



# Kendrick School

## Non Routine Admission Arrangements Policy

### 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.

### Categories of Applicants

**Category 1:** Applicants who are moving into the area and *needing* to transfer schools. Whilst they may wish to apply for a place at Kendrick School, neither their status with respect to selection nor the existence of a vacancy will be certain. Parents/carers in this category are therefore advised, through their home Local Authority (LA), to request places at non-selective schools, as well as at Kendrick. This is to ensure continuity of education for the applicant.

**Category 2:** Applicants who are already attending a local school (ie with no *need* for transfer) but who wish to have the opportunity to gain a place at Kendrick School.

### Prospective List

The school will maintain a list of prospective applicants in both Categories 1 and 2 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 Non-Routine Prospective List form available on the school's website (*name, address, email, phone; daughter's DOB, current school and modern foreign languages currently studied*) and send it to the Admissions Officer at the school.

This indication of interest should be renewed for each academic year. Contact details will not be carried over from one academic year to the next.

### Inviting candidates into test

When a vacancy arises, the school will use the Prospective List to invite students to the school for testing.

Please note that candidates will only test once for an academic year. If another vacancy arises in the same academic year (up to 31st 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.

### Entrance Test

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

- A Mathematics test (approximately one hour)
- An English test (comprehension or creative writing) (approximately one hour)
- 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.

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.

**FINAL April 2015**

## **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 has named Kendrick School specifically on the statement will always be admitted as long as they meet the academic standard.

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/carer 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/carer and the applicant.
4. 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 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 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.

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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)

### **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 ordnance survey maps. Applicants living nearest to the school yet outside the designated area will be ranked after those living within the designated area. .

### **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, 96

Year 8, 96

Year 9, 96

Year 10, 96

Year 11, 96

## Appendix 1 – 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 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 address which will be used for consideration to be living within the designated area must be the applicant's permanent address at the time of testing.**

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 (east of A34)

RG22 6

RG23 8

RG291

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 (south of M40)

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.*