

# Kendrick School

## Year 7 Admission Policy – September 2024 Entry

### FINAL



Kendrick School is a selective girls' school with academy status and therefore is its own admissions authority. However, all applications to maintained schools are covered by coordinated admissions arrangements as set out in the School Admissions Code 2021, 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.

#### Kendrick School Admission Number

The Admission Number for places in Year 7 for September 2024 is 128.

#### Application for a place

The admissions process for routine admission into Year 7 of a secondary school in 2024 (the routine admission round) begins in May 2023 and ends on 31<sup>st</sup> August 2024.

For entry in September 2024 a girl's date of birth would normally fall on or between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013 and she must be working in Year 6 at the time of testing. See section headed 'Applicants who are not in the normal age group' for further information.

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. Kendrick School will adhere with the local agreed In-Year Fair Access Protocol.

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 2023**. The deadline for registering for the Admission Tests for entry into Year 7 in September 2024 is **Saturday 1<sup>st</sup> July 2023 (midnight)**. Applicants who do not have access to a computer should contact the Kendrick School admission team for assistance. Late applications will only be accepted in exceptional circumstances (see below).

#### Admission Test

The admission tests for entry into Kendrick School will take place in the Autumn of 2023.

There will be two tests each of approximately one hour duration. There will be a short break between the two test sessions. The tests 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.

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

#### Applicants who cannot attend the test on the test day

Applicants who are ill, or owing to other exceptional circumstances, such as suffering a bereavement, or observing a genuine religious practice, and unable to take the test on the main date, may be permitted to take the test at a specified test date within 2 weeks of the main test date. 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.

Applicants who wish to attend an entrance test for another school being held on the same day as the Kendrick School Admission Test, will not be permitted to sit the Kendrick School Admission Test on an alternative day. This will not be deemed as an exceptional circumstance.

***THIS POLICY WAS RATIFIED BY GOVERNORS ON THURSDAY 19<sup>TH</sup> JANUARY 2023***

## 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 2023, unless there are exceptional circumstances (such as the COVID pandemic). 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 2023**.

## Applications received after the deadline

Late applications for the Kendrick School Admission Test will **only be accepted in exceptional circumstances**. Applicants should write to the Admissions Team outlining their reasons. Documentary evidence will be requested. The final decision on whether there are exceptional circumstances will be made by the Headteacher.

## Inclusion

The parent/carer of any child with special educational needs or a disability, who is applying for a place at Kendrick School, should inform the Admissions Team 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 is expected that supporting information from an accredited medical professional recommending arrangements appropriate to the need will be provided. **It will 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 will contact the applicant’s primary school to verify and confirm existing arrangements.

Requests for special arrangements should be made by completing the appropriate section of the Kendrick School online registration form by the **closing date of Saturday 1<sup>st</sup> July 2023 at midnight**.

## Fraudulent Applications

Any information that is subsequently proven to be inaccurate will potentially invalidate that application. Those who submit fraudulent or deliberately misleading applications may also be subject to legal proceedings.

## Education, Health and Care Plans

Children who have an Education Health and Care Plan where Kendrick School has been named by the Local Authority will be admitted automatically<sup>1</sup> and the number of places available to other applicants will be reduced accordingly.

## Oversubscription Criteria

Applicants will be ranked according to their performance in the tests. A qualifying score will be determined (to two decimal places) for candidates in categories 3-6 of the oversubscription criteria below. **A qualifying score of 5 points lower than this score will be applied for candidates in categories 1 and 2 of the oversubscription criteria below (Pupil Premium/Service Premium/Child in Care).**

Oversubscription criteria will be applied if there are more applicants achieving the qualifying score than the 128 places available.

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

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 or 2** of the designated area of the school on **31<sup>st</sup> August 2023 and they should still be living there at the time of admission to the school** and the applicant is in receipt of **Pupil Premium or Service Premium**<sup>3</sup>. Documentary evidence, or confirmation from the applicant’s current primary school that the child is in receipt of Pupil Premium or Service Premium will be required.

Offers will then be made from the ranked list, according to the ranked order until up to 75% (96) of places have been offered:

3. The permanent home address of the applicant is within **Priority Area 1 or 2** of the designated area of the school and is the permanent home address of the parent(s)/carer(s) and the applicant on **31<sup>st</sup> August 2023 and they should still be living there at the time of admission to the school.**

The remaining 25% (32) places will be offered in the following order, according to the ranked order until all places in total have been offered:

4. The permanent home address of the applicant is within **Priority Area 1** of the designated area and this home address is the permanent home address of the parent(s)/carer(s) and the applicant on **31<sup>st</sup> August 2023 and they should still be living there at the time of admission to the school.**
5. The permanent home address of the applicant is within the **Priority Area 2** of the designated area and this home address is the address of the parent(s)/carer(s) and the applicant on **31<sup>st</sup> August 2023 and they should still be living there at the time of admission to the school.**
6. Applicants whose permanent home address is NOT in the designated area of the school.

***Note:** in Category 1 above, any such an applicant, provided she has achieved the lower qualifying score, will be offered a place even if she is not ranked in the top 128 places. In Category 2 above, any such applicant, provided she has achieved the lower qualifying score and her permanent home address is within **Priority Area 1 or 2** of the designated area of the school, will be offered a place even if she is not ranked in the top 128 places. The total number of places offered will remain, however, at 128.*

#### **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 2024, this waiting list will be used to offer places until 31<sup>st</sup> January 2025. 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. Any child 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 according to the oversubscription criteria on 1<sup>st</sup> September 2024.

#### **Designated Area**

The designated area is made up of **Priority Area 1** and **Priority Area 2** 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 on **31<sup>st</sup> August 2023 and they should still be living there at the time of admission to the school.** 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 is the applicant's permanent home address at the time of application, and no later than 31<sup>st</sup> August 2023.** This also applies to applicants who are applying late due to exceptional circumstances. Address changes will be investigated, and documentary evidence must be provided.

Evidence is required of a single address on 31<sup>st</sup> August 2023. For a definition of permanent home address, please see Appendix 1.

### **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 2012.

Applications will not normally be accepted from any girl whose date of birth is after 31<sup>st</sup> August 2013.

Under age and over age applications are only considered in exceptional circumstances. Any candidate who is 'under age' or 'over age' must write directly to the Admissions Team before the application deadline. The Admissions Team will then request the relevant information to support the case and obtain the views of the candidate's primary school Headteacher at the time of registration to sit the test. Please note that the final decision to allow an under or over age candidate to sit the test is at the discretion of the Headteacher of Kendrick School.

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.

Candidates can only sit the Kendrick School admission tests once unless they are repeating Year 6. Written confirmation from the school will be requested.

### **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 online digital mapping software. Applicants living nearer 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, 1<sup>st</sup> March 2024.

### **Appeals**

Parents/carers have a right of appeal to an Independent Appeal Panel if they are not offered a place. Further details can be obtained online at Reading Borough Council's website or on the school's website.

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<sup>1</sup>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) or 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, RG27 0, RG40, RG41, RG42, RG45  
GU17 0, GU46, GU47  
SL6 3, SL6 4, SL6 5, SL6 6

*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.

If the applicant's permanent home address changes **after 31<sup>st</sup> August 2023 and the change of Priority Area would result in a higher ranking**, the new address will only be taken into account after the deadline from the LA for accepting or declining a place and re-ranked, if applicable, on the waiting list on **1st September 2024**. Applicants will need to provide evidence that the previous home is no longer used by the family, for example proof that the property has been sold or that it is no longer available for the family to live in or that a rental agreement has ended.

If the applicant's permanent home address changes **after 31<sup>st</sup> August 2023 and would result in a lower ranking**, the new address will be taken into account immediately and the applicant re-ranked accordingly.

**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.