

# Kendrick School



## Year 7 Admission Policy – September 2018 Entry

### FINAL AND PUBLISHED

Kendrick School is a selective girls' school with academy status. All applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code 2014, in which parents/carers are required to make an application to the Local Authority (LA) in which they live (home LA). Kendrick School will inform Reading LA of all applications received.

#### Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2018 (the routine admission round) begins in May 2017 and ends on 31<sup>st</sup> August 2018.

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

Parents/carers must register for the Kendrick School Admission Test by completing the online registration form available on the school website from 1<sup>st</sup> May 2017. The deadline for registering for the Admission Tests for entry into Year 7 in September 2018 is Tuesday 20<sup>th</sup> June 2017.

*Late entries will **NOT** be accepted.*

#### Admission Test

Kendrick School will use the same Admission Test as a number of other Grammar Schools, including Reading School and the Slough Consortium. **The tests will take place on Saturday 16<sup>th</sup> September 2017** in all these schools. **Applicants for any of these schools may only take the test once.** If it is found that an applicant has taken the test twice, the raw scores for the first attempt will be used for the standardisation process.

There will be two tests each of length approximately one hour. There will be a short break between the two test sessions. Each test will assess Verbal, Non Verbal and Numerical ability. Applicants are expected to show competence in skills appropriate to Key Stage 2 English and Mathematics, and to be able to apply these skills creatively.

There are no practice papers but a Familiarisation Booklet will be published on the school website as soon as it is made available but no later than when registration opens on 1<sup>st</sup> May 2017.

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

#### Results

The result of the Admission Test will be made available to parents/carers in advance of the Common Application deadline of 31<sup>st</sup> October 2017. 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 31<sup>st</sup> October 2017.

#### Applications received after the deadline

**No** Registration Forms for the Admission Test at Kendrick School received **after** the deadline (Tuesday 20<sup>th</sup> June 2017) **will be accepted.**

However, where there are **exceptional** circumstances, applications received after the deadline may be considered if received before 31<sup>st</sup> December 2017. Exceptional circumstances should be explained and supported by other evidence as required and will be accepted at the school's discretion.

Where a late application to the LA names Kendrick School as one of the preferences, the test will take place in January 2018. Late applicants (those who take the test in January 2018) will be informed of the results within four weeks of the test.

## Inclusion

The parent/carer of any child with special educational needs or a disability, who is applying for a place at the School, should inform the Admissions Officer at Kendrick School so that any special arrangements that might need to be made to enable the child to take the Admission Test can be discussed. It would be expected that there would be supporting information from an accredited medical professional recommending arrangements appropriate to the need. **It would also be necessary to establish a history of need by demonstrating that similar arrangements are in place at the applicant's current school.** Kendrick School may contact the applicant's primary school to verify and confirm existing arrangements.

Where special arrangements are required for the child to take the Admission Test, parents/carers must also complete the appropriate section of the Kendrick School online Registration Form.

## Fraudulent Applications

Any information that is subsequently proven to be inaccurate will potentially invalidate that application.

## Oversubscription Criteria

Oversubscription criteria will be applied if there are more applicants than the 96 places available. A qualifying score will be determined (to two decimal places) and applicants on or above that qualifying score will be deemed to have reached a standard which is suitable for a grammar school. All applicants with scores on or above the qualifying score will be ranked according to their performance in the tests.

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and has named Kendrick School specifically on the statement will always be admitted as long as they have met the qualifying score.

Offers will then be made from the ranked list in the following order and within each category, according to the ranked order:

1. The applicant is a looked after child or previously looked after child<sup>1</sup>
2. The permanent home address of the applicant is within the designated area of the school and the applicant is Pupil Premium or Service Premium child<sup>2</sup>. Documentary evidence that the parent has been or is in receipt of the appropriate support payment entitling the child to Pupil Premium or Service Premium will be required.
3. The permanent home address of the applicant is within the designated area of the school and this home address is the address of the parent(s)/carer(s) and the applicant.
4. Applicants whose home address is NOT in the designated area of the school.

**Note:** in 1) above, any such an applicant, provided she has achieved a qualifying score, will be offered a place even if she is not ranked in the top 96 places. In 2) any such applicant, 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. The total number of places offered will remain, however, at 96.

The ranked list of the remaining applicants with a qualifying score will be used to offer further places (*still using the categories of the oversubscription criteria*) if any original offers are declined either by the LA because a place is offered at the parents/carers higher preference school or by the parents/carers themselves. This will be called the waiting list.

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<sup>1</sup>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously looked after children are children (b) who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardian ship order. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or previously looked after or
- Confirmation by the local authority the child has the following order
  - Adoption Order

<sup>2</sup>Pupil Premium are those students who have received funding for free school meals at any point in the last 6 years or who are currently eligible for free school meals. The service premium is designed to support children with parents/carers serving in the regular British armed forces. Students attract the premium if they meet the following criteria: one of their parents/carers is serving in the regular armed forces; one of their parents/carers served in the regular armed forces in the last 3 years or one of their parents/carers died while serving in the armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

### **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 1<sup>st</sup> March, this waiting list will be used by the LA, who will continue to offer places on the School's behalf until 31<sup>st</sup> December 2018. 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. Equally any child ranked as category 4 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 to category 3.

### **Designated Area**

The designated 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 31<sup>st</sup> August 2017. 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 must be the applicant's permanent address at 31<sup>st</sup> August 2017. This also applies to applicants who are applying late due to exceptional circumstances.**

The 'permanent address' is defined as the 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 cases 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). The school may ask for documentary evidence to support the application.

The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

See Appendix 1 for the list of postcodes within the designated area. Details are also given in the school website and any further clarification, if required, may be obtained from the School's Admissions Officer.

### **Applicants who are not in the normal age group**

Applications will not normally be accepted from any girl whose birth date is before 1<sup>st</sup> September 2006.

Applications will not normally be accepted from any girl whose date of birth is after 31<sup>st</sup> December 2007.

Only in highly exceptional circumstances will applications be accepted from any girl whose birth date is before 1<sup>st</sup> September 2006 or after 31<sup>st</sup> December 2007.

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.

Applicants working in Year 5 may take the test but the home LA must have approved the application by considering the age, aptitude, ability and emotional and social development of the applicant

There are no circumstances where the test can be taken twice.

### **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 Ordnance Survey maps. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. For those living equidistant from the school, an independent person will supervise random allocation. In the case of Kendrick School, this will be Reading Local Authority.*

**Offer Date**

All parents/carers will be notified to which school their child has been allocated. They will be informed by the home LA, on the national offer date, **1st March 2018**.

**Appeals**

Where an applicant is not offered a place at their preferred school, parents/carers may feel that circumstances surrounding the Admission Test may give grounds for appeal. Details about the appeal process are given by the home LA in the offer letter and on the school's website.

**Kendrick School Admissions Number**

The Admission Number for places in Year 7 for September 2018 is 96.

# APPENDIX 1

## Designated Area

The designated 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 2017. 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 must be the applicant's permanent address at 31<sup>st</sup> August 2017.**

The 'permanent address' is defined as the permanent place of residence of the parent 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 cases 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). The school may ask for documentary evidence to support the application.

The exception to this is if the family are returning from abroad to a previous home within the designated area (documentary evidence will be required to confirm this), are Crown Servants or members of the Armed Forces.

The designated area covers post code districts and sectors wholly or partly within a 15 mile radius of Kendrick School as follows:

- All postcode districts entirely within a 12 mile radius
- Postcode districts or sectors wholly or partly up to a 15 mile radius
- Postcode sectors partly outside the 15 mile radius but which have the greater part within the 15 mile radius.

**The designated area consists of all postcodes starting:**

RG1, RG2, RG4, RG5, RG6, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30, RG31, RG40, RG41, RG42, RG45  
RG14 2, RG14 5  
RG20 4, RG20 5, RG20 6, RG20 7  
RG22 6  
RG23 8  
RG29 1

GU14, GU15, GU16, GU17, GU18, GU19, GU20, GU46, GU47, GU51, GU52

OX10 0, OX10 1, OX10 6, OX10 8, OX10 9  
OX11 9  
OX49 5

SL4, SL5, SL6, SL7, SL8  
SL1 5, SL1 6, SL1 7, SL1 8, SL1 9

HP10 9, HP11, HP12, HP14 3

*NB: Postcode district is indicated by the first digit and the postcode sector by the second digit.  
Eg RG1 5BN: 1 represents district; 5 represents sector.*