

**CABINET**  
**12 FEBRUARY 2013**  
**SCHOOL ADMISSION ARRANGEMENTS 2014**

Portfolio Holder: Councillor Les Wicks, Children's Services  
Report from: Barbara Peacock, Director of Children and Adults  
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**Summary**

Each year the Local Authority is required to undertake a consultation on the co-ordinated admission schemes and arrangements for primary and secondary schools. The schemes set out how the Local Authority will co-ordinate the processing of applications to schools and sets out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools.

Academies, Voluntary Aided and Foundation schools undertake their own consultation on entry arrangements (oversubscription criteria), but must co-ordinate with the Local Authority schemes.

This report details the outcome of the consultation on the primary and secondary co-ordinated admission schemes.

**1. Budget and Policy Framework**

- 1.1 School admission arrangements are consistent with the Children and Young People's Plan and are a matter for Cabinet to decide. There are no specific budgetary implications.

**2. Background**

- 2.1 One of the most important things that a parent can do for a child is to choose the right school. Our aim is to ensure that the admission arrangements and schemes published by Medway Council are fair, lawful and clear.

To achieve this aim we must be responsive to the needs of children, parents and their communities and put them at the centre of the process. As the admission authority for Medway's Community and Voluntary Controlled schools we are responsible for ensuring that their admissions arrangements are lawful.

This supports the council's core value of **putting our customers at the heart of everything we do**. The Council has an important role as the commissioner for school places in the area.

- 2.2 Our admission arrangements aim to ensure that the transition for children and their families is as smooth as possible, which supports the council's priority of **children and young people having the best start in life**. The Council has an important role as the 'Children's Champion'.
- 2.3 Each year the Local Authority is required to consult on co-ordinated admission schemes and arrangements for primary and secondary schools. The schemes set out how the Local Authority will co-ordinate the processing of applications to schools and arrangements set out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools.
- 2.4 Whilst there are minimal changes to the proposed admission arrangements for 2014 from those determined for 2013, the following sections detail the changes that are being put forward. These proposed arrangements are for the academic year starting in September 2014 with testing taking place in September 2013.

### **3. Options**

#### **3.1 *Secondary Admissions – co-ordinated scheme and admission arrangements.***

Following significant changes to the arrangements for the delivery of the Medway Test last year, there are no substantial changes proposed for 2014 admissions other than the revision of dates to reflect 2014 admissions. We have consulted on a minor change relating to exactly when the test will be delivered. We have sought opinion on which of two options would be preferred by respondents. The two options are:

##### Option A

Allows for the test to be undertaken by children in their own school during the week (if they attend a Medway primary/junior school) over two days (17 and 18 September 2013). Children attending non-Medway primary /junior schools or Medway schools that opt out of midweek testing will sit the test on Saturday 21 September 2013 (either in large test centres or Medway schools can opt to test in school).

##### Option B

Allows for the test to be undertaken by children in their own school during the week (if they attend a Medway primary/junior school) on a single day (18 September 2013). Children attending non-Medway primary /junior schools or Medway schools that opt out of midweek testing will sit the test on Saturday 21 September 2013 (either in large test centres or Medway schools can opt to test in school).

**NB:** Irrespective of the decision made regarding the test date option detailed above, Medway schools will be asked to confirm exactly when and where they wish their children to be tested so that the appropriate arrangements can be made and published in the Admission to Secondary School Booklet in May 2013.

### 3.2 *Primary Admissions – co-ordinated scheme and admission arrangements.*

The only proposed change to the co-ordinated scheme and admission arrangements, other than the revision of dates for 2014 admissions is as follows:

#### **Brompton Westbrook Primary School**

A proposal to increase the published admission number (PAN) from 45 to 60 with effect from September 2014.

- 3.3 It is noted that a report concerning primary age provision in the Gillingham area was submitted to Cabinet on 15 January 2013. This report included several options for addressing the availability of spaces in Gillingham. The Cabinet agreed that Brompton Westbrook Primary School be permanently expanded to enable a published admission number (PAN) of 60 to be accommodated, commencing from September 2013, and that a feasibility study be undertaken to assess how best to phase the building works in the most cost effective way and causing minimal disruption to the education of the children (decision 12/2013). It was also agreed that the Director of Children and Adults, in consultation with the Portfolio Holder for Children's Services, commence the statutory processes at the appropriate times required for the expansions of Brompton Westbrook primary schools (decision 13/2013).
- 3.4 It is important to highlight that a number of Medway schools are now their own admission authorities and therefore are responsible for the setting of their own oversubscription criteria and admission arrangements.

Appendix 1 – provides details of the proposed co-ordinated admissions schemes for primary and secondary admissions 2014.

Appendix 2 – provides a summary of any changes proposed by own admission authority schools to allow for any comments to be made back to the schools concerned.

Appendix 3 – provides a summary of a recent Schools Adjudicator decision in relation to the 2013 admission arrangements for Chatham Grammar School for Boys and Chatham Grammar School for Girls.

## **4. Advice and analysis**

- 4.1 As at the closing date for consultation there has been a low response rate (see section 6). All comments received have been considered by the Student Services Management Team and included in this report prior to making final

recommendations.

- 4.2 Overall, the majority of respondents have agreed with the proposed co-ordinated schemes and admission arrangements (primary and secondary).
- 4.3 Given that the proposed co-ordinated admission schemes and admission arrangements for 2014 are largely unchanged from the arrangements determined for 2013 admissions, it is not considered there is any necessity for a Diversity Impact Assessment to be conducted.
- 4.4 The Coalition Government has signalled a significant policy change from the previous government in relation to surplus school places. The Education White Paper (November 2010) "The importance of teaching" stated "Even in areas without significant demographic growth, we want local authorities to focus on supplying enough good places rather than removing surplus places".
- 4.5 Medway continues to see demographic growth with the population expected to increase up to 2021 and beyond. Larger numbers of children are entering the education system at primary level. Pre-school age numbers are the highest on record, and these children will filter into schools over the next four years. Additional capacity will be required for the expected additional pupils and this is being planned for in Chatham, Gillingham and Strood.
- 4.6 Changes to admissions legislation mean it is now much easier for popular schools to increase their pupil intake.
- 4.7 The School Admissions Code (February 2012) makes provision that there is no longer a requirement on schools to consult on an increase to their published admission number (paragraph 1.3), however they must inform the local authority of their intention to increase and publish the details on their own website (paragraph 1.4).
- 4.8 The School Admission Code also permits schools to admit above their published admission number during the academic year.
- 4.9 This could lead to greater competitiveness between schools to ensure they maintain their own viability in a 'market economy'.
- 4.10 Own Admission Authority schools (Foundation, Voluntary Aided and Academy) are responsible for the setting of their own admission arrangements (including their published admission number and oversubscription criteria). They must, however, work within the local authority co-ordinated admission schemes.

## **5. Risk management**

- 5.1 The proposed co-ordinated admission schemes and arrangements for 2014 admissions ensure that Medway Council is compliant with the co-ordination regulations and all the provisions of the School Admissions Code 2012. There are only a small number of changes to previously agreed arrangements and

therefore a greatly reduced risk of objection to the proposed arrangements.

- 5.2 The consultation has been widely publicised, giving all interested parties the opportunity to submit their comments and views on the proposed arrangements thereby mitigating the risk of any challenge to our proposed Co-ordinated admission schemes and arrangements.
- 5.3 Expansion of the Academy programme in Medway means that more schools are now their own admission authorities and this presents a risk to the Council to act effectively as the commissioner of school places in the area.

Risk	Description	Action to avoid or mitigate risk	Risk rating
Claims of inequity for children	<p>With two day midweek testing and one day Saturday testing, parents/carers could claim that there is inequity for children as some have the tests spread out over a longer period.</p> <p>It is important to note that whilst there were a small number of concerns raised about this potential issue for 2013 admissions, it has not proved a significant area of concern for parents/carers.</p>	Options have been proposed to mitigate this risk and introduce single day midweek testing, thus bring equity to the arrangements.	D 3

## 6. Consultation

- 6.1 Consultation has taken place with the Admission Forum, headteachers and Chairs of Governors of all Medway schools, other Local Authorities and other admissions and diocesan authorities in the area. In addition to this we issued a public notice in the local newspaper and a press release to advise parents and parent groups that the consultation documents were available to view and respond to on our website. The consultation was also promoted on the Medway Council website for the duration of the consultation period.
- 6.2 The consultation period opened on Friday 16 November 2012 and closes on Friday 11 January 2013 in accordance with the requirements of the School Admissions Code to consult for a minimum of 8 weeks.
- 6.3 As at the closing date for consultation we have received a total of 14 responses to the primary consultation and 25 responses to the secondary consultation.

#### 6.4 *Secondary co-ordinated admissions scheme*

6.4.1 25 responses have been received, 11 are from primary schools, 3 from secondary schools, 1 from a parent governor and 10 from parents.

6.4.2 Of the responses received, 20 agree with the proposed scheme and arrangements overall and 5 disagree. 18 respondents have opted for option A regarding the arrangements for the Medway Test (two day midweek) and 7 have opted for option B (one day midweek).

A sample of the key comments/points raised concerning the Medway Test is set out below:

"Would favour keeping arrangements same as this year" (Secondary school)

I would prefer to do the 11+ all on one day during the week Wed 18th Sept, however I am easy on 2 days if that is the majority decision. I do not wish to do the test on a Saturday, in fact I do not see why the LA are giving the option of a Sat again this year as it must be very expensive!! (Primary school)

I think taking the test on one day midweek will reduce costs and it will also be fair to those who will take the test on Saturday. (Parent Governor)

I feel it is too much pressure to complete all papers on one day and would prefer it at child's own school midweek over 2 days (Parent)

As parents, we believe it would be too much for the students to be tested on one day only. They can perform better in the mornings than the afternoons (Parent)

I think that it is ridiculous to expect 10-11 year olds to take the test on a Saturday, this can affect the way they perform as they are completely taken away from an environment they're used to. Plus I would rather the test be completed in the child's classroom during the week, over a period of 2 days. Surely at this very young and vulnerable age, to hold the 11 plus on a Saturday, in a formal situation i.e. held in a school hall, is putting unnecessary pressure on such young people, therefore individual performance may not be as it would be in an environment which is familiar.

The test again are for 10-11 year old pupils, I cant' comprehend why it is not standardised across the whole of Medway, it doesn't make sense. We should be think of the children, not anybody else. (Parent)

## 6.5 *Primary co-ordinated admissions scheme*

6.5.1 14 responses have been received as at the date of this report, 13 are from primary schools and 1 from a parent governor.

6.5.2 Of the responses received, all agree with the proposed scheme overall. 13 agree with the proposed PAN change at Brompton Westbrook Primary School and 1 disagrees.

## 7. **Children and Young People Overview and Scrutiny Committee**

7.1 The Children and Young People Overview and Scrutiny Committee considered this report on 15 January 2013.

7.2 Members sought confirmation on a number of issues, including:-

- that there was not a significant difference in cost implications between Option A (holding the Medway selection test over 2 days mid-week) and Option B (holding the test on one day mid-week). The biggest factor was that testing on one day would be more equitable with those children being tested at a Medway test centre on a Saturday;
- that which ever option was agreed schools would have to follow that option or opt out and refer their pupils who wish to sit the test to a Saturday morning test centre;
- that no formal complaints were received regarding the 2012 selection testing.
- that the fair-banding scheme does not affect grammar schools.

7.3 Some Members also raised concern regarding the Supplementary Information Form that parents were required to complete if they were choosing a Voluntary Controlled school on denominational preference and the impact this could have on disadvantaged children living locally to the school who were not members of the school's faith, for example, Church of England. Officers confirmed that the form had strengthened the previous tick box, which had required no proof of faith membership and had been abused in the past as a way of increasing a child's chance of being placed within Church of England Schools. It was therefore envisaged that less children would apply on denominational grounds, thereby allowing more children the opportunity of gaining a place on distance from the school, an oversubscription criteria lower than denominational preference. Equally, the Director of Children and Adult Services explained that all schools should be a good school and a school of choice in Medway. It was also noted that the Supplementary Information Form was agreed last year for 2013 school admission arrangements and was not a matter for decision by the Cabinet.

7.4 Concern was raised regarding the sibling over-subscription criteria and families whose children qualify for a place at a school under that criteria when they have moved further away from the school. It was suggested that officers look at the possibility of linking a maximum distance qualification to the sibling oversubscription criteria for 2015 admissions.

7.5 The committee recommended the proposed school admission arrangements for 2014 to Cabinet for approval and recommended the Cabinet to chose Option A (Medway selection testing over two days).

## **8. Financial and legal implications**

8.1 In accordance with the requirements of the Schools Standard and Framework Act 1998, local authorities (LA's) are required to consult each year with the governing bodies of the school for whom it is the admission authority (i.e. Community and Voluntary Controlled schools) about the proposed admission arrangements for the following year. In addition the LA is required to consult with other admission authority schools (Academies, Voluntary Aided and Foundation schools), other LA's and other relevant parties (e.g. diocesan boards). Similarly, own admission authority schools have a duty to consult on their proposed arrangements with the LA and other parties.

8.2 The Education Act 2002 and subsequent regulations place a duty on LA's to formulate co-ordinated admission schemes for primary and secondary admissions which cover all maintained schools in their area, to co-ordinate the admission processes.

8.3 The Education and Skills Act 2008 requires all admissions authorities to consult with all relevant parents (including parents and parent groups) for a minimum of 8 weeks on their proposed arrangements. All consultation must be completed by 1 March of the academic year prior to that being consulted on (i.e. 1 March 2013 for 2014 admissions).

8.4 Local authorities have an important role to monitor the arrangements of all schools for compliance with the School Admissions Code. Each local authority is required to report to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in our area. The Schools Adjudicator has a wider remit as the independent enforcer of fair access to schools.

8.5 The proposed arrangements require all schools to admit children with Statements of Special Educational Needs, which name that school.

8.6 There are no financial implications arising directly from this report. It is important to remember that the Council currently funds the Medway Test and this costs around £130,000 each year.

Please note that the costs of delivering the Medway Test on one day during the week would be comparable with the costs of delivery it over two days during the week. This is because it would be one full day compared to two mornings and therefore any difference in expenditure would not have a significant impact on the costs overall.



## 9. Recommendations

- 9.1 The Cabinet is asked to determine the Secondary Admissions co-ordinated scheme and admission arrangements. In addition the Cabinet are asked to determine which option is to be adopted for the Medway Test. The consultation responses, the recommendation of Overview and Scrutiny Committee and the recommendation of Officers is to adopt option A (midweek testing over two days).
- 9.2 The Cabinet is asked to determine the Primary Admissions co-ordinated scheme and admission arrangements, including the increase of the published admission number for Brompton Westbrook Primary School from 45 to 60.

## 10. Reasons for decision

- 11.1 The Council is required to undertake a detailed consultation exercise prior to the determination of its school admission arrangements and schemes. The decisions take into account the responses from consultation.

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### Background papers

- School Standards and Framework Act 1998 and regulations  
<http://www.legislation.gov.uk/ukpga/1998/31/part/III>
- Education Act 2002 and regulations  
<http://www.legislation.gov.uk/ukpga/2002/32/contents>
- The School Admissions Code 2012  
<https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf>
- School Admissions regulations 2012  
[https://www.education.gov.uk/publications/eOrderingDownload/The%20School%20Admissions%20Regulations%202012%20\(Admission%20Arrangements%20and%20Co-ordination%20of%20Admission%20Arrangements\)%20\(England\).pdf](https://www.education.gov.uk/publications/eOrderingDownload/The%20School%20Admissions%20Regulations%202012%20(Admission%20Arrangements%20and%20Co-ordination%20of%20Admission%20Arrangements)%20(England).pdf)
- Education and Skills Act 2008  
<http://www.legislation.gov.uk/ukpga/2008/25/contents>

### Attachments:

- Appendix 1 -  
Co-ordinated admission schemes and arrangements for Primary and Secondary admissions 2014 (copies attached)
- Appendix 2 -  
A summary of proposed changes to admission arrangements for Own Admission Authority schools and academies (copy attached)
- Appendix 3 -  
A summary of the decision by the Office of the Schools Adjudicator in relation to the 2013 admission arrangements for Chatham Grammar School for Boys and Chatham Grammar School for Girls.





**Medway Council**

**Co-ordinated Scheme for**

**Primary Admissions**

**Academic Year 2014/15**

**Incorporating Entry to Year R,  
Transfer from Infant School to Junior School  
(Year 3)  
And  
Primary In-Year Admissions**

Author: Simon Harrington  
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Date: October 2012  
Version: 1.1

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Version	Date	Type	Author
1.0	October 2012	Initial Draft	Simon Harrington
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### Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions)
- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at [www.medway.gov.uk](http://www.medway.gov.uk) and following the links under School Admissions.

## **Key dates for parents**

For more details please read the information in Section 1.

<b>Key Action</b>	<b>Scheme Date</b>
<b>Booklets and paper applications forms (RCAFs/JCAFs) delivered to schools, nurseries, etc</b>	<b>By Thursday 12 September 2013</b>
<b>Online applications open</b>	<b>Monday 16 September 2013</b>
<b>Closing date for applications (Online and RCAFs/JCAFs)</b> National Closing Date	<b>Wednesday 15 January 2014</b>
<b>Offer e-mails and letters sent to parents/carers</b> National Offer Date	<b>Wednesday 16 April 2014</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Tuesday 20 May 2014</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>w/c Monday 2 June 2014</b>

Parents/carers are not obliged to start their child at school until the beginning of the term after the child is five.

Parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2010) may ask to start their child in Year 1 in September 2015 but the reception place will not be saved. Parents/carers will have to re-apply for a Year 1 place as a casual admission.

Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

**Section 1 –  
Details of the Co-ordinated Scheme for Primary Admissions (Year R)  
and Transfer from Infant to Junior School (Year 3) 2014/15**

**Year R applications are for children born between 1 September 2009 and 31 August 2010**

**Year 3 applications are for children born between 1 September 2006 and 31 August 2007**

**The Key Scheme dates are:**

<b>Key Action</b>	<b>Scheme Date</b>
<b>Booklets and paper applications forms (RCAFs/JCAFs) delivered to schools, nurseries, etc</b>	<b>By Thursday 12 September 2013</b>
<b>Online applications open</b>	<b>Monday 16 September 2013</b>
<b>Closing date for applications (Online and RCAFs/JCAFs) National Closing Date</b>	<b>Wednesday 15 January 2014</b>
<b>Inter-LA data exchange undertaken for applications (If applicable)</b>	<b>Between 30 January and 7 February 2014</b>
<b>Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)</b>	<b>Monday 10 February 2014</b>
<b>Full applicant details sent to all Medway primary, infant and junior schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)</b>	<b>Friday 14 February 2014</b>
<b>Finalised ranked list return to the Council by Foundation and VA schools (via the S2S website)</b>	<b>No later Friday 7 March 2014</b>
<b>Ranked lists imported to the admissions database.</b>	<b>By Wednesday 14 March 2014</b>
<b>Council to run the algorithm to determine the allocation of places</b>	<b>By Friday 14 March 2014</b>
<b>Inter-LA data exchange undertaken for offers (if applicable)</b>	<b>Between 17 and 21 March 2014</b>
<b>Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)</b>	<b>By Friday 4 April 2014</b>
<b>Offer e-mails and letters sent to parents/carers National Offer Date</b>	<b>Wednesday 16 April 2014</b>
<b>Schools send out welcome letters</b>	<b>Not before Wednesday 23 April 2014</b>

<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Tuesday 20 May 2014</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>w/c Monday 2 June 2014</b>

In addition this scheme allows for:

- Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (15 January 2014).
- Confirms that after 20 May 2014, the Council considers applicants through the normal waiting list / In-Year procedures.

The Council expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

### The school application process

1.

Medway resident parents/carers will have the opportunity to apply for their child's school place either online at [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions) or using a paper form known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF).

**The Council cannot accept multiple applications for the same child. A parent/carer must use either of the above methods, but not both.**

If the Council receives multiples applications, they will contact the parent/carer to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools only (as listed below).

Online applications cover both of the above.

**Juniors schools:**

Balfour Junior School	Bligh Junior School	Cuxton Community Junior School
Delce Junior School	Featherby Junior School	Gordon Junior School
Hempstead Junior School	Horsted Junior School	Luton Junior School
Parkwood Junior School	Phoenix Junior Academy	Sherwin Knight Junior School,
Spinnens Acre Junior School	St Margaret's CE VC Junior School	

3.

The online application or RCAF/JCAF will be used by Medway parents/carers as a means of expressing between 1 and 4 preferences for their child to be admitted to a school inside or outside the Medway area (including Academies, Voluntary Aided (VA) and Foundation schools).

4.

Online applications, RCAF/JCAF and supporting publications will:

- (a) Invite Medway resident parents/carers to express up to four preferences in priority order. Preferences can be expressed for Medway and non-Medway schools. **Parents/carers must complete the application for their home Local Authority** (e.g. Medway residents complete Medway applications, Kent residents complete Kent applications, etc) even if they wish to name schools in another local authority.
- (b) Invite parents/carers to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers will receive the offer of one school place only and that:
  - (i) a place will be offered at the highest ranked preference for which they are eligible,
  - (ii) if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 9.

5.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents/carers can use library and/or Internet café facilities.
- (b) The paper RCAF/JCAF are readily available on request from the Council, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to print, complete and return either to the Council (the address will be provided on the form) or to any Medway primary, infant or junior school.
- (c) A prospectus of all Medway maintained primary, infant and junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from the Council, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to read/print.

6.

Only preferences expressed on a submitted online application, via [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions), or on a paper RCAF/JCAF are valid applications.



7.

An Academy, Voluntary Controlled, Foundation or Voluntary Aided school can ask parents/carers, who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school or will be available via the Council's website as part of the schools published admission arrangements.

SIF's must be returned to the school by the closing date for applications as defined within the Council co-ordinated admissions scheme.

All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

Where a school fails clearly to define its over-subscription criteria in its determined arrangements, the criteria definitions as laid out by the Council will be adopted.

8.

Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an online application or paper RCAF/JCAF for their home Local Authority, and the school is named on the application.

**Completion of a schools' Supplementary Information Form only does not constitute a valid application.**

9.

Completed applications must be submitted online and paper RCAFs/JCAFs returned to the Council or any Medway primary/infant/junior school by the closing date (**Wednesday 15 January 2014**). Paper applications must be returned to the Council (the address will be provided on the form) or to any Medway primary, infant or junior school.

The Council will arrange collection of the paper forms from Medway primary/infant and junior schools on Thursday 16 January 2014.

**NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.**

10.

The Council will act as a clearing house for the allocation of places and works in partnership with own admission authority schools/academies to determine which applicants are to be offered a place at their school/academy.

The Council will only make the final decision about the offer or refusal of a place at a named preference on the online application or RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant can be offered a place at more than one preference;
- (c) an applicant cannot be offered a place at any named preference and therefore has to be allocated a place at the nearest appropriate school to the home address.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers and the Council.

The Council will look to offer a place at the highest named preference for which the child is eligible.

The Council will allocate places in accordance with paragraph 14.

**Crown Servants:**

For children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the School Admissions Code) confirming the posting, future address and date of posting.

<b>The school allocation/offer process</b>
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11.

**By Monday 10 February 2014**

The Council will advise all Medway primary, infant and junior schools of the number of preferences expressed for them.

The Council will only advise the number of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> preferences received. The Council will not provide any information about which children named a school as which preference.

Where there are preferences expressed for non-Medway schools by Medway residents, or where a non-Medway resident has expressed a preference for a Medway school, the Council will have completed any data exchange with other local authorities concerned by this date.

12.

**By Friday 14 February 2014**

The Council will advise all Medway primary, infant and junior schools of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to consider against their over-subscription criteria. **This list is known as 'the ranking list'**.

The Council will have already undertaken distancing for all applicants to all schools. Any issues arising from these checks must be reported to the Council no later than Friday 7 March 2014.

**Only children who appear on the ranking list can be considered for places on the relevant offer day. No other child can be added by the school for any reason.**

Ranking lists will be sent by the Council via the S2S/secure access website to comply with data protection and information governance procedures.

13.

**By Friday 7 March 2014**

Academies, Foundation and Voluntary Aided schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the Council for consideration in the allocation process.

Completed ranking list must be returned via the S2S/secure access website to comply with data protection and information governance procedures.

14.

**By Wednesday 12 March 2014**

The Council will import all ranked lists to the admissions database and run the algorithm\* to determine the allocation of places based on the rank order of pupils against each schools oversubscription criteria, as described above.

- Where the child is eligible for a place at only one of the named schools, that school will be offered.
- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

The Council will only offer up to the number of places available at each school/academy as determined by the published admission number. Places are offered based on the rank order of pupils against the published oversubscription criteria.

\*an algorithm is a mathematical formula that calculates the allocation of places using a set of pre-defined rules.

15.

**By 4 April 2014**

The Council will inform schools of the pupils to be offered places at their school. Infant schools will also be advised of the destinations of their Year 2 pupils.

By this date Medway Council will have completed any data exchange with other local authorities to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

Offer and destination lists will be sent via the S2S/secure access website to comply with data protection and information governance procedures.

16.

On **Wednesday 16 April 2014** (national offer day)

The Council will:

- (a) send an offer e-mail after 4pm to those **Medway parents/carers** who have applied online and provided an e-mail address.
- (b) send ALL **Medway Parents/carers** decision letters. The letter will give the following information:
  - The name of the school at which a place is offered.

- The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
- Information about the right of appeal against the decision to refuse places at other named schools.
- Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters **no earlier than Wednesday 23 April 2014**. This is to ensure that parents/carers have received their formal offer from the Council ahead of receiving any letters from the relevant school/academy.

## The appeal and waiting list/reallocation processes

17.

**By Tuesday 20 May 2014**

- (a) Parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail to the school (parents/carers will be provided with a pro-forma to complete and return to the school offered).

*The Council will request details of all refusals received by schools/academies to be sent to the Student Services Team by close of business on Wednesday 21 May 2014.*

- (b) Parents/carers must submit requests to be included on a school's waiting list by this date. Requests must be submitted to the Council and parents/carers can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form).
- (c) Parents/carers must submit any appeal request by this date. At this stage parents/carers can only appeal for schools that they originally named on their application form. Parents/carers who lodge and appeal will automatically be added to the waiting list for that school.
- To ensure that the process is made easier for parents/carers, a standard appeal form for any school they named will be included with the offer letter (for those schools/academies that have agreed to use such a form).

Appeal requests for Community and VC schools must be returned to the Council and appeal requests for Academies, Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school.

18.

**Week commencing 2 June 2014**

The Council will undertake the first tranche of the reallocation of any vacant places for all schools/academies.

Only children who have requested to be placed on the waiting list for a school/academy can be considered for vacant places at this time.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

After this time reallocation will become an ongoing process as vacant places become available until the Council waiting lists close.

19.

### **Waiting Lists**

Parents/carers may ask for their child's name to be kept on a waiting list should places become available after Monday 2 June 2014. Applicants will be ranked in the same order as the published oversubscription criteria.

If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.

In accordance with the School Admissions Code waiting lists will be held by the Council (on behalf of the relevant admissions authority) until the end of the first term in the academic year 2014/15 (October break). After this time the 'Council waiting list' will close and schools/academies may choose to hold their own list for casual admissions.

Also after the 'Council waiting list' has closed, parents/carers must re-apply for places under the Casual (In-Year) admission procedures.

**Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child's name has been on the list.**

**Any place that becomes available must be offered to the next child on the waiting list, who has the highest eligibility under the published oversubscription criteria.**

<h2 style="text-align: center;"><b>The handling of late applications</b></h2>
---

The closing date for applications in the normal admissions round (as above) is Wednesday 15 January 2014.

**Please note: late applications cannot be made online. All late applicants must complete a paper RCAF/JCAF and return it direct to the Council.**

20.

### **By Friday 31 January 2014**

As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted to be processed on time, provided they are received by the Council by close of business on Friday 31 January 2014.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason) can be considered by the Student Services Management Team.

Exceptional circumstances or 'good reason'\* may include serious illness, bereavement, late move to the area, etc.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

\*The decision on whether a reason for late application is acceptable will be at the discretion of the Student Services Management Team. If it is decided that the reason for late submission do not constitute good reason, the application will be held until after allocation on 16 April 2014 and will be considered at re-allocation.

21.

**After Friday 31 January 2014**

All applications received after 31 January 2014 (for whatever reason) will not be considered for places on 16 April 2014.

They will be held pending and included in the ongoing reallocation of vacant places after 2 June 2014 as defined above and after consultation with the relevant admission authority for the named schools/academies.

The child's name will automatically be placed on the waiting list for any schools/academies they named as a higher preference than the school/academy actually offered. Parents/carers can still request to added to waiting list for other schools/academies under the above detailed waiting list processes.

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## **Section 2 – Over-subscription Criteria of Community and Voluntary Controlled Schools.**

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The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

1. **Children in public care/looked after children and previously looked after children** - (see note 1)
2. **Attendance at a paired infant school** - (see note 2)
3. **Sibling** (a brother or sister attending the named schools at the time of application and who will still be attending in September 2012) – (see note 3)
4. **Denominational preference** (for Voluntary Controlled church schools only) – A supplementary information form is also required (see note 4)
5. **Child's health reasons** – (see note 5)
6. **Nearness of children's home and ease of access to the school** (for Halling Primary School only) – (see note 6)

### **Please note for children of multiple birth –**

In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the Council will give multiple birth applications a higher priority for place than other applications with the exception of children in public care. Parents/carers/carers must tick the appropriate box on the application to indicate the children are of multiple birth.

### **Tiebreaker –**

in the event of a tie within any criterion 1-5 (i.e. if two or more children have the same priority in any criterion), places will be allocated to those living closest to the school measured by the shortest available walking route.

<h3><b>Definitions and Notes</b></h3>
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#### **1.**

Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

***Please note that the Council may ask for a copy of the adoption/residence order to validate this criterion.***

#### **2.**

This criterion applies to applications for Year 3 in junior schools only where a paired school is named in this co-ordinated scheme and the admission booklet.

### 3.

We give priority to children who have a sibling at the named school. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling link also applies across 'paired' schools. This means if parents/carers are applying for Year R in the infant school and have an older sibling in the 'paired' junior school the sibling link will be considered and also if the parent is applying for Year 3 in the junior school and has a younger sibling in the 'paired' infant school the sibling link will apply.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

### 4.

When a parent/carer applies for a place at a Medway Voluntary Controlled Church of England School, such application must be supported by evidence that either the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

Parents/carers must ensure that they have also completed the supplementary information form (SIF) for Medway Voluntary Controlled church schools. A copy of the SIF is attached in appendix 1.

The SIF is available from and returnable to any Medway Voluntary Controlled church schools (as listed below) and is also available on the Council's website ([www.medway.gov.uk](http://www.medway.gov.uk)).

***The SIF does not constitute an application for the school and parents/carers must complete the Council application as well (either online or paper). The SIF on its own will not be processed unless there is also a valid application for the school.***

The SIF must be returned to the school by the closing date for applications (15 January 2013).

#### *Medway Voluntary Controlled church schools*

All Saints CE Primary School	St Helen's CE Primary School
St John's CE Infant School	St Margaret's at Troy Town CE VC Primary School
St Margaret's CE Junior School	St Nicholas CE Infant School
The Pilgrim CE Primary School	

### 5.

Medical evidence must be provided to the Student Services Admissions Team. This evidence must demonstrate a specific link between the child's medical condition and needs and how the named school can meet these needs.

Only the child's medical /health reasons can be consider, not the parents/carers.



## 6.

The distance calculated is the shortest available safe walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

**The start point** -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

**The end point** -A pre defined centre point of the road adjacent the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

**The distance** -The distance calculated is the shortest available safe walking route known to the Medway GIS using the centre point of streets and other available safe walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as an unsafe walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

### **Halling Primary School only –**

This school will use the ease of access part of criterion 6, which means:

- places are first offered to children living in Upper Halling (as defined in the hatched area on a map which is available at the school), which includes Ladds Farm, and Clements farm areas.
  - secondly places are offered to those children living in Halling (as defined in the checkered area on a map which is available at the school) including Formby Cottages to the north and Ladds Lane area to the south.
  - Any remaining places at Halling Primary School will be offered on nearness of children's homes to the school.
-

### Section 3 – Published Admission Numbers for Community and Voluntary Controlled Schools.

Every school must have an admission number for each 'relevant age group' (this is defined in law as 'an age group in which pupils are normally admitted'). The proposed Published Admission Numbers (PANs) for Community and Voluntary Controlled Schools are show below:

School Name	Indicated Admission Number (IAN)	Proposed PAN 2012
All Saints CE Primary School*	42	45
Allhallows Primary School	30	30
Balfour Infant School (paired with Balfour Junior School)	90	90
Balfour Junior School (paired with Balfour Infant School & St John's CE VC Infant School)	120	120
Barnsole Primary School*	89	90
Bligh Infant School (paired with Bligh Junior School)	60	60
Bligh Junior School (paired with Bligh Infant School)	60	60
Brompton Westbrook Community Primary School	45	60 #
Burnt Oak Primary School	60	60
Byron Primary School	75	75
Cuxton Community Infant School (paired with Cuxton Community Junior School)	50	50
Cuxton Community Junior School ** (paired with Cuxton Community Infant School)	45	50
Deanwood Primary School	30	30
Delce Infant and Nursery School (paired with Delce Junior School)	90	90
Delce Junior School (paired with Delce Infant and Nursery School and St Peter's Infant School)**	120	130
Fairview Primary School	90	90
Featherby Infant School (paired with Featherby Junior School)	90	90
Featherby Junior School (paired with Featherby Infant School)	90	90
Gordon Infant School *** (paired with Gordon Junior School)	63	60
Gordon Junior School (paired with Gordon Infant School)	100	100
Greenville Infant and Nursery School (paired with Phoenix Junior Academy)	60	60
Halling Primary School	40	40
Hempstead Infant School (paired with Hempstead Junior School)	90	90
Hempstead Junior School (paired with Hempstead Infant School)	90	90
Hilltop Primary School	60	60
Hoo St Werburgh Primary School and Marlborough Centre	60	60
Horsted Infant School (paired with Horsted Junior School)	60	60
Horsted Junior School (paired with Horsted Infant School)	60	60
Kingfisher Primary School and Children's Centre	30	30
Lordswood School	60	60
Luton Infant School * (paired with Luton Junior School)	87	90
Luton Junior School *** (paired with Luton Infant School)	98	90
Maundene Primary School	60	60
Miers Court Primary School *	58	60
Napier Community Primary School *	77	90
New Road Primary School and Nursery Unit *	40	45
Oaklands School *	50	60
Parkwood Infant School (paired with Parkwood Junior School)	90	90
Parkwood Junior School ** (paired with Parkwood Infant School)	89	90
Riverside Primary School	30	25
Saxon Way Primary School ***	34	30
Sherwin Knight Primary School * (name subject to change)	81	75

Skinner Street Primary School *	58	<b>60</b>
St Helen's CE Primary School	30	<b>30</b>
St John's CE VC Infant School (paired with Balfour Junior School)	30	<b>30</b>
St Margaret's Infant School (paired with St Margaret's CE VC Junior School)	90	<b>90</b>
St Margaret's CE VC Junior School (paired with St Margaret's Infant School)	90	<b>90</b>
St Margaret's at Troy Town CE VC Primary School	30	<b>30</b>
St Nicholas CE VC Infant School	40	<b>40</b>
St Peter's Infant School	40	<b>40</b>
Stoke Community Primary School *	17	<b>20</b>
Swingate Primary School (name subject to change)	90	<b>90</b>
Temple Mill Primary School	30	<b>30</b>
The Pilgrim School	30	<b>30</b>
Thames View Primary School	60	<b>60</b>
Twydall Primary School, Nursery and Children's Centre	75	<b>75</b>
Wainscott Primary School	30	<b>45</b>
Walderslade Primary School	30	<b>30</b>
Wayfield Community Primary School	30	<b>30</b>
Woodlands Primary School *	606	<b>60</b>

\*PAN is higher than the IAN because it allows for sensible organisation of children and classes within the school and is consistent with previous admission numbers.

\*\* PAN is higher than the IAN to allow pupils to transfer from the paired infant school where there is demand

\*\*\* PAN is lower than the IAN to allow for sensible organisation of children and classes within the school and so as not to breach infant class size limits

# subject to approval to expand the physical site of the school following Cabinet approval planned for early 2013.

## **Section 4 – Information regarding Primary In-Year (casual) Admissions and Fair Access Protocols**

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### **In-Year (casual) Admissions:**

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Entry is to year groups 7-11 during the academic year and outside of the transfer process.

Under the provisions of the School Admissions Code (February 2012), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admission from the offer year 2013/14 and all subsequent years.

A Medway primary/infant or junior school or academy that is its own admission authority they may choose to administer their own in-year admissions.

Medway Council is looking to offer all Medway schools/academies the opportunity to use a centrally co-ordinated in-year admission process to make the process simpler and consistent for parents/carers.

Details of the centrally co-ordinated process will be consulted on with Medway primary/infant and junior schools and academies and published on the Medway Council website ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)) as soon as it is available. A list of those schools/academies that have opted to use this process will also be published.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school and parents/carers must be advised of their right of appeal if a school named on the application cannot offer a place.

### **Fair Access Protocols:**

Medway Council administer the locally agreed Fair Access Protocols on behalf of all Medway primary, infant and junior schools and academies.

The Council will ensure that there is a fair distribution across all Medway schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

The placing of children who fall under the Fair Access Protocols will take place at the fortnightly meeting of the Fair Access Panel to ensure places are allocated as quickly as possible. The panel will decide on the school/academy to recommend, based upon the factors below and any extenuating circumstances put forward by schools/academies, parents/carers/carers or others involved with the individual being placed.

Full details of the agreed Medway Fair Access Protocols will be published on the Medway Council website ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)).

**Supplementary Information Form  
for all Medway Voluntary Controlled Church of England Schools**

**Completed forms must be returned directly to the school named by the closing date for applications (15 January 2014)**

**Please complete this form in block capitals**

When a parent/carer applies for a place at a Medway Voluntary Controlled Church of England School, such application must be supported by evidence that the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

*The Medway Voluntary Controlled Church of England Schools are:*

*All Saints CE Primary School                      St Helen's CE Primary School                      St John's CE Infant School  
St Margaret's at Troy Town CE VC Primary School      St Margaret's CE Junior School  
St Nicholas CE Infant School                      The Pilgrim CE Primary School*

**Section A – to be completed by parents/carers**

**Notes for parents/carers:**

1. **This form is not an application for the school. You must also complete the Medway Council application (either online or paper), which will be your formal application for the school.**
2. You must complete a separate Supplementary Information Form (SIF) for each of the above schools you are applying for.
3. Please complete Section A with the details requested. Please note that the details given must be those of the person whose attendance at church is being verified in Section B. This can be the child or the parent/carer.
4. \* If you have attended your current church for less than 12 months please provide details of your previous church, as these will need to be verified.
5. Once **all** sections have been completed, please return the form to the named school direct. **It is your responsibility to ensure this form is submitted to the school by the above closing date.**

<b>School being applied for</b>			
<b>Child's full name</b>			<b>Date of Birth</b>
<b>Parent/Carer full name</b>	Title	Forename(s)	Surname
<b>Home Address</b>	<b>Post Code:</b>		
<b>Phone Number</b>			
<b>Church currently attended</b>	Church name and address		
<b>Length of time you or your child has attended this church</b>			

<b>Church previously attended*</b>	Church name and address		
<b>Length of time you or your child has attended this church</b>			
<b>Signed</b>		<b>Date</b>	

Please hand this form to your vicar/minister to complete section B overleaf

### Section B – to be completed by Clergy

#### Notes for Clergy:

1. You have been asked to complete this form to validate the denominational claim being made to support the application for a place at the named Medway Voluntary Controlled Church of England School.
2. Please note that you are being asked to verify either **the child's or the parent/carers** attendance and commitment to the church.
3. Please check the details in Section A (completed by the parent/carer) and verify they are correct.
4. Please verify the length of time **the child or parent/carer** has been a regular worshipper at your church and, if less than 12 months, that they were a regular worshipper at the previous church named. If you are unable to verify this, please provide your comments on the denominational claim.
6. Once you have completed this section, please return the form to the parent/carer so that they can submit it to the school named. **It is the parent/carers responsibility to ensure this form is submitted to the school by the relevant closing date.**

<b>Church for which you are the incumbent / pastor</b>	Church name and address
<b>Your name, role/responsibility</b>	

Please tick the appropriate box and/or provide any comments below

<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church and has been for at least 12 months.</b>			
<b>I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church, but has not been so for at least 12 months. **</b>			
Time attended:	From:	To:	
<p>**If the child or parent/carer has not been a regular worshipper at the church for at least 12 months, please contact the previous church named to verify their claim. <b>If you are unable to do so, please provide your comments below.</b></p> <p>I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim. <input type="checkbox"/></p>			
<b>The child or parent/carer named overleaf is <u>not</u> a regular worshipper of this church and therefore I do not verify their claim.</b>			

**General Comments:**

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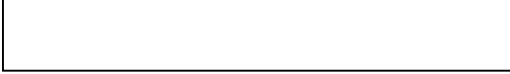
<b>Signed by the incumbent / pastor</b>		<b>Date</b>	
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**Medway Council**

**Co-ordinated Scheme for**

**Secondary Admissions**

**Academic Year 2014/15**

**Incorporating Transfer to Year 7**  
**And**  
**Secondary In-Year Admissions**

Author: Simon Harrington  
Student Services Manager  
Date: October 2012  
Version: 1.1

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## Contact Details

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Version	Date	Type	Author
1.0	October 2012	Initial Draft	Simon Harrington
1.1	30 October 2012	Revised Draft	Simon Harrington

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## Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions)
- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at [www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions).

### Key dates for parents

For more details please read the information in Section 1.

Key Action	Scheme Date
<b>Booklets and paper Medway Test registration forms to primary and junior schools</b>	<b>By Wednesday 22 May 2013</b>
<b>Registration for the Medway test opens (paper and online). Online registrations open at 9am</b>	<b>Monday 3 June 2013</b>
<b>Student Services admission presentations for Year 5 parents/carers</b>	<b>Tuesday 4 – Thursday 6 June and Monday 10 – Thursday 13 June 2013</b>
<b>Closing date for Medway Test registration</b>	<b>Monday 1 July 2013</b>
<b>Secondary application forms, flyers, etc to primary and junior schools</b>	<b>By Friday 6 September 2013</b>
<b>Secondary applications open online</b>	<b>Monday 9 September 2013</b>
<p><b>Medway Test Date</b>  <i>The Medway Test is for admission to Medway grammar schools only.</i>  <i>For grammar schools in another local authority, children must sit that local authority's test.</i></p> <p><b>(Medway are consulting on which of these options to adopt for testing. Please see section 1, paragraph 11)</b></p>	<p><b>Option A – Tuesday 17 / Wednesday 18 September 2013</b> (in schools for children in Medway primary/junior schools)  <b>Saturday 21 September 2013</b> (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)</p> <p><b>Option B – Wednesday 18 September 2013</b> (in schools for children in Medway primary/junior schools)  <b>Saturday 21 September 2013</b> (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)</p>
<b>Assessment Decision Letters posted to parents/carers</b> (e-mails sent after 4pm to those that registered online)	<b>Friday 4 October 2013</b>
<b>Deadline for Medway Test Review Requests</b>	<b>Friday 11 October 2013</b>

<b>Deadline for primary and junior schools to submit review work to the Council</b>	<b>Tuesday 15 October 2013 (10am)</b>
<b>Medway Test Reviews</b>	<b>Wednesday 16/Thursday 17 October 2013</b>
<b>Review decisions posted to parents/carers</b>	<b>By Friday 25 October 2013</b>
<b>Closing date for applications (Online and SCAFs) – National Closing Date</b>	<b>Thursday 31 October 2013</b>
<b>Offer e-mails and letters sent to parents/carers - National Offer Day</b>	<b>Monday 3 March 2014 (as 1 March 2014 is a Saturday)</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Monday 31 March 2014</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>w/c Monday 7 April 2014</b>

## Section 1 –

### Details of the Co-ordinated Admissions Scheme for Secondary Admissions 2014/15

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*Year 7 applications for admission in September 2014 are for children born between*

**1 September 2002 and 31 August 2003.**

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Wednesday 22 May 2013
Registration for the Medway test opens (paper and online). Online registrations open at 9am	Monday 3 June 2013
Student Services admission presentations for Year 5 parents/carers	Tuesday 4 – Thursday 6 June and Monday 10 – Thursday 13 June 2013
Closing date for Medway Test registration	Monday 1 July 2013
Secondary application forms, flyers, etc to primary and junior schools	By Friday 6 September 2013
Secondary applications open online	Monday 9 September 2013
<b>Medway Test Date</b> <i>The Medway Test is for admission to Medway grammar schools only. For grammar schools in another local authority, children must sit that local authority's test.</i> <b>(Medway are consulting on which of these options to adopt for testing. Please see section 1, paragraph 11)</b>	<b>Option A – Tuesday 17 / Wednesday 18 September 2013 (in schools for children in Medway primary/junior schools) Saturday 21 September 2013 (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)</b> <b>Option B – Wednesday 18 September 2013 (in schools for children in Medway primary/junior schools) Saturday 21 September 2013 (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)</b>

<b>Assessment Decision Letters posted to parents/carers</b> (e-mails sent after 4pm to those that registered online)	<b>Friday 4 October 2013</b>
<b>Deadline for Medway Test Review Requests</b>	<b>Friday 11 October 2013</b>
<b>Deadline for primary and junior schools to submit review work to the Council</b>	<b>Tuesday 15 October 2013 (10am)</b>
<b>Medway Test Reviews</b>	<b>Wednesday 16/Thursday 17 October 2013</b>
<b>Review decisions posted to parents/carers</b>	<b>By Friday 25 October 2013</b>
<b>Closing date for applications (Online and SCAFs) – National Closing Date</b>	<b>Thursday 31 October 2013</b>
<b>First Inter-LA data exchange undertaken</b>	<b>By Tuesday 3 December 2013</b>
<b>Summary of applicant numbers sent to all Medway secondary schools (via S2S website)</b>	<b>By Friday 13 December 2013</b>
<b>Full applicant details sent to all Medway secondary schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)</b>	<b>By Monday 6 January 2014</b>
<b>Finalised ranked list returned to the Council by Foundation and VA schools (via the S2S website)</b>	<b>No later Monday 20 January 2014</b>
<b>Ranked lists imported to the admissions database.</b>	<b>By Friday 24 January 2014</b>
<b>Council to run the algorithm to determine the allocation of places</b>	<b>By Wednesday 29 January 2014</b>
<b>Inter-LA data exchange undertaken for offers (if applicable)</b>	<b>Between 30 January and 10 February 2014</b>
<b>Details of pupils being offered sent to all Medway secondary (via S2S website)</b>	<b>By Monday 24 February 2014</b>
<b>Offer e-mails and letters sent to parents/carers</b> National Offer Day	<b>Monday 3 March 2014</b> (as 1 March 2014 is a Saturday)
<b>Schools send out welcome letters</b>	<b>Not before Friday 7 March 2014</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Monday 31 March 2014</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>w/c Monday 7 April 2014</b>

In addition this scheme also:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (31 October 2013).
- Confirms that after 7 April 2014, the Council considers applicants through the normal waiting list / In-Year procedures.

The Council expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

## The school application process

1.

Medway resident parents/carers will have the opportunity to apply for their child's school place either online at [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions) or using a standard paper form known as the Secondary Common Application Form (SCAF), which can be obtained from Medway primary/junior schools or from Medway Council.

**The Council cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both.**

If the Council receives multiples applications, they will contact the parent to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

**Booklets and Medway Test Registration forms will be sent to schools by Wednesday 22 May 2013.**

**Paper secondary common application forms (SCAFs) will be sent to schools by Friday 6 September 2013 along with flyers promoting the online admission service.**

2.

Online applications, SCAF's and supporting publications will:

- (a) Invite Medway resident parents/carers to express **up to six** preferences in priority order. Preferences can be expressed for Medway and non-Medway schools (except special or independent schools).  
**Parents/carers must complete the application for their home Local Authority (e.g. Medway residents complete Medway applications, Kent residents complete Kent applications, etc)**
- (b) Invite parents/carers to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers will receive the offer of one school place only and that:
  - (i) a place will be offered at the highest ranked preference, for which their child is eligible and where there is a place available,

- (ii) if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper SCAFs must be returned to, in accordance with paragraph 8.

3.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all Medway resident parents/carers who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents/carers can use library and/or Internet café facilities.
- (b) The paper SCAFs are readily available on request from the Council and Medway maintained primary and junior schools. Electronic version of the paper SCAF will not be available as parents/carers have access to the online admission website to apply electronically.
- (c) A composite prospectus of all Medway secondary schools and academies along with a full written explanation of the co-ordinated admissions scheme is readily available on request from the Council, Medway maintained primary and junior schools and is also available on the Medway Council website to read/print.

4.

Only preferences expressed on a submitted online application or on a paper SCAF are valid applications.

**The online admission website address for Medway resident parents/carers/carers is [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions).**

5.

An Academy, Foundation or Voluntary Aided school can ask parents/carers, who wish to express it as a preference on their online application or paper SCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school or will be available via the Council's website as part of the relevant schools published admission arrangements.

SIFs must be returned to the school by the closing date for applications as defined within the Council co-ordinated admissions scheme.

All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

Where a school fails clearly to define its over-subscription criteria in its determined arrangements, the criteria definitions as laid out by the Council must be adopted.



6.

Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an online application or paper SCAF for their home Local Authority, and the school is named on said application.

**Completion of a school's Supplementary Information Form only does not constitute a valid application.**

7.

Completed applications must be submitted online and paper SCAFs returned to the Council or the child's Medway primary/junior school by the closing date (**Thursday 31 October 2013 – this is the national closing date**).

The Council will arrange collection of the paper SCAFs from Medway primary/junior schools on Monday 4 November 2013 (as the closing date falls within the school October break).

**NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.**

8.

To help the Council ensure that everyone who needs to make an application has done so, primary/junior schools may ask parents/carers for a note of their online application reference, or – if they have concerns – may ask Student Services to check whether an online application has been submitted.

Student Services will provide primary/junior schools with details (via the S2S website) of which of their children have applied online at various points during the application process.

Details of a child's preferences will not be provided to primary/junior schools, as this information is between parents/carers and the Council.

9.

The Council will act as a clearing house for the allocation of places and works in partnership with own admission authority schools/academies to determine which applicants are to be offered a place at their school/academy.

The Council will only make the final decision about the offer or refusal of a place at a named preference on the online application or paper SCAF where:

- (a) an applicant can be offered a place at more than one preference;
- (b) an applicant cannot be offered a place at any named preference and therefore has to be allocated a place at the nearest appropriate school to the home address.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers and the Council.

The Council will look to offer a place at the highest named preference for which the child is eligible and where a place is available.

The Council will allocate places in accordance with paragraph 23.

**Crown Servants:**

For children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the School Admissions Code) confirming the posting, future address and date of posting.

<b>The Medway Test process</b>
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10.

The Medway schools that require children to sit the Medway Test are listed below:

Chatham Grammar School for Boys	Rainham Mark Grammar School
Chatham Grammar School for Girls	Sir Joseph Williamson's Mathematical School
Fort Pitt Grammar School	The Rochester Grammar School

In addition to these, The Howard School will also provide places for children assessed as suitable to admission to a Medway grammar school and children will be placed into the grammar stream after places have been allocated.

**NB:**

**The Medway Test is for admission to Medway grammar schools only and the Kent Test is for admission to Kent grammar schools only. The results of either test are not transferable between authorities, although individual schools/academies may determine to accept another the test assessment from another authority as part of their published admission arrangements.**

11.

Registration for the Medway Test **opens Monday 3 June 2013.**

Registration **closes on Monday 1 July 2013.**

Parents/carers wishing their children to sit the Medway Test are required to register with the Council (either online or using a paper registration form).

**The proposed dates of the Medway Test are:**

<b>Option A</b>	<p><b>Tuesday 17 September 2013</b> (Extended Writing paper) <b>Wednesday 18 September 2013</b> (Maths and Verbal Reasoning papers)</p>	<p>Testing to take place in school for children attending Medway primary/junior schools (including independents) which elect to adopt midweek testing.</p>
	<p><b>Saturday 21 September 2013</b> (All papers)</p>	<p>Testing to take place in school for children attending Medway primary/junior schools (including independents) which elect to adopt Saturday testing and Testing to take place in larger test centres for children attending non-Medway primary/junior schools and any Medway school that elected not to test in school.</p>
<b>Option B</b>	<p><b>Wednesday 18 September 2013</b> (All papers)</p>	<p>Testing to take place in school for children attending Medway primary/junior schools (including independents) which elect to adopt midweek testing.</p>
	<p><b>Saturday 21 September 2013</b> (All papers)</p>	<p>Testing to take place in school for children attending Medway primary/junior schools (including independents) which elect to adopt Saturday testing and Testing to take place in larger test centres for children attending non-Medway primary/junior schools and any Medway school that elected not to test in school.</p>

***Following consultation, Medway Council's Cabinet will consider the responses and make a final decision on which option will be adopted for testing.***

Following the determination of the arrangements for the delivery of the Medway Test (option A or option B), each Medway primary/junior school will be asked to decide on the individual testing arrangements for their school and the Council will make all necessary arrangements to administer the Medway Test in accordance with the school's decision.

### **Process note for the Medway Test**

Full and comprehensive information about the Medway Test processes will be published to all Medway primary/junior schools prior to testing taking place.

Such information will include:

1. Primary and junior schools can decide to 'pair' to allow 'cross invigilation'. This means that the heads of each school will oversee the invigilation at their paired school. Alternatively, schools can request independent invigilation
2. Each school will be responsible for ensuring that appropriate staff are used to administer and invigilate the Medway test (this may be TA's, teachers, office staff, etc). In addition, each school will be required to provide at least one member of support staff for the delivery of the Medway Test.
3. Full administration instruction, pro-formas, registration lists, reports, etc will be provided to each school ahead of the test dates.
4. Requests for special arrangements will still be considered and additional invigilation resource provided if required.

12.

Late registrations to sit the Medway Test on the determined test date(s) will only be allowed in exceptional circumstances\* (e.g. serious illness, bereavement, late move to the area, etc). Any late registration request must be accompanied by a letter explaining the reasons for the late registration.

**Late registrations in exceptional circumstances and for families who have just moved into the area will be accepted up until Friday 9 August 2013.**

\*The decision on whether a reason for late registration is acceptable will be at the discretion of the Student Services Management Team.

*Any late registrations received after the above date will not normally be able to be tested until after the allocation of places on 3 March 2014, although the Council MAY decide to undertake a late test after 31 October 2013 (closing date for school application) and prior to 3 March 2014 after a review of the number of late registration received after the above date has been undertaken by the Student Service Management Team.*

13.

The Medway Test comprises of three papers. These are:

- English (extended writing task)
- Mathematics (multiple choice paper)
- Verbal Reasoning (multiple choice paper)

14.

Children unable to sit the Medway Test on the determined test date(s) due to illness should provide a medical certificate to Student Services and these will be offered an alternative date to sit the test prior to allocation.

15.

Once all three papers have been marked, the raw scores are converted by locally standardised scores. These standardised scores will be weighted to reflect the child's age when they sat the test. The English and Mathematics scores are doubled and the added to the Verbal Reasoning scores to provide a total weighted score.

The minimum total weighted score to be assessed as suitable for admission to a Medway grammar school is set each year.

This minimum score is set at the 23<sup>rd</sup> percentile of the Medway cohort (i.e. Year 6 children resident in Medway and/or attending a Medway maintained school).

Pupils from out of area who achieve the minimum score will also be assessed as suitable for admission to a Medway grammar school.

16.

Medway Test assessment decisions will be sent to parents/carers by letter on **Friday 4 October 2013**.

Parents/carers who registered online for the test will also be sent an e-mail advising basic detail of their child's assessment decision after 4pm on this date.

17.

Where a child does not achieve the minimum score required, parents/carers can ask for the assessment decision to be reconsidered at an academic review.

For each review case, samples of work from the last two terms of Year 5 and the first term of Year 6 will be requested from the child's current school in the following areas:

- English (extended writing)
- Mathematics (problem solving)
- Science (investigation)

A series of panels will consider all review requests. The review panels are made up of senior representatives from Medway grammar schools and Medway primary/junior schools.

The review process will identify a number of children (equivalent to 2% of the Medway cohort) who will then be assessed as suitable for admission to a Medway grammar school.

18.

Parents/carers must submit any request for a Medway Test review by **Friday 11 October 2013**.

**Primary/junior schools will be requested to submit review work by 10am on Tuesday 15 October 2013.**

**The reviews will take place on Wednesday 16 and Thursday 17 October 2013.**

19.

Review decisions will be sent to parents/carers by letter by **Friday 25 October 2013**.

## The school allocation/offer process

20.

### **By Friday 13 December 2013**

The Council will advise all Medway secondary schools/academies of the number of preferences expressed for them. Where there are preferences expressed for non-Medway schools, or where a non-Medway resident has expressed a preference for a Medway school, the Council will have also completed any data exchange with other local authorities by this date.

**The Council will only advise the number of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> preferences received. The Council will not provide any information about which children named a school as which preference.**

Also by this date the Council will provide Medway primary/junior schools with a full list of their pupils who have applied for Year 7 places.

21.

### **By Monday 6 January 2014**

The Council will advise all Medway secondary schools/academies of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to consider against their over-subscription criteria. **This list is known as 'the ranking list'.**

The Council will have already undertaken distancing for all applicants to all schools. Any issues arising from these checks must be reported to the Council no later than Friday 24 January 2014.

Only children who appear on the ranking list can be considered for places on the relevant offer day. No other child can be added by the school for any reason.

**Ranking lists will be sent by the Council via the S2S/secure access website to comply with data protection and information governance procedures.**

22.

### **No later than Friday 24 January 2014**

All Medway secondary schools/academies **must** return completed ranking lists, ranked in priority order in accordance with their over-subscription criteria, to the Council for consideration in the allocation process.

**Any school that offers governors places or operates banding must clearly identify and rank eligible applicants in the appropriate column on the ranking list.**

**Completed ranking list must be returned via the S2S/secure access website to comply with data protection and information governance procedures.**

23.

**By Wednesday 29 January 2014**

The Council will import all completed ranking lists to the admissions database and run the algorithm to determine the allocation of places.

- Where the child is eligible for a place at only one of the named schools, that school will be offered.
- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

24.

**By Monday 24 February 2014**

The Council will inform schools of the pupils to be offered places at their school and inform primary/junior schools of the destinations of their Year 6 pupils.

By this date Medway Council will have completed any data exchange with other local authorities to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

**Offer and destination lists will be sent via the S2S/secure access website to comply with data protection and information governance procedures.**

25.

On **Monday 3 March 2014** (national offer day, as 1 March 2014 is a Saturday)

The Council will:

- (e) send an offer e-mail after 4pm to those **Medway parents/carers** who have applied online and provided an e-mail address.
- (f) send **all Medway parents/carers** school offer letters. The letter will give the following information:
  - The name of the school at which a place is offered.
  - The reasons why the child is not being offered a place at any school named on the SCAF as a higher preference than the school offered.
  - Information about the right of appeal against the decision to refuse places at other named schools.
  - Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools/academies can send out their welcome letters **no earlier than Friday 7 March 2014**. This is to ensure that parents/carers have received their formal offer from the Council ahead of receiving any letters from the relevant school/academy.

## The appeal and waiting list/reallocation processes

26.

**By Monday 31 March 2014**

- (g) Parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail to the school (parents/carers will be provided with a pro-forma to complete and return to the school offered).

*The Council will request details of all refusals received by schools/academies to be sent to the Student Services Team by close of business on Tuesday 1 April 2014.*

- (h) Parents/carers must submit requests to be included on a school's waiting list by this date. Requests must be submitted to the Council and parents/carers can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form). The only exception is that a child cannot be considered on the waiting list for a Medway grammar school if they have not been assessed as grammar.
- (i) Parents/carers must submit any appeal request by this date. At this stage parents/carers can only appeal for the schools that they originally named on their application form.  
To ensure that the process is made easier for parents/carers, a standard appeal form for any school they named will be included with the offer letter (for those schools/academies that have agreed to use such a form).

Appeal requests for Academies, Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school/academy.

27.

**Week commencing Monday 7 April 2014**

The Council will undertake the first tranche of the reallocation of any vacant places for all schools/academies.

Only children who have requested to be placed on the waiting list for a school/academy can be considered for vacant places at this time.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

After this time reallocation will become an ongoing process as vacant places become available until the Council waiting lists close.

28.

**Waiting Lists**

Parents/carers may ask for their child's name to be kept on a waiting list should places become available after Monday 7 April 2014. Applicants will be ranked in the same order as the published oversubscription criteria.

If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.

In accordance with the School Admissions Code, waiting lists will be held by the Council (on behalf of the relevant admissions authority) until the end of the first term in the



academic year 2014/15 (October break). After this time the 'Council waiting list' will close and schools/academies may choose to hold their own list for casual admissions.

Also after the 'Council waiting list' has closed, parents/carers must re-apply for places under the Casual (In-Year) admission procedures.

**Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child's name has been on the list.**

**Any place that becomes available must be offered to the next child on the waiting list, who has the highest eligibility under the published oversubscription criteria.**

### **The handling of late applications**

The closing date for applications in the normal admissions round (as above) is Thursday 31 October 2013.

**Please note: late applications cannot be made online. All late applicants must complete a paper SCAF and return it direct to the Council.**

29.

#### **By Friday 15 November 2013**

As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted to be processed on time, provided they are received by the Council by close of business on Friday 15 November 2013.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances can be considered by the Student Services Management Team.

Exceptional circumstances\* may include serious illness, bereavement, late move to the area, etc.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

\*The decision on whether a reason for late application is acceptable will be at the discretion of the Student Services Management Team. If it is decided that the reason for late submission is not exceptional, the application will be held until after allocation on 3 March 2014 and will be considered at re-allocation.

30.

#### **After Friday 15 November 2013**

All applications received after 15 November 2013 (for whatever reason) will not be considered for places on 3 March 2014.

They will be held pending and included in the ongoing reallocation of vacant places after 7 April 2014 as defined above and after consultation with the relevant admission authority for the named schools/academies.

The child's name will automatically be placed on the waiting list for any schools/academies they named as a higher preference than the school/academy actually offered. Parents/carers can still request to be added to waiting list for other schools/academies under the above detailed waiting list processes.

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**Section 2 –  
Over-subscription Criteria and Published Admission Numbers for Medway  
secondary schools and academies.**

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**All Medway secondary schools are either Foundation or Voluntary Aided schools or Academies.**

This means that they are their own admission authorities and, as such, are responsible for the consultation and determination of their own admission arrangements, oversubscription criteria and published admission numbers.

Medway Council has no responsibility in the setting of individual admission arrangements, oversubscription criteria or published admission numbers for any Medway secondary school or academy.

All Medway schools and academies must comply with the provision of the Council published co-ordinated admission scheme.

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<b>Definitions and Notes</b>
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***Where a Medway secondary school or academy has not clearly defined any of its oversubscription criteria the following definition is to be used.***

**Looked after children/Previously looked after children:**

Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

***Please note that the Council may ask for a copy of the adoption/residence order to validate this criterion.***

Sibling:

**Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings.**

**Extended family, for example cousins, living in the same house do not qualify as siblings.**

**The sibling must be attending the named school at the time of application and at the time the younger child would start (September 2014).**

Child's medical/health reasons:

**Medical evidence must be provided to the Student Services-Admissions Team. This evidence must demonstrate a specific link between the child's medical conditions and needs and how the named school can meet these needs.**

**Only the child's medical /health reasons can be considered, not the parent's/carer's.**

Distance:

Unless otherwise stated in a school/academy published oversubscription criteria, the distance calculated is the shortest available safe walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by Medway Council's Student Services – Admissions within the Medway Council Geographical Information Software (GIS).

**The start point** -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (the seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road.

In rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property, this will be used.

**The end point** – A pre defined centre point of the road adjacent to the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

**The distance** -The distance calculated is the shortest available safe walking route known to the Medway GIS using the centre point of streets and other available safe walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS, an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as a safe walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

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### **Section 3 – Information regarding Secondary In-Year (casual) Admissions and Fair Access Protocols**

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#### **In-Year (casual) Admissions:**

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Entry is to year groups 7-11 during the academic year and outside of the transfer process.

Under the provisions of the School Admissions Code (February 2012), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admission for the offer year 2013/14 and all subsequent years.

As all Medway secondary schools and academies are their own admission authority they may choose to administer their own in-year admissions.

Medway Council is looking to offer all Medway schools/academies the opportunity to use a centrally co-ordinated in-year admission process to make the process simpler and consistent for parents/carers.

Details of the centrally co-ordinated process will be consulted on with Medway secondary schools and academies and published on the Medway Council website ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)) as soon as it is available. A list of those schools/academies that have opted to use this process will also be published.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school and parents/carers must be advised of their right of appeal if a school named on the application cannot offer a place.

#### **Fair Access Protocols:**

Medway Council administer the locally agreed Fair Access Protocols on behalf of all Medway secondary schools and academies.

The Council will ensure that there is a fair distribution across all Medway schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

The placing of children who fall under the Fair Access Protocols will take place at the fortnightly meeting of the Fair Access Panel to ensure places are allocated as quickly as possible. The panel will decide on the school/academy to recommend, based upon the factors below and any extenuating circumstances put forward by schools/academies, parents/carers/carers or others involved with the individual being placed.

Full details of the agreed Medway Fair Access Protocols will be published on the Medway Council website ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)).

**Appendix 2 –  
Own admission authority schools consultation on proposed changes for 2014 admissions**

**As at 11 January 2013**

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**Secondary Schools/Academies**

The following Schools are not consulting on any changes to their admission arrangements for 2014

**Bishop of Rochester Academy  
Brompton Academy  
Rainham Mark Grammar School  
The Howard School**

**Chatham Grammar School for Girls\*  
St John Fisher Catholic School  
The Hundred of Hoo School**

\*Chatham Grammar School for Girls have re-determined their arrangements in light of the decision made by the Office of the Schools Adjudicator.

**Chatham Grammar School for Boys:**

*The proposed change is to reduce the published admission number from 146 to 120 for new Year 7 entrants.*

*The rest of the arrangements are as per the decision made by the Office of the Schools Adjudicator.*

The proposed arrangements for 2014 admissions are:

Published admission number = 120 (reduced from 146)

Oversubscription criteria:

Where the number of applications for admission is greater than the published admission number, applications will be allocated in the priority order set out below:

- 1 **Children with a Statement of Special Educational Needs** where the Chatham Grammar School for Boys is named on the statement.
- 2 **Children in public care as defined in the Medway Council co-ordinated admission scheme**
- 3 **Current family association** (i.e. elder brother or sister in Chatham Grammar School for Boys) at time of application who will still be attending when the applicant child is admitted. In this context, brother or sister means:
  - i) A natural brother or sister (including adopted siblings)
  - ii) Step brother or sister
  - iii) Foster brother or sister
  - iv) Those who live as brother or sister in the same house
- 4 **Child's health reasons.** Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend Chatham Grammar School for Boys.
- 5 **Nearness of children's homes**

## **Fort Pitt Grammar School:**

*The proposed changes to the oversubscription criteria are:*

- *Introducing a criterion for girls attending a school within the Fort Pitt Grammar School Academy Trust.*
- *Introducing a criterion for children of staff (where the member of staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).*

The proposed arrangements for 2014 admissions are:

Published admission number = 120 (no change)

Oversubscription criteria:

### **1. Students with Special Educational Needs**

**2. Looked After Children / Children in Local Authority Care** - as defined in the Medway Co-ordinated Admissions Scheme

### **3. Siblings**

The sister of a girl who will still be attending the school at the time the student would be admitted. In this context "sibling" means children who live as sisters in the same house, including natural sisters, adopted sisters, stepsisters and foster sisters.

### **4. Students who attend a school within the Fort Pitt Academy Trust**

**5. Children of staff** (where the member of staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).

**6. Girls residing within 2 miles** of the school measured the Medway Council Geographical Information System

**7. Girls residing in one of the named parishes below.** Should it be necessary these places will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System

Allhallows

Cliffe and Cliffe Woods

Cooling

Cuxton

Frindsbury Extra

Halling

High Halstow

Hoo St Werburgh

St James, Isle of Grain

St Mary Hoo

Stoke

**Please note that the prospective student's address must be where they are living at the time of the application and this will be checked. If the address is not the student's normal place of residence and an offer of a place has already been made, it will be withdrawn.**

**8. All other eligible girls seeking a school place and these will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System**

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## **Greenacre Academy:**

*The proposed changes to the oversubscription criteria are:*

- *Expansion of the sibling link to include girls attending Walderslade Girls School*
- *Introducing a criterion for historical siblings*
- *Introducing a criterion for Boys who attend a school within the Walderslade Partnership. To give priority to boys who transfer from the following schools: Kingfisher, Maundene, Oaklands, Spinnens Acre, St Benedicts, St Thomas More, St Marys Catholic, Horsted, Walderslade Primary and Wayfield.*

The proposed arrangements for 2014 admissions are:

Published admission number = 160 (no change)

Oversubscription criteria:

1. **Children in public care** - (as defined in the LA co-ordinated scheme)

2. **Sibling** - (a brother attending Greenacre Academy or a sister attending Walderslade Girls School at the time of application and who will still be attending in September 2014. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings).

3. **Historical Sibling** – To give priority to boys with an older sibling who attended Greenacre Academy but who has now left. This situation to remain until the older sibling has been left for 5 years. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings).

4. **Child's health reasons** – Medical evidence must be provided to Medway Council. This evidence must demonstrate a specific link between the child's medical condition and needs and how the named school can meet these needs.

5. **Boys who attend a school within the Walderslade Partnership** – To give priority to boys who transfer from the following schools: Kingfisher, Maundene, Oaklands, Spinnens Acre, St Benedicts, St Thomas More, St Marys Catholic, Horsted, Walderslade Primary and Wayfield.

6. **Residence in the Greenacre Academy access area**

7. **Nearness of children's home** – (as defined in the LA co-ordinated scheme using Medway Council's Geographical Information System)

**Tiebreaker – in the event of a tie within any criterion, places will be allocated to those living closest to the school measured by the short available walking route.**

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## **Rainham School for Girls**

The school are proposing changes to their sixth form admissions. These include a reduction in the number of external places available from 25 to 10. They are also adding more detail on the entry requirements, application process and how offers will be made.

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## **Sir Joseph Williamson's Mathematical School**

The school are only proposing a minor change to the admission arrangements for entry to the sixth form (point iii). This is as follows:

- (i) Students in public care
- (ii) Current family association

- (iii) Students attending Year 11 in one of the other schools in the Trust
- (iv) Nearness of students homes

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**Strood Academy:**

There are no material changes to the admission arrangements, but the school have made superficial changes to the wording of the document to ensure compliance with the 2012 School Admissions Code and have opted to consult on the arrangements.

\*\*\*\*\*

**The Robert Napier School:**

*The proposed changes to the oversubscription criteria are:*

- *Introducing a criterion for children attending a school within the Fort Pitt Grammar School Academy Trust.*

The proposed arrangements for 2014 admissions are:

Published admission number = 210 (no change)

Oversubscription criteria:

- a. Children in public care, or previously looked after (as defined in the Medway Council co-ordinated admissions scheme).
- b. Current family association (i.e. elder brother or sister in the school at time of application who will still be attending when the applicant child is admitted. This means:
  - A natural brother or sister (including adopted siblings)
  - Step brother or sister
  - Foster brother or sister
  - Those who live as brother or sister in the same house
- c. Children who attend a school within the Fort Pitt Grammar School Academy Trust
- d. Children of staff (where the member of staff has been employed for three years or more at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- d. Nearness of children's homes
- e. Random selection within bands

\*\*\*\*\*

**The Rochester Grammar School:**

The proposed arrangements for 2014 admissions are:

Published admission number = 175 (no change)

The school are proposing a change to their minimum entry requirements to the sixth form to read as follows:

**5+ A\*-B grades – general course requirements.  
Courses to be studied at A Level or IB require B grade or above as specified in 6<sup>th</sup> form prospectus.**

*\*The same minimum entry requirements apply for transfers from the RGS Year 11.*

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### **The Thomas Aveling School:**

There are no material changes to the admission arrangements, but the school have made superficial changes to the wording of the document to ensure compliance with the 2012 School Admissions Code and to include greater detail on areas such as uniform policy. Therefore they have opted to consult on the arrangements.

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### **Walderslade Girls School:**

*The proposed changes to the oversubscription criteria are:*

- *Expansion of the sibling link to include boys attending Greenacre Academy*
- *Introducing a criterion for historical siblings*
- *Introducing a criterion for Boys who attend a school within the Walderslade Partnership. To give priority to boys who transfer from the following schools: Kingfisher, Maundene, Oaklands, Spinnens Acre, St Benedicts, St Thomas More, St Marys Catholic, Horsted, Walderslade Primary and Wayfield.*

The proposed arrangements for 2014 admissions are:

Published admission number = 160 (no change)

Oversubscription criteria:

**1. Children in public care** - (as defined in the LA co-ordinated scheme)

**2. Sibling** - (a sister attending Walderslade Girls School or brother attending Greenacre Academy at the time of application and who will still be attending in September 2014. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. (Extended family, for example cousins, living in the same house do not qualify as siblings).

**3. Historical Sibling** – girls with an older sibling who attended Walderslade Girls School but who has now left. This applies to girls whose older sibling left up to 5 years prior to September 2014. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. (Extended family, for example cousins, living in the same house do not qualify as siblings).

**4. Child's health reasons** – Medical evidence must be provided to Medway Council. This evidence must demonstrate a specific link between the child's medical condition and needs and how the named school can meet these needs.

**5. Girls who attend a school within the Walderslade Partnership** –girls on roll at Kingfisher, Maundene, Oaklands, Spinnens Acre, St Benedicts, St Thomas More, Walderslade Primary and Wayfield

**6. Residence in the Walderslade Girls' School access area**

**7. Nearness of children's home** – as defined in the LA co-ordinated scheme using Medway Council's Geographical Information System

**Tiebreaker – in the event of a tie within any criterion, places will be allocated to those living closest to the school measured by the short available walking route.**

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## Primary Schools/Academies

The following Schools are not consulting on any changes to their admission arrangements for 2014

<b>Cliffe Woods Primary School</b>	<b>English Martyrs' Catholic Primary School</b>
<b>High Halstow primary School</b>	<b>St Augustine of Canterbury Catholic Primary School</b>
<b>St Benedicts Catholic Primary School</b>	<b>St Marys' Catholic Primary School</b>
<b>St Mary's Island CE Primary School</b>	<b>St Michael's RC Primary School</b>
<b>St Thomas More RC Primary School</b>	<b>St Thomas of Canterbury RC Primary School</b>
<b>St William of Perth RC Primary School</b>	<b>Warren Wood Community Primary School</b>

### All Faiths Childrens' Community School:

The proposed arrangements for the school are the same as in previous years (when the Medway Council were the admissions Authority), but the school has to consult as they are now an academy.

The proposed oversubscription criteria are:

1. Children in public care -as defined in the Medway co-ordinated admission scheme.
2. Current family association (a brother or sister in the school at the time of application and still attending in September 2014).
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend All Faiths' Children's Community School.
4. Multiple birth children, as defined in the Medway co-ordinated admission scheme.
5. Nearness of child's home to school measured using Medway Council's criteria.

\*\*\*\*\*

### Chattenden Primary School

The proposed arrangements for the school are the same as in previous years (when the Medway Council were the admissions Authority), but the school has to consult as they are now an academy.

The proposed oversubscription criteria are:

1. Children in Public Care – as defined in the Medway co-ordinated admission scheme.
2. Current family association (a brother or sister in the school at the time of application and still attending in September 2014) – as defined in the Medway co-ordinated admission scheme.
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Chattenden Primary School (Peninsula Gateway Academy Trust).
4. Multiple birth children where Chattenden Primary School (Peninsula Gateway Academy Trust) is the nearest school to the child's home.
5. Nearness of child's home to school measured using Medway Council's criteria.

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## Elaine Primary Academy

The proposed arrangements for the school are the same as in previous years (when the Medway Council were the admissions Authority), but the school has to consult as they are now an academy.

The proposed oversubscription criteria are:

1. Children in Public Care (as defined in the Medway co-ordinated admission scheme)
2. Current family association (a brother or sister in the school at the time of application and still attending in September 2013)
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Elaine Primary Academy Primary School.
4. Multiple birth children where Elaine Primary Academy Primary School is the nearest school to the child's home.
5. Nearness of children's home measured using Medway Council's criteria

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## Phoenix Junior Academy

The proposed arrangements for the school are the same as in previous years (when the Medway Council were the admissions Authority), but the school has to consult as they are now an academy.

The proposed oversubscription criteria are:

- Children in public care – as defined in the Medway Council Co-ordinated admissions scheme;
- Attendance at Greenvale Infants School (paired Infants)
- Current family association (a brother or sister in the school at the time of application and still attending in September 2014),
- Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school,
- Nearness of children's homes and ease of access to schools (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.) Evidence of residence may be required.

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## St James' Church of England Primary Academy

*The proposed changes to the oversubscription criteria are:*

- *Introducing a criterion for regular church attendance, which must be support by a Supplementary Information Form.*
1. St James will give the highest priority to looked after children and former looked after children, in accordance with the relevant provisions of the School Admissions Code.
  2. Regular Church attendance - where the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

**NB if oversubscribed, at least 50% of the places available each year will be allocated without reference to any faith-based admission criteria.**

3. Current family association – brother or sister at school at the time of admission. The definition of this includes stepbrothers and sisters and children living as a family unit.
  4. Child's health reasons – medical evidence must be provided which demonstrates a specific health reason that requires a child to attend the preferred school.
  5. Nearness of children's homes to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority. If a child has more than one permanent home address, the nearest will be used for admission purposes.
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### **Appendix 3 –**

#### **A summary of the decision by the Office of the Schools Adjudicator in relation to the 2013 admission arrangements for Chatham Grammar School for Boys and Chatham Grammar School for Girls.**

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Following the consultation and determination of admission arrangements for 2013 admissions by Chatham Grammar School for Boys and Chatham Grammar School for Girls, which included the introduction of additional assessment procedures after the initial school offers have been made, a number of the Medway non-selective schools lodged an objection with the Office of the Schools Adjudicator.

The objection raised was concerning the impact on non-selective schools in Medway by the introduction of additional testing procedures that could result in children gaining a place at either of the Chatham grammar schools and the non-selective schools losing these children. The objection also raised concerns over whether the change had been consulted on effectively.

The Office of the Schools Adjudicator has now published a decision on the objection and has upheld it.

This means that the Chatham grammar schools are not permitted to introduce any form of additional assessment procedure and it has to be removed from their published arrangements for 2013 admissions.

Full details of the decision by the Office of the Schools Adjudicator can be found on their website

Chatham Grammar School for Girls

<http://www.education.gov.uk/schoolsadjudicator/decisions/database/a00218656/ada2396cgsq>

Chatham Grammar School for Boys

<http://www.education.gov.uk/schoolsadjudicator/decisions/database/a00218653/ada2393cgsb>

As both schools are their own admission authorities, Medway Council has no involvement in the setting of their admission arrangements, but as a consultee, do have the opportunity to set out objections to any proposed arrangements.

Student Services will ensure that details of any proposed changes consulted on by own admission authority schools will be provided in the O&S report for consideration and comment to ensure transparency.