

# Kendrick School

## Non Routine Admission Arrangements Policy

### FINAL



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

#### **Application for places**

Applications for places in Years 7, 8, 9, 10 and 11 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.

#### **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 the end of Year 11 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.

- 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, such as illness on the day, suffering a bereavement, or observing a genuine religious practice. 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.
- 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 1 or 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.
- If the place is not filled by a candidate from Category 1 or 2 applicants who qualify under Category 3 of the oversubscription criteria may be asked to test before other applicants on the prospective list. This is at the discretion of the school.
- Once invitation for testing has been sent out, the prospective list will be suspended for that particular cohort. It will reopen again once the place has been filled.
- Depending on the numbers being invited into test, the school reserve the right to test in two stages, only inviting the highest scoring candidates to the second and final stage.

Please note that candidates will only test once within a 3 term period. If another vacancy arises within these 3 terms 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. In this situation the same Mathematics and English papers and CATS will be used. After three terms, all candidates on the prospective list will be invited to test and new Mathematics and English tests and CATS will be used.

### **Admission Tests**

The admission tests 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**

If a space in a particular year group becomes available, then Kendrick School will invite applicants to sit the test at a specified time and date giving a minimum of 2 weeks' notice.

### **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.

### **Education, Health and Care Plans**

Children with a Statement of Special Needs and/or an Education, Health and Care Plan where the School has been named by the Local Authority will always be admitted as long as they are working within the range of Kendrick School students<sup>1</sup>

### **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.

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>2</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>3</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.

### 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 Officer. 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.

Evidence is required of a single address at the date of testing. For a definition of permanent home address, please see Appendix 1.

### 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

The outcome of the tests and an offer of a place, where appropriate, will be emailed by Kendrick School within four weeks of the date of testing.

<sup>1</sup>A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An 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.

<sup>2</sup>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).

<sup>3</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 (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)

## **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, RG18, RG19, RG21, RG24, RG26, RG27,

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.*

### **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.

**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.