

**Kendrick School**  
**Non Routine Admission Arrangements Policy**  
**2020/2021**  
**FINAL AND PUBLISHED**



Kendrick School is a selective girls' school with academy status.

### **Application for places**

Applications for places in Years 7, 8, 9, and 10 must be made directly to Kendrick School. For Year 7 vacancies, the initial waiting list arising from the routine entrance test is used until 31<sup>st</sup> December. The school does not normally offer places after the start of Year 10 or for Year 11.

### **Prospective List**

The school will maintain a list of prospective applicants and when a place becomes available, will invite those in the appropriate age group to be tested. On completion of the testing procedure, Kendrick School will pass details of the successful applicant(s) to Reading Local Authority.

Parents/carers who wish to add their daughter to the Prospective List should complete the online Non-Routine Prospective List form available on the school's website.

The applicant's details will remain on the prospective list until she reaches Year 10 or the parents/carers ask her to be removed from the list.

Only applicants on the Kendrick School prospective list will be invited in to test if a vacancy arises.

### **Inviting candidates into test**

If a vacancy arises, the school will use the Prospective List to invite students to the school for testing. This will normally be in the second half of a (long) term (ie Terms 2, 4, 6) with the expectation that a successful applicant would start at the school at the beginning of the following (long) term (ie in September, January and April).

- Invite to test will be sent to the email address provided by the parent/carer on the online application form
- Testing must take place at Kendrick School.
- Testing must take place on the day allocated unless there are exceptional circumstances. In some cases no other testing date will be available.
- Testing may take place at any time of the year and the successful candidate must be able to join Kendrick School at the beginning of the next half term at the latest.
- Applicants who qualify under Category 2 of the oversubscription criteria may be asked to test before other applicants on the prospective list. This is at the discretion of the school.

Please note that candidates will only test once for an academic year. If another vacancy arises in the same academic year (up to 31<sup>st</sup> August) the candidates' results from the previous testing round will be considered along with any other prospective candidates who may have since expressed an interest in Kendrick School. The exception to this is if vacancy arises later than four terms from the original testing date. In this situation all the candidates will take a Mathematics and English test (different from the original test) and the candidates who have not previously tested will take the Common Assessment Test (CATs).

### **Entrance Test**

The Entrance Test must be taken at Kendrick School. The test will comprise the following:

- A Mathematics test
- An English test
- Common Assessment Tests (CATs) (age standardised)

The purpose of the tests is not only to determine academic aptitude, but to establish the ability of the applicant in relation to the group of students they would be joining, ie they must show that they are working at a similar level. The English and Mathematics are therefore based on the knowledge and skills which the year group in question is or has been learning and be marked by members of the respective departments.

No past papers are available and no further information with respect to the tests will be given.

### **Timetable**

There is no set timetable for non-routine admissions. Kendrick School will only test an applicant if there is a place available.

### **Inclusion**

The parents/carers of any child with special educational needs or a disability, who is applying for a place at the School, should write to the Admissions Officer at Kendrick School so that any special arrangements that might need to be made to enable the child to take the Entrance Tests 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 current school to verify and confirm existing arrangements.

### **Fraudulent Applications**

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

### **Oversubscription Criteria**

The following oversubscription criteria will be applied if there are more applicants than places available.

All applicants who are working at a level within the range for Kendrick students and who live within the designated area will be ranked strictly by their performance in the test, however priority will be given to applicants in the following categories.

Children with a Statement of Special Needs and/or an Education, Health and Care Plan and will always be admitted as long as they are working within the range of Kendrick School students.

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 Priority Area 1 and Priority Area 2 of 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 home address of the applicant is within Priority Area 1 of the designated area of the school and this home address is the permanent address of the parent(s)/carer(s) and the applicant.
4. The home address of the applicant is within Priority Area 2 of the designated area of the school and this home address is the permanent address of the parent(s)/carer(s) and the applicant.
5. Applicants whose home address is NOT in the designated area of the school.

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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 guardianship 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 5 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)

### **Designated Area**

The designated area is determined by the postcode of the applicant's home address and guidance on the designated area is given in Appendix 1. Further clarification can be obtained from the School's Admission Office. Applicants must be resident in the designated area of the school by the date of testing to qualify as living in the designated area. This must be the applicant's permanent home address with their parents/carers at the time of the test and 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 'permanent address' is defined as the permanent place of residence of the parent/carer with whom the applicant spends the majority of their time at the time of application. 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.

### **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 Entrance Test, i.e. all those achieving **exactly** the same overall score in the tests:

- Eligible applicants living nearest to Kendrick School and within the designated area will be accorded the highest priority in the allocation of places. Distance will be from the home address to the front gate of the school. It will be calculated using grid references and online digital mapping software. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. *For those living equidistant from the school, an independent person will supervise random allocation. In the case of Kendrick School, this will be Reading Local Authority.*

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

Applicants who are not in the normal year group will only be considered in exceptional circumstances. Further clarification can be obtained from the School's Admission Officer.

### **Offers**

Results and offer of places where appropriate will be posted by Kendrick School within four weeks of the date of testing.

The standard admission number for each year is:

Year 7, 128

Year 8, 96

Year 9, 96

Year 10, 96

Year 11, 96

## Appendix 1 – Designated Area

The designated area is made up of Priority Area 1 and Priority Area 2 Area 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 2019. 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 2019. This also applies to applicants who are applying late due to exceptional circumstances.**

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 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 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.

### **PRIORITY AREA 1**

RG1  
RG2 0, RG2 6, RG2 7, RG2 8  
RG30 1, RG30 2, RG30 4, RG30 6,  
RG4 5, RG4 6, RG4 8  
RG5 3  
RG6 1, RG6 5, RG6 6, RG6 7,

### **PRIORITY AREA 2**

RG2 9, RG4 7, RG4 9, RG5 4, RG6 3, RG6 4, RG7, RG8, RG9, RG10, RG12, RG18, RG19, RG21, RG24, RG26, RG27, RG30 3, 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.*