

2. 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).** Below is a summary of the oversubscription criteria – please read the [admission policy for entry into Year 7 in September 2024](#) for more information.

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 (see admission policy for more information) and the number of places available to other applicants will be reduced accordingly.

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 2023 and they should still be living there at the time of admission to the school** and the applicant is in receipt of **Pupil Premium or Service Premium**³. 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 2023 and they should still be living there at the time of admission to the school**.

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 2023 and they should still be living there at the time of admission to the school**.
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 2023 and they should still be living there at the time of admission to the school**.
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.*

2.1 Child in Care or Previously in Care but Since Been Adopted

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

2.2 Pupil Premium or Service Premium Child

- 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 (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)

2.3 The Designated Area

Kendrick School operates a “designated area” as part of its oversubscription criteria.

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 2023 and should still be living there at time of admission to the school. The school will 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 31st August 2023 and should still be living there at time of entry to the school. This also applies to applicants who are applying late due to exceptional circumstances.

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, RG27 0, RG40, RG41, RG42, RG45

GU17 0, GU46, GU47

SL6 3, SL6 4, SL6 5, SL6 6

2.4 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.

2.5 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.

3 Kendrick School's Widening Horizons Project

Children who are eligible for free school meals (pupil premium (PP)) or who have a parent(s) serving in the British Armed Forces (service premium (SP)) or is a child in care, and living within the school's designated area, will be prioritised for admission and the qualifying score will be lowered by 5 marks for students in these categories.

Kendrick School's **Widening Horizons Project** has been initiated to:

- 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 who have applied to take the entrance test and provide support to their parents/carers with the entrance test application process.

For more information on the Widening Horizons Project, please email admissions@kendrick.reading.sch.uk. Permission will be sought to approach your primary school to confirm eligibility.

4 Open Event

Our Open Day sessions will take place on **Tuesday 25th, Wednesday 26th and Thursday 27th April 2023.**

Tickets will be available for booking from 30th March 2023. The sessions will take place in either the morning or afternoon and will last approximately 1½ hours. There will be a tour of the school with our students, and a talk

by the Headteacher, Ms Kattirtzi and our Student Leader Team. You will also be able to find out more about the admission process.

The Open Event is only available for those candidates who currently live in the designated area.

BOOKING IS ESSENTIAL. Car parking is not available on the school site.

5 Format of Entrance Tests

The admission tests for Year 7 entry will consist of two papers, each of approximately one hour, which assess English, Mathematics, verbal and non-verbal reasoning. 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.

Further information on the format of the tests is detailed within the Familiarisation Booklets on our website. Please note that the Familiarisation Booklets are NOT definitive, and the inclusion of any question types does not guarantee that they will be found in the final assessment.

There will be a short break between the tests when candidates will be able to have a drink and a snack (not provided by the school) and go to the toilet if necessary.

Candidates will be supervised throughout by members of staff. The instructions for the tests will be provided by a prepared audio soundtrack. *(Kendrick School reserves the right to use a printed transcript instead of the soundtrack. Either form of instructions will be acceptable).*

6 Special Arrangements

We recognise that some applicants may have special educational needs or a disability that require special arrangements for the tests. Parents should inform the school **in writing, in advance** of the tests and by completing the relevant section of the application form so that the appropriate arrangements can be made. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to 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.

A general rule would be that if the candidate regularly receives additional time to complete assignments in school or would be eligible for additional time for examination purposes, she may be eligible for additional time in the entrance tests.

There may also be other reasons for special arrangements, e.g. visual impairment or physical disability.

Similarly, illnesses or other conditions can arise in the week leading up to the test. Parents are advised to contact the school immediately to discuss the most appropriate test arrangements for the candidate.

7 Test Day

Entrance tests will be taken at Kendrick School on **Saturday 16th September 2023** over three sessions throughout the day. Details of how to download the test arrangements and a Test Day Registration Card will be emailed to parents/carers no later than one week before the test. **It is not possible to request a particular session unless there are medical needs supported by a professional.**

All applicants sitting the test at Kendrick School will need to download the Test Day Registration Card to which a photo of the candidate will be attached. The applicant's parent/carer is responsible for asking the current primary school to sign this Registration Card and use their school stamp to confirm that the photo is a true likeness of the candidate and confirm her date of birth. **Applicants must bring this completed Test Day Registration Card with them on the test day.**

Equipment

The candidate should bring with her 2 HB pencils and a rubber. Please note that the use of dictionaries, electronic calculators of any description, stopwatches or timers are not permitted. Please do not allow your daughter to bring them to the examination. **Rucksacks, mobile phones, watches, iPads or any other electronic aid are not to be brought to the test.**

Drinks and snacks are not permitted during the tests unless you have notified the Admissions Office in writing of a specific medical condition in advance of the test.

8 Test Day Clashes

There will be **no alternative dates offered** if the Kendrick School admission test day clashes with another school or consortium you may be considering. You must choose the school or consortium that you intend to apply to and that has admission arrangements that are relevant to your child. Any alternative test date will be for exceptional circumstances only and subject to documentary evidence.

9 Test Results and Standardisation

Papers are marked centrally by GL Assessment who then carry out a standardisation process.

Standardisation is a statistical procedure whereby raw scores (number of questions answered correctly) are converted to standardised scores to make it fair for candidates of all ages. The procedure takes into account the scores and ages of all the candidates that take the test on the same day and for the same school.

10 Notification of Test Results

The applicant will receive results of the entrance tests before the deadline for submission of the Common Application Form. You will receive an email before 31st October enabling you to view your child's test result online. This will be their standardised score only.

A link to the test results will be emailed to applicants 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.

An offer of a place will be dependent on:

- The applicant including Kendrick as a preferred school on the CAF
- The number of candidates with a qualifying score who put Kendrick School on their CAF
- The resulting rank order adjusted for those living within the designated area
- The application, if required, of the oversubscription criteria.

11 Completing the Common Application Form (CAF)

You must complete a CAF through your own Local Authority; this also applies to candidates from the independent sector. The CAF is issued by the candidate's primary school or can be obtained directly from your Local Authority. However, the majority of applicants now complete the CAF online and this method has many advantages. You will receive a unique log in, and can change your preferences up to midnight of the deadline for submission. On the CAF you must list all the state schools you wish to apply for including grammar schools both in and outside your own area.

Your preferences should be placed on the CAF in rank order. **List the schools to which you are applying in your genuinely preferred order.** All preferences are considered using the over-subscription criteria for each school. Where a student can be placed at more than one school, the offer will be for the highest ranked school on the CAF where places are available.

Local Authorities will make offers to eligible students using the stated admission criteria for each school. It is therefore very important to find out the particular admission requirements for each school you are interested in. These will be published on each school's website.

12 Allocation of Places

You will be notified to which school your daughter has been allocated through your Local Authority on 1st March 2024 – this is the National Offer Day.

If your child is not offered a place at the school of your choice, you have a right to appeal against this decision to an Independent Appeal Panel. Details of how to appeal can be obtained from your Local Authority or on the school's website.

13 Summary of Key Dates

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

GUIDELINES FOR COMPLETING THE ONLINE REGISTRATION FORM

THE REGISTRATION PROCESS

- 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 2024 and sit the examination on Saturday 16th September 2023 at Kendrick School.
- Online registration to take the admission tests opens on Monday 1st May 2023.
- 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 2024 or from the link on the home page.
- Kendrick School has its own contract with GL Assessment and there will be no sharing of 11+ scores with any other schools.
- 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 2023).

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 2012.
 - Applications will not normally be accepted from any girl whose date of birth is after 31st August 2013.
 - Only in highly exceptional circumstances will applications be accepted from any girl whose date of birth is before 1st September 2012 or after 31st August 2013 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.

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 reasons 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, RG27 0, RG40, RG41, RG42, RG45

GU17 0, GU46, GU47

SL6 3, SL6 4, SL6 5, SL6 6

- 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 2023.**

- 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/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). 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 2023**, Kendrick School will require documentary evidence of the new address.
- If the applicant's permanent home address changes **after 31st August 2023 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 2024**. 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 2023 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 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 and/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. We will also send a SEND form to your daughter's primary school for them to complete.
- 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' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of

being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

- 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 (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) or the War Pensions Scheme (WPS)
- **If your daughter 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

- The tests will take place on **Saturday 16th September 2023** at Kendrick School **only**.

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** 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 2023, you can amend certain sections of the application form via your personal page.
- 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

YEAR 7 ADMISSIONS POLICY – SEPTEMBER 2024 ENTRY

Kendrick School is a selective girls' school with academy status and therefore is its own admissions authority. However, all applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code 2021, 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 Admission Number

The Admission Number for places in Year 7 for September 2024 is 128.

Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2024 (the routine admission round) begins in May 2023 and ends on 31st August 2024.

For entry in September 2024 a girl's date of birth would normally fall on or between 1st September 2012 and 31st August 2013 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. Kendrick School will adhere with the local agreed In-Year Fair Access Protocol.

Parents/carers must register for the Kendrick School Admission Test by completing the online registration form available on the school website from **1st May 2023**. The deadline for registering for the Admission Tests for entry into Year 7 in September 2024 is **Saturday 1st July 2023 (midnight)**. Applicants who do not have access to a computer should contact the Kendrick School admission team for assistance. Late applications will only be accepted in exceptional circumstances (see below).

Admission Test

The admission tests for entry into Kendrick School will take place in the Autumn of 2023.

There will be two tests each of approximately one hour duration. There will be a short break between the two test sessions. The tests 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.

The raw scores will be age standardised and the ranking is determined by the aggregate of the age standardised scores of both papers.

Applicants who cannot attend the test on the test day

Applicants who are ill, or owing to other exceptional circumstances, such as suffering a bereavement, or observing a genuine religious practice, and unable to take the test on the main date, may be permitted to take the test at a specified test date within 2 weeks of the main test date. In the case of illness, the provision of sufficient evidence in the form of a medical certificate from the family doctor, hospital consultant or specialist will be required which mentions the date of the main admission test. In any other circumstances a written explanation of the reason with documentary evidence should be provided. The Headteacher will make a decision based on the evidence provided.

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.

Results

The result of the Admission Test will be made available to parents/carers in advance of the Common Application deadline of 31st October 2023, unless there are 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 2023**.

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 Team 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 Kendrick School, should inform the Admissions Team 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 is expected that supporting information from an accredited medical professional recommending arrangements appropriate to the need will be provided. **It will 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 will contact the applicant's primary school to verify and confirm existing arrangements.

Requests for special arrangements should be made by completing the appropriate section of the Kendrick School online registration form by the **closing date of Saturday 1st July 2023 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 an Education Health and Care Plan where Kendrick 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

Applicants will be ranked according to their performance in the tests. 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).**

Oversubscription criteria will be applied if there are more applicants achieving the qualifying score than the 128 places available.

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 Area 1 or 2** of the designated area of the school on **31st August 2023 and they should still be living there at the time of admission to the school** and the applicant is in receipt of **Pupil Premium or Service Premium**³. 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 Area 1 or 2** of the designated area of the school and is the permanent home address of the parent(s)/carer(s) and the applicant on **31st August 2023 and they should still be living there at the time of admission to the school**.

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 is the permanent home address of the parent(s)/carer(s) and the applicant on **31st August 2023 and they should still be living there at the time of admission to the school.**
5. The permanent home address of the applicant is within the **Priority Area 2** of the designated area and this home address is the address of the parent(s)/carer(s) and the applicant on **31st August 2023 and they should still be living there at the time of admission to the school.**
6. Applicants whose permanent home address is NOT in the designated area of the school.

Note: in Category 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 Category 2 above, any such applicant, provided she has achieved the lower qualifying score and her permanent home address is within **Priority Area 1 or 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 2024, this waiting list will be used to offer places until 31st January 2025. 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 over-subscription 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 2024.

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 on **31st August 2023 and they should still be living there at the time of admission to the school.** 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 is the applicant's permanent home address at the time of application, and no later than 31st August 2023. 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 on 31st August 2023. 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 2012.

Applications will not normally be accepted from any girl whose date of birth is after 31st August 2013.

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 Team before the application deadline. The Admissions Team 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 nearer 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 2024.

Appeals

Parents/carers have a right of appeal to an Independent Appeal Panel if they are not offered a place. Further details can be obtained online at Reading Borough Council's website or 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' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

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) or 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, RG27 0, RG40, RG41, RG42, RG45
GU17 0, GU46, GU47
SL6 3, SL6 4, SL6 5, SL6 6

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.

Temporary Addresses

Some residential arrangements will be considered temporary. In such cases, evidence will 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.

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 2023 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 2024**. 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 2023 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. 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