

Kendrick School



Admission into Year 7 in
September 2019

Application Process & Key Dates

Tuesday 1st May 2018

- Online registration to take the admission tests opens.
- The link to the online registration form can be found 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 daughter (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.
- 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 19th June.**

Application to take the test

- Kendrick School is part of a group of Grammar Schools sitting the same test on the same day including the Slough Consortium of Grammar Schools.
- **It is not possible to sit the test more than once.**
- Therefore if you are applying for Kendrick School and either one or more of the Slough Consortium Grammar Schools or another grammar school in the consortium, please ensure that you register **separately** with **each school** to request that your daughter's raw score is shared for inclusion in their standardisation process.
- Ensure that you use **exactly** the same details for your daughter when registering at each school. This includes first name, surname, date of birth, address and primary school. **Failure to do this could severely delay your application and may mean that your daughter's details cannot be matched in order to share scores.**
- Scores cannot be retrospectively shared after the standardisation has taken place.

EXAMPLE 1:

- **Sitting the Test at Kendrick School**

- To register for sit the entrance test at 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 2019 and sit the examination on **Saturday 15 September 2018 at Kendrick School.**
- If you wish your daughter`s score to be shared with another school in the Consortium, **you must also register an application with that School by completing their registration form but indicate that she is sitting the test at Kendrick School.**

EXAMPLE 2:

- **Sitting the test at another school and sharing your daughter's scores with Kendrick School**
 - If you wish your daughter to sit the test at another school and for her results to be shared with Kendrick School for inclusion in the appropriate standardisation sample, **you must:**
 - register with the school you wish her to sit the test **AND**
 - complete the Kendrick School online registration form and indicate in the appropriate drop down box that your daughter will sit the test at another school.



Please ensure that you use **exactly** the same details for your daughter when registering at each school. This includes first name, surname, date of birth, address and primary school. **Failure to do this could severely delay your application and may mean that your daughter's details cannot be matched in order to share scores.**

Application to take 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 to discuss her requirements in more detail.
- It is very likely that we will contact your daughter's primary school to discuss your request as it is important to establish a 'history of needs'
- If your daughter has any medical needs and will be bringing medication with her to the test (eg an inhaler or epi-pen), please indicate this in the box available

Pupil Premium, Service Premium or a Looked After or Previously Looked After Child'

- As part of our oversubscription criteria, any applicant who is a '**looked after child**' or previously looked after child, provided she has achieved a qualifying score, will be offered a place even if she is not ranked in the top 96 places.
- Any applicant in receipt of **Pupil Premium** or **Service Premium**, provided she has achieved a 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 96 places
- Therefore it is very important that you provide this information to us on the application form.
- We will request evidence of the above from your daughter's primary school or ask you to provide the relevant official documentation.

Application to take the test

- Kendrick School has a **designated area** as part of the oversubscription criteria. 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 2018**.
- If there is an exception to this – you are returning from abroad to a previously owned home within the designated area, are Crown Servants or member of the Armed Forces - please indicate this on the form and send us documentary evidence to support your claim

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. Any information that is subsequently proven to be inaccurate will potentially invalidate that application and the offer may be withdrawn.

Application to take the test

- You will receive an email to confirm you have successfully registered your daughter for the entrance test.
- Please click on the link to acknowledge receipt of the email. **Your application will not be completed until you do this.**
- **Please keep this email safe as it contains a user name which you will need to:**
 - Download a printable copy of your application with the 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 change the photograph of your child
 - To download the test day arrangements and the test day registration card
 - To access the results in October

Tuesday 19th June 2018 at midnight

- Deadline for submitting the Registration Form.
- Must be completed in full (including photograph) by **midnight on Tuesday 19th June 2018**
- **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

Test Day - Saturday 15th September 2018

If your daughter is taking the test at Kendrick School:

- Applicants will be invited to attend a morning or afternoon session – you cannot select a preference.
 - Morning: 8.30am – 11.30am (registration from 8am)
 - Afternoon: 12.30pm – 3.30pm (registration from 12.00pm)
- Applicants will be sent an email outlining the arrangements for the test day by 9th July 2018 **at the latest**.
- 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.

Test Day - Saturday 15th September 2018

- If your daughter cannot sit the test on Saturday 15th September because of **exceptional** circumstances, 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

- Two separate papers assessing verbal, non-verbal and numerical ability.
- Each paper is approximately one hour, administered in two one hour periods.
- Short break between each paper.
- Familiarisation Booklet available on our website.
- No further information about the tests is available.

Mid October 2018

- You will receive an email in mid-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 name and password to access your daughter's test result.
- Meeting the standard **does not** guarantee a place.
- If you requested to share your daughter's scores with another school in the Consortium you will receive separate result notifications from each school. These standardised results may be different as the same raw score is being compared to those of a different set of children.
- 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 2018

- 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 2019

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

Familiarisation Booklets available on the website	From April 2018
Open Day	Thursday 26 th April 2018, 5pm to 8pm
Online Registration opens	Tuesday 1 st May 2018
Registration to be submitted	By midnight on Tuesday 19 th June 2018. Late applications will not be accepted
Test Day	Saturday 15 th September 2018, am or pm
Supplementary Test Day (medical evidence will be required)	Monday 24 th September 2018
Test results	Middle to end of October 2018
Deadline for submitting CAF to home Local Authority	31 st October 2018
National Offer Day	1 st March 2019

Important:

- The closing date for the online application is **midnight Tuesday 19th June 2018**. **Late applications will not be accepted.**
- **There is no 'ticking a box'**. If you are applying to more than one school, you **MUST** register with **EACH** school, according to their admissions policy. Your daughter's scores can **only** be shared with those schools for which they are registered.
- Use **exactly** the same information for each application.
- Be clear about which school your daughter will sit the test at. **She can only sit the test at one school.**
- 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

**ANY
QUESTIONS**



Kendrick School

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