

# Kendrick School

## Year 12 Admission Policy – September 2024 Entry

### FINAL



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

#### **Kendrick School Admissions Number**

Kendrick School intends to admit 40 students into Year 12 in addition to those who progress from Year 11 at Kendrick School.

#### **Application for a place**

Kendrick School offers the A level curriculum in the Sixth Form. Applications will be accepted from students born between 1 September 2007 and 31 August 2008 and who will be in Year 11 at the time of application.

Applications must be made directly to Kendrick School, not to the Local Authority. Kendrick School will adhere with the local agreed In-Year Fair Access Protocol.

#### **Entry into the Sixth Form**

**The GCSE entry criteria below apply equally to internal and external applicants.**

For entry into Kendrick School Sixth Form, applicants will normally have to satisfy the following minimum conditions:

- 8 GCSEs (or DfE recognised equivalent) grades 9-5 or A\* - B, two of which must be English Language and Mathematics.
- BTEC Level 2 at Distinction\*, Distinction or Merit will be accepted
- GCSE short courses cannot be accepted.
- At least a 6 or grade B at GCSE in the subjects to be studied at AS/A-level, apart from Biology, Chemistry, Physics and Mathematics which requires a 7 or grade A at GCSE.
- Grade A or 7 or above in the *Higher Tier* is an entry requirement for Mathematics and/or Science AS/A level courses. Students who have taken Foundation Tier GCSE courses in Mathematics and Sciences (rather than Higher Tier) are unlikely to have covered all the appropriate topics from which they can move on to A-level in the context of this school.
- Students who wish to study Further Mathematics must achieve at Grade A\* or 9-8 in GCSE Mathematics.
- Students would normally be expected to have studied GCSE in subjects they wish to study at A-level. In the case of Classical Civilisation, Economics, Philosophy and Sociology where the subjects may not have been studied at GCSE level, Grade B or 6 in English Literature and a Humanity would be required as a minimum condition of entry to the course.
- Students living overseas at the time of application and not taking GCSE courses must provide evidence of the equivalence of their externally taken qualifications to GCSE by an official organisation (for example NARIC).
- Students who are Home Schooled will be asked to provide a reference and predicted GCSE grades from a professional body. In the absence of a reference they may be asked to sit mock GCSE examinations at Kendrick School.

#### **Timetable**

- The process for routine admission into the Sixth Form at Kendrick School (Year 12) for entry in September 2024 begins in November 2023 and ends on 1<sup>st</sup> September 2024.
- Application forms will be available online after the Sixth Form Open Evening which will be held in the Autumn 2023
- Applicants who do not have access to a computer should contact the Kendrick School admission team for assistance.

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### **Deadline for receipt of applications**

- Individual applications must be received by Kendrick School by **Friday 19<sup>th</sup> January 2024**.
- School Reference Forms must be received by Kendrick School by **Friday 2<sup>nd</sup> February 2024**.

### **Late Applications**

Applications received after the deadline will be treated as late applications but will be considered if submitted by 1st September 2024. Late applications are those which are received after the closing date (19<sup>th</sup> January 2024) and so cannot be considered with the “gathered field” of on-time applications. (See Treatment of Applications section.)

Late applicants will be added to the Waiting List in order according to their ranking as determined by their predicted GCSE scores. (See sections on “Treatment of Applications” and “Waiting List”).

### **Treatment of Applications in the Gathered Field (external candidates only)**

- The gathered field of applications consists of those applicants whose application form was received before the deadline and the school reference form has been received by **Friday 2<sup>nd</sup> February 2024**.
- Suitable applicants will be invited to the school for Consultation Meetings. The purpose of these meetings is to explain the options available in the Sixth Form and the entry requirements for the courses.
- Provisional offers will be made no later than **Friday 8<sup>th</sup> March 2024**.
- Applicants will be assessed for suitability to attend a consultation meeting according to a points system as follows:
  - Up to a maximum of the 8 best full course GCSE predicted grades, scored on the GCSE grades for reformed GCSE subjects and the DfE equivalence system: (A\*- 8.5 points; A- 7 points; B – 5.5, C-4 points etc.) for the unreformed GCSEs. Two of the subjects must be full course GCSE Mathematics and English Language.
- Applicants will be placed in a rank order according to the points scored as above. Candidates with a score of 54 or above (“the cut off point”) will be invited to a consultation meeting, according to the oversubscription criteria below if there are more applicants than places available. The number of applicants invited is subject to the number of places available.
- In the first round of consultations, applicants will only be invited to consultation if they are currently living within the designated area unless there are exceptional circumstances.

### **Education, Health and Care Plan**

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**

Oversubscription criteria will be applied if the number of applicants with a points score of 54 or above exceeds the available number of places

In the case of over-subscription, places will be offered first to all internal applicants then to external applicants.

Offers will be made from the ranked list in the following order and within each category until all places have been allocated:

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 2024 and they should still be living there at the time of admission to the school** and the applicant is a Pupil Premium or Service Premium child<sup>3</sup>. Documentary evidence that the child is in receipt of Pupil Premium or Service Premium will be requested from the current school.
3. The applicant’s home address is within **Priority Area 1 or Priority Area 2** of the designated area of the school and this home address is the permanent address of the parent/carer and the applicant on **31<sup>st</sup> August 2024 and they should still be living there at the time of admission to the school**.

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4. Applicants whose home address is NOT in the designated area of the school.

**Note:** in Categories 1) and 2) above, any such an applicant, provided she has achieved a predicted score of 54 or more, will be offered a place. The total number of places offered will be subject to the availability of courses and the total admission number for Year 12 not exceeding 140 (internal and external applicants).

### **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 GCSE point system described above 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 2024 **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 must be the applicant's permanent address **by 31<sup>st</sup> August 2024 and they should still be living there at the time of admission to the school**. The exception to this is Crown Servants or members of the Armed Forces. See **Appendix 1** for the list of postcodes within the designated area.

### **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. 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.

Evidence is required of a single address on 31<sup>st</sup> August 2024. The school may ask for documentary evidence to support the application.

If the permanent home address changes **between when an offer is made and 31<sup>st</sup> August 2024**, Kendrick School will require documentary evidence of the new address. In all cases 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.

**Once offers have been made**, Kendrick School will require documentary evidence of the applicant's permanent home address. This will include consideration as to whether or not the address used to make an application was temporary. Kendrick School reserves the right to carry out random checks at any time and this may include a home visit. 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. If the applicant's permanent home address changes **after application and before 31<sup>st</sup> August 2024 and would result in a lower ranking**, the new address will be taken into account immediately and the applicant re-ranked accordingly.

### **Waiting List**

- The Waiting List will be used to offer places if any of the original offers are declined before 1<sup>st</sup> September 2024.
- It will consist of all applicants above the cut-off point who have not received an offer of a place by 8<sup>th</sup> March 2024 and any Late Applicants whose score is above the cut-off point.
- Waiting List applicants will be invited, in rank order, according to the oversubscription criteria to a consultation meeting on the basis of:
  - The overall availability of places.
  - Their subject choices.
  - The availability of places in those subjects.

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*Applicants who remain on the waiting list after 30<sup>th</sup> June 2024, will be advised to contact the Admissions Officer, after GCSE results have been published, if they still wish to be considered for a place in the event of any becoming available. Details of the specific contact address will be given. These applicants will be considered, in rank order, on the basis described above. Applicants who do not confirm their continuing interest in a place will not be approached until those who have contacted the Admissions Officer at the school have been considered. It is unlikely that any places will be offered after the second week in September 2024.*

### **Tie-break situation**

- Where two or more suitable candidates on the Waiting List have the same score, an invitation to a consultation meeting will be determined by distance from school.
- In the event of any places remaining once all applicants on the Waiting List have been considered, the Waiting List may be extended to those below the cut-off point. Where two or more suitable candidates have the same score, an invitation to a consultation meeting will be offered according to the oversubscription criteria. Thereafter, invitations to a consultation meeting will be determined by random allocation.
- In the event of random allocation being used, an independent adjudicator (Reading Local Authority) will be appointed.

### **Oversubscription of Courses**

Every effort will be made to accommodate students who are offered places and who meet the entry requirements for a place in Year 12 to do the subjects of their initial choice. However, applicants should appreciate that some subjects may become full. This will be most relevant to late applicants, to those offered places from the waiting list and to those who wish to change their original subject choices. Whilst the offer of a place will remain valid, students' options may be governed by availability in individual subjects.

### **Confirmation of Places**

Offers made by 8<sup>th</sup> March 2024 (or subsequently, in the case of late applications and waiting list applications) will be conditional on the applicant meeting the entry requirements in general and for the chosen subjects in particular. Offers are conditional on applicants confirming the place by 15<sup>th</sup> March 2024 or, in the case of late application/waiting list offers, by the deadline given. **Offers will lapse if written confirmation is not received by the school by the given deadline.**

### **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.

### **Passport Requirements:**

All students must be entitled to hold a full British Citizen passport or have the right of residence in the United Kingdom.

### **Appeals**

Parents/carers and students 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.

<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.*

### **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.