



ENTRY INTO YEAR 12 IN SEPTEMBER 2017 GUIDELINES FOR COMPLETING THE ONLINE REGISTRATION FORM

THE REGISTRATION PROCESS

- Online registration opens on **Friday 18th November 2016 and closes at midnight on 27th January 2017.**
- The link to the online registration form can be found on our website www.kendrick.reading.sch.uk under Admission/Admission into Year 12 in September 2017 or from the link on the home page.
- In order to submit a registration form you will need:
 - A valid email address
 - Access to a computer or tablet and connection to the internet; registration cannot be completed from a mobile phone.
- If you do not have access to a computer or a tablet to complete the online registration form please contact Kendrick School.

THE REGISTRATION FORM

Applicant's Details

- Forename
- Surname
- Other forenames (or middle name)
- Gender (Female)
- Date of Birth
 - Applications will not normally be accepted from any girl whose date of birth is before 1st September 2000.
 - Applications will not normally be accepted from any girl whose date of birth is after 31st December 2001.
 - Only in exceptional circumstances will applications be accepted from any girl whose date of birth is before 1st September 2000 or after 31st December 2001. Please contact the school if this is the case.

Applicant's Address

- Kendrick School operate a designated area as part of its oversubscription criteria. The designated area is determined by the postcode of the applicant's home address.
- Our 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
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

- Places will be offered to applicants who are ranked high enough according to their predicted GCSE results and who reside within the designated area. This must be the applicant's permanent home address with their parent(s)/carer(s) at the time of registration (**by Friday 27th January 2017**).
- 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. 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.
- Only if there are further places available will applicants who live outside the designated area be considered.
- The exception to this is if the applicant's family are returning from abroad to a previous home within the designated area, are Crown Servants or members of the Armed Forces (documentary evidence will be required to support this).
- **If this is the case please select 'Yes' in the Exception to the Designated Area box and send in documentary evidence to support your claim (for example a recent mortgage statement, a tenancy agreement or land registry documents).**

Email address to be used for all communications and telephone numbers

- **IMPORTANT Please supply an email address that you check regularly, as your email address will be used to acknowledge submission of your registration form and all further correspondence will be sent by email.**
- Please ensure that emails from Kendrick School are 'allowed' and not sent automatically to your junk mail. You may wish to add admissions@kendrick.reading.sch.uk to your safe senders list.

Nationality

- Please complete as requested
- Applicants may only be offered a place if they are intending to live in the UK with their parents or carers and can meet the following conditions:
 - The parents/carers of the applicant must be entitled to reside and to work in the U.K.
 - The parents/carers and applicant must have been granted visas/right of residence which will be valid throughout the duration of the A-level course, or which can reasonably be expected to be renewed as required throughout the duration of the A-level course.
- The school may require documentary proof for the above.
- Applicants would be expected to attend a Consultation Meeting if required.
- The offer of a place will not be made until the conditions set out above have been met or until the school has received confirmation that the conditions will be met before the applicant begins the course.
- An offer of a place made on these conditions will be withdrawn if they are not met by 1st September 2017
- Once taken up, an applicant's place will be withdrawn if visa requirements expire and are not renewed.

Parent/Carer Details

- Parent/Carer's Title
- Parent/Carer's Forename
- Parent/Carer's Surname
- Parent Email

Extra information for the oversubscription criteria

- As part of our oversubscription criteria, any applicant who is a looked after child or previously looked after child and/or in receipt of Pupil Premium or Service Premium, provided she has achieved a predicted score of 54 and her permanent home address is within the designated area of the school, will be offered a place.
- 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
- 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).
- **If you are eligible for any of the above please select the appropriate choice in the drop down box. You may wish to ask your parent/carer if you are unsure.**
- Kendrick School will request evidence of the above from your current school.

Access arrangements

- If you have any special educational needs or a disability please select yes in the drop down box and give brief details in the box provided.
- If you have received additional time in examinations please include this here. If you were offered a place at Kendrick School, we would ask for this information to be verified by your current secondary school.
- Please note that this information does not impact your application in any way. It is purely for the school to have all the appropriate information to aid transition into Kendrick School.

Present School

- We will use these details to request information about your predicted grades from your present school. We suggest you discuss this with them.
- Please complete all the requested details for your current school
- Please ensure that the email address is correct. This would usually be an email address for general administration queries or your Head of Year.

Examinations to be taken

- Please list all the GCSE subjects you are taking, including the examining board and the level of the exam
- For entry into Kendrick School Sixth Form, applicants will normally be studying 8 GCSEs grades A* - C (9-4) two of which must be English Language and Mathematics and all should be from full GCSE courses.
- Please see our Admission Policy for Entry into Year 12 in September 2017 for the full entry criteria.

Examinations already taken

- If you have already achieved a GCSE qualification(s) please include this here. Verification will be requested from your current secondary school. You will also be asked to provide a copy of the examination certificate before any conditional offer is made.

A Level subjects you hope to study

- Students are expected to follow a programme of FOUR subjects to be taken in Year 12. Most students will take three or four subjects through to full A-level examinations at the end of the second year of A-level study.
- Please choose four subjects from the drop down boxes.
- Please note that if Further Mathematics is chosen it is essential to select Mathematics in another column.

Personal Statement

- Please complete your personal statements using the boxes as a guide. You have a maximum of 400 characters per box.
- It is suggested that your information should include some or all of the following:
 - Your reasons for applying to Kendrick School

- Why you have chosen the A-level subjects you have
- Something about your extra-curricular activities and your achievements in these areas
- What you have gained from work experience (if relevant)
- Any ideas you have about a future career.

Declaration

- Please read the Admission Policy for Entry into Year 12 in September 2017 carefully and ensure you understand the entry criteria.
- **IMPORTANT** Please click in the box to confirm that you agree with the above statement. Your application will not be submitted unless you click this box.

IMPORTANT

- Please ensure you save or print off a copy of your application form at this stage. You will not be able to retrieve a copy at a later date.
- You will receive an email within 48 hours to confirm we have received your application.