

CABINET

11 FEBRUARY 2014

SCHOOL ADMISSION ARRANGEMENTS 2015

Portfolio Holder: Councillor O'Brien, Children's Services (Lead Member)

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. The arrangements set 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, 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 the requirements of the School Admissions Code 2012, which is issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). There are no specific budgetary implications.
- 1.2 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".

2. Background

- 2.1 One of the most important decisions that a parent makes is to choosing the right school for their child. 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 admission 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 There are some proposed changes in the primary admissions scheme, but the secondary admissions scheme remains unchanged with the exception of dates to reflect the 2015 admissions timetable. The following sections detail the changes that are being put forward. These proposed arrangements are for the academic year starting in September 2015 (with the Medway Test taking place in September 2014 for secondary admissions only).
- 2.5 Details and analysis of the outcome of the consultation process is as at the closing date, which was Monday 13 January 2014.

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 over the last couple of years, there are no changes proposed for 2015 admissions other than the revision of dates to reflect the 2015 admissions timetable.

All Medway secondary schools and academies are their own admission authorities and, therefore, responsible for the consultation and determination of their own admission arrangements (including their published admission number and oversubscription criteria).

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

The proposed changes to the co-ordinated scheme and admission arrangements (other than the revision of dates to reflect the 2015 admissions timetable) are as follows:

- The introduction of an additional criterion to give a higher priority for consideration for a place to the children of teaching staff, who have been employed at the school requested for two or more years at the time the application is made.

This criterion will fit as criterion number 6 - after 'child's health reasons' and before 'nearness of children's home'.

- The increase of the maximum number of preferences that can be expressed from four to six.
- Proposals to increase the Published Admission Number (PAN) for the following schools, as shown from September 2015 admissions:

Cedar Primary School	-	increase from 75 to 90
Cuxton Infant School	-	increase from 50 to 60
Cuxton Junior School	-	increase from 50 to 60
Hoo St Werburgh Primary School	-	increase from 60 to 75
Wainscott Primary School	-	increase from 45 to 60

A number of Medway primary/infant/junior schools and academies are their own admission authorities and, therefore, responsible for the consultation and determination of their own admission arrangements (including their published admission number and oversubscription criteria).

- 3.3 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 2015.

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. These proposed arrangements have been reviewed by CADMT on 27 January 2014. Responses have been sent to the relevant admission authority from CADMT and the Portfolio Holder (where appropriate).

4. **Advice and Analysis**

- 4.1 As at 13 January 2014, there was only one response received in relation to the Primary Admission Co-ordinated Scheme (see section 6).

- 4.2 Given that the proposed co-ordinated admission schemes and admission arrangements for 2015 are largely unchanged from the arrangements determined for 2014 admissions, it is not considered there is any necessity for a Diversity Impact Assessment to be conducted. It is felt that the changes

proposed for the primary admissions scheme increase options and opportunities for all families by being able to express a greater number of preferences and giving the children of teaching staff a higher priority for a place assists in the recruitment and retention of teaching staff in Medway.

- 4.3 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, as reflected in the proposed published admission number increases. Changes to admissions legislation mean it is now much easier for popular schools to increase their pupil intake.
- 4.4 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 of the Code), however, they must inform the Local Authority of their intention to increase and publish the details on their own website (paragraph 1.4 of the Code). The School Admission Code also permits schools to admit above their published admission number during the academic year. This could lead to greater competitiveness between schools to ensure they maintain their own viability in a 'market economy'.
- 4.5 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 2015 admissions ensure that Medway Council is compliant with the co-ordination regulations and all the provisions of the School Admissions Code 2012. There is 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 challenge 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
Pressure on school places	Due to the continued demographic growth in Medway, there is a risk that certain areas may see additional pressure on school places, particularly in the primary sector	Proposals have been put forward to increase the published admission number of 5 schools in the identify areas of Medway with the greatest pressure on primary school places	D 3
Own admission authority schools can increase their published admission number without consultation and can elect to admit over PAN if they wish.	Own admission authority schools are permitted to admit children over their published admission number without formally increasing their PAN and can decided to do so during the academic year and do not need to consult on formally increasing their PAN	The Council work in close partnership with every school/academy to ensure that any decisions made can be related to the need for places in particular areas of Medway and/or are based on pupils forecast data.	D 3

6. Consultation

- 6.1 Consultation has taken place with the Medway 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 a public notice was published in the local newspaper to advise parents and parent groups that the consultation documents were available to view and respond to on the website. The consultation has been published on the Medway Council website for the duration of the consultation period.
- 6.2 The consultation period opened on Monday 18 November 2013 and closed on Monday 13 January 2014 in accordance with the requirements of the School Admissions Code to consult for a minimum of 8 weeks
- 6.3 As at 13 January 2014, there was only one response received in relation to the Primary Admissions Co-ordinated Scheme. This response agreed with the proposed increases to the published admission numbers of five schools, the introduction of the children of teaching staff criterion and the scheme overall. The response did not agree with increasing the maximum number of preferences from four to six, but provided no reasons for this.

7. Children and Young People Overview and Scrutiny Committee

7.1 The Children and Young People Overview and Scrutiny Committee considered this report on the 14 January 2014.

7.2 The Committee asked a number of questions and commented on the report including:

Consultation – the Student Services Manager confirmed that responses would be provided to consultees who had asked specific questions.

Providing information on home to school transport as part of the admissions process – the Student Services Manager advised that although it was not possible for the local authority to provide all Medway children with personalised information regarding home to school transport provision, the admissions booklet included a form for families to complete and return in order to determine their nearest appropriate school. He also advised that when asked specific questions from parents regarding home to school transport, that local Members may wish to refer the parents to the student Services team as individual cases may differ.

Potential reduction in secondary school places – Members expressed concern that there may be a potential reduction of 120 places at academy schools at secondary school level and were advised that the local authority were being consulted and would respond to the consultation.

Academy school admissions – Officers confirmed that primary schools that had academy status were their own admission authorities and this has been made more explicit in section 3.2 of this report.

Rural communities – a Member asked whether information could be provided on home to school distances that children from rural communities travel and officers agreed to provide this information outside of the meeting.

Application processes at primary school – Members asked whether primary schools were consistent in providing receipts for applications. The Student Services Manager advised that they were looking to draw up protocols for schools that would include a proforma that schools could use for this purpose.

Increasing parental preferences from 4 to 6 – Members asked whether the increase of preferences could disadvantage children in getting their highest preferred choices and were advised that the local authority would endeavour to find a place at one of the highest priority choices and that 88% of families got their first preference school for 2013 admissions. It was hoped however that families would consider schools near to their homes.

7.3 The Committee recommended the report to Cabinet for approval.

8. Financial implications

- 8.1 There are no financial implications arising directly from this report. It is important to remember that the Council currently funds the admissions process and Medway Test. The Medway Test currently costs approximately £140,000 – 150,000 each year.

9. Legal implications

- 9.1 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.
- 9.2 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.
- 9.3 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 2014 for 2015 admissions).
- 9.4 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.
- 9.5 The proposed arrangements require all schools to admit children with Statements of Special Educational Needs, which name that school.

10. Recommendations

- 10.1 The Cabinet is asked to determine the Secondary Admissions co-ordinated scheme and admission arrangements.
- 10.2 The Cabinet is asked to determine the Primary Admissions co-ordinated scheme and admission arrangements.

11. 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
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf>
- School Admissions Regulations 2008
<http://www.legislation.gov.uk/uksi/2008/3089/contents/made>
- 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 2015 (copies attached)

Appendix 2 -

A summary of proposed changes to admission arrangements for Own Admission Authority schools and academies (copy attached)

Admissions 2015

Determination of Co-ordinated Admissions Schemes

Summary of changes

The below details changes proposed in the 2015 admissions schemes compared to the schemes determined for 2014 admissions.

All schools and academies (even those that are their own admission authority) must be party to the Local Authority Co-ordinated schemes.

Secondary Admissions 2015

With the exception of the revision of dates to fit the 2015 admission timeline there are no changes to the scheme.

All Medway secondary schools and academies are their own admission authorities and therefore responsible for the consultation and determination of their own admission arrangements (including their published admission number and oversubscription criteria).

Primary Admissions 2015

In addition to the revision of dates to fit the 2015 admission timeline there are the following proposed changes **(for community and voluntary controlled schools only)**:

1. The introduction of an additional criterion to give a higher priority to the children of teaching staff, who have been employed at the school requested for two or more years at the time of application. This criterion will fit as criterion number 6 - after 'child's health reasons' and before 'nearness of children's home'.
2. The following changes are proposed to the published admission number for admission in September 2015:

Cedar Primary School	–	increase from 75 to 90
Cuxton Infant School	-	increase from 50 to 60
Cuxton Junior School	-	increase from 50 to 60
Hoo St Werburgh Primary School	–	increase from 60 to 75
Wainscott Primary School	-	increase from 45 to 60
3. The increase of the maximum number of preferences that can be expressed from four to six.



Medway Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2015/16

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

Author: Simon Harrington
Student Services Manager
Date: February 2014
Version: 1-3

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Version	Date	Type	Author
1-3	11 February 2014	Final Determination	Simon Harrington
1-2	12 November 2013	Final Consultation	Simon Harrington
1-1	11 November 2013	Revised Draft	Simon Harrington
1-0	1 November 2013	First Draft	Simon Harrington

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.

**Section 1 –
Details of the Co-ordinated Scheme for Primary Admissions (Year R)
and Transfer from Infant to Junior School (Year 3) 2015/16**

Year R applications are for children born between 1 September 2010 and 31 August 2011

Year 3 applications are for children born between 1 September 2007 and 31 August 2008

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper applications forms (RCAFs/JCAFs) delivered to schools, nurseries, etc	By Friday 12 September 2014
Applications open (online opens at 9am)	Monday 15 September 2014
Closing date for applications (Online and RCAFs/JCAFs) National Closing Date	Thursday 15 January 2015
Inter-LA data exchange undertaken for applications (If applicable)	Between 30 January and 7 February 2015
Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)	Monday 9 February 2015
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)	Friday 13 February 2015
Finalised ranked list return to the Council by Foundation and VA schools (via the S2S website)	No later Friday 6 March 2015
Ranked lists imported to the admissions database.	By Friday 13 March 2015
Council to run the algorithm to determine the allocation of places	By Wednesday 18 March 2015
Inter-LA data exchange undertaken for offers (if applicable)	Between 19 and 24 March 2015
Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)	By Thursday 2 April 2015
Offer e-mails and letters sent to parents/carers National Offer Date	Thursday 16 April 2015
Schools send out welcome letters	Not before Wednesday 22 April 2015
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 18 May 2015

The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	w/c Monday 1 June 2015 until Friday 30 October 2015
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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 2015).
- Confirms that after 18 May 2015, 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.

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 2011) may ask to start their child in Year 1 in September 2016 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.

The school application process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

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 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, 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 paper RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the paper JCAF for Year 3 of junior schools only (as listed below). Online applications cover both of these options.

Junior schools:

Balfour Junior School	Bligh Federation-Juniors
Cuxton Community Junior School	Delce Junior School
Featherby Junior School	Hempstead Junior School
Horsted Junior School	Luton Junior School
Parkwood Junior School	Phoenix Junior Academy
St Margaret's CE VC Junior School	The Gordon School-Juniors

3.

The Medway online application or paper RCAF/JCAF will be used by Medway parents/carers as a means of expressing between 1 and 6 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, paper RCAFs/JCAFs and supporting publications will:

- (a) Allow **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 (i.e. the LA where they live).
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.
A later casual admission of the sibling will not constitute a sibling link if the older sibling is admitted after the closing date for applications under this process.

- (c) Explain that parents/carers will receive the offer of one school place only and that a place will be offered at the highest ranked preference for which they are eligible and where there is a place available, or 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 to 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 composite 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 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 paper 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.

SIFs must be returned to the relevant school by the closing date for applications.

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.

8.

Completion of a school's Supplementary Information Form only does not constitute a valid application. **The school must be named on the parent/carer's school application though their home local authority.**

9.

Applications must be submitted online and paper RCAF/JCAF returned to the Council or any Medway primary/infant/junior school by the closing date.

The Council will arrange for the paper forms to be returned by Medway primary/infant and junior schools after the closing date.

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

10.

The Council will co-ordinate 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 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 and where a place is available.

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 confirmation of the posting, future address and date of posting (as defined in the School Admissions Code).

The school allocation/offer process
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All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

11.

The Council will advise all Medway primary, infant and junior schools of an indication of the number of preferences expressed for them (these figures may not be the final preferences). Any necessary inter-LA data exchange will have been completed prior to provision of this data.

Schools/academies will only be advised the number of each preference (1st – 6th) and not any pupil specific data.

12.

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’.**

This data will not specify which preference the school/academy has been named, as this is not relevant to the application of oversubscription criteria.

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 6 March 2015.

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.

All schools **must** return completed ranking lists, ranked in priority order in accordance with their over-subscription criteria, to the Council by the date specified above for consideration in the allocation process. For Community and Voluntary Controlled schools, the Council will act as the admission authority and have the final decision on the ranking of applicants.

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

14.

The Council will import all ranked 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

15.

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 the date specified above 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 the offer day determined above, the Council will:

- (a) send an offer e-mail after 4pm to those **Medway resident parents/carers** who have applied online and provided an e-mail address.
- (b) send **all Medway Parents/carers** school offer letters (by 1st class post). 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 the date shown above. 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

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

17.

By the deadline date for acceptance/refusal of places 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 19 May 2015.

Parents/carers must also 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).

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.

From the date specified in the above table, 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 from the beginning of the reallocation period until the waiting lists close.

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 30 October 2015, being the end of the first term in the academic year 2015/16. 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

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 30 January 2015

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 this date.

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 2015 and will be considered at re-allocation.

21.

After Friday 30 January 2015

All applications received (for whatever reason) will not be considered for places on 16 April 2015.

They will be held pending and included in the ongoing reallocation of vacant places 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.

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

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. **Children of teaching staff** – (see note 6)
7. **Nearness of children's home and (for Halling Primary School only) ease of access to the school** – (see note 7)

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>Definitions and Notes</h3>

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 on the grounds of denomination, 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/admissions).

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.

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.

A child can be considered under this criterion where a member of teaching staff has been employed at the school requested for two or more years at the time the application is made.

7.

The distance calculated is the shortest available 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 walking route known to the Medway GIS using the centre point of streets and other available 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 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 expectation is that the published admission number (PAN) at the point of entry for the school will then follow that year group of children throughout each subsequent year in the school.

The proposed published admission numbers (PANs) for Community and Voluntary Controlled Schools are shown below:

School Name	Indicated Admission Number (IAN)	PAN 2014
All Saints CE Primary School*	42	45
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
Cedar Primary School	81	90
Cuxton Community Infant School (paired with Cuxton Community Junior School)	50	60
Cuxton Community Junior School ** (paired with Cuxton Community Infant School)	45	60
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
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	75
Horsted Infant School (paired with Horsted Junior School)	60	60
Horsted Junior School (paired with Horsted Infant School)	60	60
Luton Infant School * (paired with Luton Junior School)	87	90
Luton Junior School *** (paired with Luton Infant School)	77	90
Maundene Primary School	60	60
Miers Court Primary School *	58	60
Napier Community Primary School	90	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

St Helen's CE Primary School	30	30
St John's CE VC Infant School (paired with Balfour Junior School)	30	30
St Margaret's Infant School (paired with St Margaret's CE VC Junior School)	90	90
St Margaret's CE VC Junior School (paired with St Margaret's Infant School)	90	90
St Margaret's at Troy Town CE VC Primary School	30	30
St Nicholas CE VC Infant School	40	40
St Peter's Infant School (paired with Delce Junior School)	40	40
Stoke Community Primary School *	17	20
Swingate Primary School	90	90
Temple Mill Primary School	30	30
The Gordon School-Infants *** (paired with The Gordon School-Juniors)	63	60
The Gordon School-Juniors (paired with The Gordon School-Infants)	100	100
The Pilgrim School	30	30
Thames View Primary School	60	60
Twydall Primary School, Nursery and Children's Centre	75	75
Wainscott Primary School	60	60
Walderslade Primary School	30	30

*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

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

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) 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).

**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 2015)

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.**

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

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

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.**

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

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

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.			
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. **			
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. If you are unable to do so, please provide your comments below.</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>			
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.			

General Comments:

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Signed by the incumbent / pastor		Date	
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DETERMINATION



Medway Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2015/16

Incorporating Transfer to Year 7
And
Secondary In-Year Admissions

Author: Simon Harrington
Student Services Manager
Date: February 2014
Version: 1.3

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Version	Date	Type	Author
1.3	11 February 2014	Final Determination	Simon Harrington
1.2	12 November 2013	Final Consultation	Simon Harrington
1.1	6 November 2013	Revised Draft	Simon Harrington
1.0	October 2013	First Draft	Simon Harrington

Introduction / Background

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

- Co-ordinated admission 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 all schools/academies will be available from each school/academy and to view on the Medway Council website at www.medway.gov.uk/admissions.

Section 1 – Details of the Co-ordinated Admissions Scheme for Secondary Admissions 2015/16

Year 7 applications for admission in September 2015 are for children born between

1 September 2003 and 31 August 2004.

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Tuesday 3 June 2014
Registration for the Medway test opens (paper and online). Online registrations open at 9am	Monday 9 June 2014
Student Services admission presentations for Year 5 parents/carers	Monday 10–Thursday 12 June 2014
Closing date for Medway Test registration	Friday 4 July 2014
Deadline for Medway Test Special Arrangements requests from schools	Friday 11 July 2014
Special Arrangements Panel meeting and decisions	Monday 14 July 2014
Secondary application forms, flyers, etc to primary and junior schools	By Friday 5 September 2014
Secondary applications open Online applications open at 9am	Monday 8 September 2014
Medway Test Date <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>	Tuesday 16 / Wednesday 17 September 2014 (in schools for children in Medway primary/junior schools) Saturday 20 September 2014 (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)
Assessment Decision Letters posted to parents/carers (e-mails sent after 4pm to those that registered online)	Friday 3 October 2014
Deadline for Medway Test Review Requests	Friday 10 October 2014
Deadline for primary and junior schools to submit review work to the Council	Tuesday 14 October 2014 (10am)
Medway Test Reviews	Wednesday 15 / Thursday 16 October 2014

Review decisions posted to parents/carers	By Friday 24 October 2014
Closing date for applications (Online and SCAFs) – National Closing Date	Friday 31 October 2014
First Inter-LA data exchange undertaken	From Monday 1 December 2014
Indication of preference/applicant numbers sent to all Medway secondary schools (via S2S website)	By Friday 12 December 2014
Ranking lists with full applicant details sent to all schools for prioritising against their over-subscription criteria and necessary checks, etc (via S2S website)	By Monday 5 January 2015
Finalised ranked list returned to the Council by all schools (via the S2S website)	No later 5pm on Friday 16 January 2015
Ranked lists imported to the admissions database.	By Friday 23 January 2015
Council to run the algorithm to determine the allocation of places	By Wednesday 28 January 2015
Inter-LA data exchange undertaken for offers (if applicable)	Approx' 30 January to 10 February 2015
Details of pupils being offered sent to all Medway secondary (via S2S website)	By Monday 23 February 2015
Offer e-mails and letters sent to parents/carers National Offer Day	Monday 2 March 2015 (as 1 March 2015 is a Sunday)
Schools send out welcome letters	Not before Friday 6 March 2015
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 30 March 2015
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	From w/c Monday 6 April 2015 until Friday 30 October 2015

In addition this scheme also:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools by the closing date for applications (31 October 2014) to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 6 April 2015, the Council considers applicants through the normal waiting list / In-Year procedures. Vacant places will be re-allocated (offered), in accordance with individual school's oversubscription criteria, to children who have requested to be placed on the waiting list. Waiting lists will be held until Friday 30 October 2015.

The Council expects that all schools/academies 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

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

1.

Medway resident parents/carers can apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a paper application form (SCAF), which can be obtained from Medway primary/junior schools or from Medway Council.

The Council can only accept one application for each child. Only one of the above methods can be used, not both. If more than one application is received, the parent/carer will be contacted to agree which application is to be used. Until this is agreed none of the applications for that child can be processed.

2.

Online applications, SCAFs and supporting publications will:

- (a) Allow **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 (i.e. the LA where they live)
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and 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 a place will be offered at the highest ranked preference, for which their child is eligible and where there is a place available, or 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/junior schools.
- (c) A composite prospectus of all Medway secondary schools and academies along with a details how the admissions process works 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 paper SCAF are valid applications.

5.

A school/academy can ask parents/carers, who wish to express it as a preference, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required to apply its over-subscription criteria to the application.

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

SIFs must be returned to the relevant school/academy by the closing date for applications.

All schools/academies 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.

6.

Completion of a school's Supplementary Information Form only does not constitute a valid application. **The school must be named on the parent/carer's school application through their home local authority.**

7.

Applications must be submitted online or paper SCAs returned to the Council or the child's Medway primary/junior school by the closing date.

The Council will arrange for paper SCAs to be returned from Medway primary/junior schools week commencing Monday 3 November 2014 (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. No preference information will be disclosed to the primary/junior schools, as this information is between parents/carers and the Council.

9.

The Council will co-ordinate 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 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 confirmation of the posting, future address and date of posting (as defined in the School Admissions Code).

The Medway Test process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

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 the test assessment from another authority as part of their published admission arrangements.

11.

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) during the registration period, as detailed above.

Following the determination of the arrangements for the delivery of the Medway Test, 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.

Special Arrangements for access to the Medway Test

Parents/carers must discuss with the school about requesting special arrangements. Requests can **only** be considered if requested by the child's current school. Parents/carers cannot submit a request directly.

The decision of the panel is final. Any request received after 11 July 2014 may not be processed.

12.

Late registrations to sit the Medway Test will only be allowed in exceptional circumstances* (e.g. serious illness, bereavement, late move to the area, etc). A letter explaining the reasons for the late registration must accompany any late registration request.

Late registrations for exceptional circumstances and for families who have just moved into the area will be accepted up until Friday 8 August 2014.

*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 8 August 2014 will not normally be able to be tested until after the allocation of places on 2 March 2015. Following a review of the number of late requests received, the Council may decide to undertake late testing prior to 2 March 2015.

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 scheduled date(s) due to illness should provide a medical certificate to Student Services and will be offered an alternative date to sit the test prior to the allocation of places.

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 23rd 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 or above will also be assessed as suitable for admission to a Medway grammar school.

16.

Medway Test assessment decision letters will be sent to **all** parents/carers who registered their child for testing on the determined date. Parents/carers who registered online 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 (usually equivalent to up to 2% of the Medway cohort) who will then be assessed as suitable for admission to a Medway grammar school.

18.

If they wish to request a review, parents/carers **must** submit the request (using the form provided with the assessment decision letter) by the deadline date.

Primary/junior schools will be requested to submit review work by 10am on the published date.

19.

Review decisions will be sent to parents/carers by letter on the published date (as shown above). No review decisions are sent via e-mail.

The school allocation/offer process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

20.

The Council will advise all Medway secondary schools/academies of an indication of the number of preferences expressed for them (these figures may not be the final preferences). Any necessary inter-LA data exchange will have been completed prior to provision of this data.

Schools/academies will only be advised the number of each preference (1st - 6th) and not any pupil specific data.

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.

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 prioritise against their over-subscription criteria. **This list is known as 'the ranking list'.**

This data will not specify which preference the school/academy has been named, as this is not relevant to the application of oversubscription criteria.

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 16 January 2015.

Only children who appear on the ranking list can be considered for places on the relevant offer day. No child can be added to the ranking list by the school/academy 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.

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

Any school/academy 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.

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.

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

By the date specified above 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 the offer day determined above, the Council will:

(c) send an offer e-mail after 4pm to those **Medway resident parents/carers** who have applied online and provided an e-mail address.

(d) send **all Medway parents/carers** school offer letters (by 1st class post). 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 the date shown above. 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

All relevant dates for the following procedures are detailed in the ‘Key Scheme Dates’ table above

26.

By the deadline date for acceptance/refusal of places, 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 31 March 2015.

Parents/carers must also 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.

Parents/carers must also 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.

From the date specified in the above table, 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 on Friday 30 October 2015.

28.

Waiting Lists

Parents/carers may ask for their child's name to be kept on a waiting list should places become available from the beginning of the reallocation period until the waiting lists close.

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 30 October 2015, being the end of the first term in the academic year 2015/16. 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

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 14 November 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 as on time, provided they are received by the Council by this date.

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 2 March 2015 and will be considered at re-allocation.

30.

After Friday 14 November 2014

all applications received (for whatever reason) will not be considered for places on 2 March 2015.

They will be held pending and included in the ongoing reallocation of vacant places 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.

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

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.

Definitions and Notes

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 2015).

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 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 walking route known to the Medway GIS using the centre point of streets and other available 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 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.

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

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. Details of which Medway secondary schools and academies administer their own in-year admission process will be published on the Medway Council website.

Details of the centrally co-ordinated process will be published on the Medway Council website (www.medway.gov.uk/admissions). Any school not listed as administering their own in-year admissions will be part of the centrally co-ordinated processes.

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 for unplaced children who meet the relevant criteria 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).

Own admission authority schools consultation on proposed changes for 2015 admissions

As at 6 January 2014

Please note that, as at the date of this appendix, proposed admissions arrangements have not been received from every own admission authority school/academy. All outstanding schools/academies have been chased on 16 and 20 December 2013.

Secondary Schools/Academies

The following Schools are not consulting on any changes to their admission arrangements for 2015

- | | |
|---|--|
| Brompton Academy | Chatham Grammar School for Boys |
| Chatham Grammar School for Girls | Fort Pitt Grammar School |
| Greenacre Academy | St John Fisher Catholic School |
| The Rochester Grammar School | The Thomas Aveling School |
| Walderslade Girls School | |

Bishop of Rochester Academy

The proposed changes are:

1. The academy is proposing to reduce its published admission number from September 2015 for 240 **to 180**, in every year group (7-11) – a loss of 60 places in every year group.

Rainham Mark Grammar School

The proposed changes are:

1. To introduce as oversubscription 2 “Children who designated as receiving free school meals.”

This criterion will come after the admission of looked after children and before the application of Medway Test scores. It will only be applicable to children who have been deemed as grammar under the Medway assessment process.

2. For admission to the sixth form, to change the average point score required to 44.

Rainham School for Girls

The proposed changes are:

1. For sixth form admission, there are some minor changes to the details and the removal of reference to “other school’s within the consortium”, which is no longer in operation.

Sir Joseph Williamson’s Mathematical School

The proposed changes are:

1. The introduction of a new oversubscription criterion for children of staff. The wording of the criterion is -
 ”Children who at the time of application have a parent who is a member of staff at the school (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).”

This criterion will come as number four, after child’s health reasons and ahead of nearness of children’s home.

Strood Academy

The proposed changes are:

1. The introduction of a Fair banding Test for admission into Year 7. This is to have an all ability intake. Applicants will be tested and placed into one of five ability bands. A set number of places will be offered within each ability band.
2. Within the general oversubscription criteria, ‘Child’s Health reasons’ as criterion three has been removed and random allocation as the final criterion has been added.
3. For the Post 16 oversubscription criteria, ‘attendance at another Medway school’ has been removed as the third criterion and random allocation has been added as the final criterion.

The Howard School

The proposed changes are:

1. For sixth form admissions, the planned admission number is reduced from 270 to 170.
2. The academy has provided greater detail on the entry requirements for sixth form, although they have not changed the criteria.

The Hundred of Hoo Academy

The proposed changes are:

1. For sixth form admissions, the number of external places available is increased from 50 to 60 and the school are proposing to change the academic requirements for admission to AS/A2/Applied/BTEC (Level 3)/Diplomas to read as

”At least 5 A*-C passes at GCSE, usually including English and/or Mathematics. There may also be further requirements for specific subjects”

The Robert Napier School

The proposed changes are:

1. To reduce the published admission number from 210 to 150 (a loss of 60 places).

Primary Schools/Academies

The following Schools are not consulting on any changes to their admission arrangements for 2015

All Faiths Children's Community School
Elaine Primary Academy
New Horizons Primary School
St Mary's Island Primary School

Cliffe Woods Primary School
High Halstow Primary School
St James' CE Primary Academy

Allhallows 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.
2. Current family association.
3. Child's health reasons.
4. Nearness of child's home to school.

Chattenden Primary School

The proposed changes are:

1. The introduction of a new oversubscription criterion, which is applicable for in-year admissions only, after the nearness of the child's home. This new criterion is "Children not already in an allocated school place within Medway"

English Martyrs Catholic Primary School

The proposed changes are:

1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include "The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application."

This category falls after siblings and before distance within each criterion.

Kingfisher 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 2015).
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Kingfisher Primary School.
4. Nearness of child's home to school measured using Medway Council's criteria.

Lordswood 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 2015).
- 3.Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Lordswood School.
- 4.Nearness of child's home to school measured using Medway Council's criteria.

Oasis Academy: Skinner Street

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 Lordswood School.
4. Nearness of child's home to school measured using Medway Council's criteria.

Phoenix Junior Academy

The proposed changes are:

Whilst the academy are not changing their criteria or admission arrangements for entry into Year 3 (junior point of entry), they are proposing the introduction of a reception (Year R) class with a published admission number of 30.

St Augustine of Canterbury Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St Benedict’s Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St Mary’s Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St Michael’s RC Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St Thomas More Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St Thomas of Canterbury Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

St William of Perth Catholic Primary School

The proposed changes are:

- 1. Within each of the oversubscription criteria, there is a list of categories to be applied if the number of applications exceeds the number of places. This has now been amended to include “The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.”

This category falls after siblings and before distance within each criterion.

Saxon Way 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).
- 3. Child’s health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Lordswood School.
- 4. Nearness of child’s home to school measured using Medway Council’s criteria.

In addition the school are proposing to increase their published admission number from 30 to 60.

Wayfield 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).
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Wayfield Primary School.
4. Multiple birth children
5. Nearness of child's home to school measured using Medway Council's criteria.

The Academy of Woodlands – Woodlands 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).
3. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason, which requires a child to attend Woodlands Primary 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.
