

CABINET

10 FEBRUARY 2015

SCHOOL ADMISSION ARRANGEMENTS 2016

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

Report from: Barbara Peacock, Director of Children and Adults

Author: Simon Harrington, Student Services Manager

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 primary, infant and junior 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 Medway's school admission arrangements are consistent with the requirements of the School Admissions Code, which is issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). There are no specific budgetary implications.

1.2 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 a key role as the commissioner for school places in Medway.

- 1.3 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. Background

- 2.1 One of the most important decisions that a parent makes is choosing a school for their child. Our aim is to ensure that the admission arrangements and schemes published by Medway Council are fair, lawful and clear.
- 2.2 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 the arrangements set out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools.
- 2.3 The following sections detail the changes that are being put forward. 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 2016 admissions timetable. These proposed arrangements are for the academic year starting in September 2016 (with the Medway Test taking place in September 2015 for secondary admissions only).
- 2.4 Analysis of the outcome of the consultation process is as at 5 January 2015.

3. Options

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

There are no changes proposed for 2016 admissions other than the revision of dates to reflect the 2016 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 2016 admissions timetable and changes made to ensure that the arrangements comply with the School Admissions Code and other DfE guidance) are as follows:

- Remove the 'Child's health reasons' criterion and replace with 'Medical, health and special access reasons'.

The revised definition now allows for the medical, health and special access reasons of the child and/or the parent/carer to be considered if supported by relevant evidence. This is more in line with the legal

requirement of the Equality Act 2010.

- It is proposed that the published admission number for admission in September 2016 for Riverside Primary School is increased from 25 to 30.

- 3.3 It is important to highlight that a number of Medway primary schools are now their own admission authorities and, therefore, are responsible for setting their own oversubscription criteria and admission arrangements.

Appendix 1 – provides details of the proposed co-ordinated admissions schemes for primary and secondary admissions 2016.

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. The information provided is as at 5 January 2015.

4. Advice and analysis

- 4.1 As at 5 January 2015, there has been no response or comments received on the consultations (see section 6).
- 4.2 Officers are not surprised that no responses have been received, as there is only a minimal change to the oversubscription criteria and only one planned admission number increase. Both of these amendments are seen as positive changes and, therefore, not contentious in any way.
- 4.3 A Diversity Impact Assessment screening has been undertaken and a copy is attached as Appendix 3.
- 4.4 It is not envisaged that the proposed co-ordinated admission schemes and admission arrangements would have any adverse effect on the protected characteristic groups.

5. Risk management

- 5.1 The proposed co-ordinated admission schemes and arrangements for 2016 admissions ensure that Medway Council is compliant with the co-ordination regulations and all the provisions of the School Admissions Code. 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.

Risk	Description	Action to avoid or mitigate risk	Risk rating
Own admission authority schools can change their admission arrangements (including their published admission number) by undertaking their own consultations	Own admission authority schools are permitted to change their arrangements through the annual consultation process	The Council work in close partnership with every school/academy to ensure that any proposals or decisions made meet the needs of Medway young people. Medway Council can respond and/or object to the consultations of own admission authorities to ensure that the Council's view is made known.	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 3 November 2014 and closed on Monday 5 January 2015 in accordance with the requirements of the School Admissions Code to consult for a minimum of 8 weeks
- 6.3 As at 5 January 2015, there have been no responses received.

7. Children and Young People Overview and Scrutiny Committee

- 7.1 The Children and Young People Overview and Scrutiny Committee considered this report on 14 January 2015.
- 7.2 During the discussion on this item officers responded to questions and comments from Members, which included: -
- **Medway University Technical College (UTC).** A Member asked if the UTC should be a change under the secondary procedures. Officers confirmed that the UTC was its own admissions authority and therefore was responsible for its own admissions and would be open from September 2015 so was not a new addition for the 2016 admissions scheme.

- **Distance.** Some Members raised an issue relating to the distance oversubscription criteria that was used for admission purposes and how this impacted on home to school transport. They raised particular concern with the use of the M2 bridge as a safe walking route for home to school transport purposes. Officers confirmed that the bridge was not currently being used as a safe walking route as a recent road safety assessment had determined that the pedestrian entrance and exit points to the bridge would benefit from some enhanced lighting. The bridge was therefore temporarily not being included in safe walking route measurements until this issue was resolved.

7.4 The Committee recommended the proposed admissions arrangements and schemes, as set out in the report, to the Cabinet.

8. Financial implications

8.1 There are no financial implications arising directly from this report.

9. Legal implications

9.1 In accordance with the requirements of the Schools Standards 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 consultations must be completed by 1 March of the academic year prior to that being consulted on (i.e. 1 March 2015 for 2016 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 note the outcome of the consultation process and the comments of the Children and Young People Overview and Scrutiny Committee.
- 10.2 The Cabinet is asked to approve the proposed admissions arrangements and schemes as set out at Appendix 1 and 2 to the report.

11. Suggested 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>

Appendices

- Appendix 1 -
Co-ordinated admission schemes and arrangements for Primary and Secondary admissions 2016
- Appendix 2 -
A summary of proposed changes to admission arrangements for Own Admission Authority schools and academies
- Appendix 3 -
Diversity impact assessment.



Medway Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2016/17

**Incorporating admission to Year R,
transfer from infant school to junior school
(Year 3) and
Primary In-Year Admissions**

Consultation period: from 3 November 2014 to 5 January 2015

Author: Simon Harrington
Student Services Manager
Date: October 2014
Version: 1-2

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1-0	25 September 2014	First Draft	Simon Harrington
1-1	2 October 2014	Revised Draft	Simon Harrington
1-2	29 October 2014	Final	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/academies/UTCs 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, Year 7 for secondary schools and Year 10 for UTCs) and also for all year groups throughout the academic year (In-Year Admissions) and
- 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) 2016/17

Year R applications are for children born between 1 September 2011 and 31 August 2012

Year 3 applications are for children born between 1 September 2008 and 31 August 2009

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper applications forms (RCAFs/JCAFs) delivered to schools, nurseries, etc	By Friday 11 September 2015
Applications open (online opens at 9am)	Monday 14 September 2015
Closing date for applications (Online and RCAFs/JCAFs) National Closing Date	Friday 15 January 2016
Inter-LA data exchange undertaken for applications (if applicable)	Between 29 January and 6 February 2016
Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)	Friday 12 February 2016
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 19 February 2016 (end of half-term)
Finalised ranked list return to the Council by Foundation and VA schools (via the S2S website)	No later Friday 4 March 2016
Ranked lists imported to the admissions database.	By Friday 11 March 2016
Council to run the algorithm to determine the allocation of places	By Wednesday 16 March 2016
Inter-LA data exchange undertaken for offers (if applicable)	Between 17 and 24 March 2016
Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)	By Friday 1 April 2016
Offer e-mails and letters sent to parents/carers National Offer Date	Monday 18 April 2016 (16 April 2016 is a Saturday, therefore next working day)
Schools send out welcome letters	Not before Thursday 21 April 2016
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Wednesday 18 May 2016

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 Tuesday 31 May 2016 until Monday 31 October 2016
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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 2016).
- Confirms that after 18 May 2016 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 Act.

Deferred start:

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.

Part-time attendance:

Parents/carers can also request that their child attends part-time until the child reaches compulsory school age.

Similarly, parents can request that their child starts full time from the start of the academic year, even if the school would prefer phased part-time attendance to begin with.

Delayed start to the next academic year:

Parents/carers of children born between 1 April and 31 August (summer born) may decide to delay their child's entry to school until the September following their fifth birthday. Usually in these cases any place that has been offered in the chronological Reception year cannot be held open until the next academic year. This means that the place offered will be withdrawn and the family will have to re-apply as an in-year admission for the following academic year for Year 1. The child may miss Reception year completely.

Medway Council, academies and other own admission authority schools will consider individual requests to defer entry to Reception year in the following academic year on a case-by-case basis. If parents/carers wish to apply to do this they must submit a written request along with evidence clearly stating why this is in the best interest of their child. This may be on the basis of medical, social, emotional or behavioural need or if the child is a premature child who would have fallen into a lower year group had they gone to full term. Please note that all requests will be carefully considered but it cannot be guaranteed that such requests will be approved.

To discuss these options before submitting an application, parent/carers should contact the Student Services Team at the time when they should be applying based on their child's live date of birth

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 RCAF/JCAF 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.
NB: The in-year admission of a sibling will not constitute a sibling link if the older sibling is admitted/put on roll of the school 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 either:
 - the highest named 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 application, a place will be allocated 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 all schools, including 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.

Crown Servants:

For children of crown service personnel the usual protocols, processes and oversubscription criteria 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). If no future address is available at the time of application the quartering/barracks address can be used.

The school allocation/offer process

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. They will not be told which children have named them as which preference.

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 Student Services Admissions Team no later than Friday 4 March 2016.

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 all 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.

Medway Council will have completed any data exchange with other local authorities prior to sending offer lists to schools, 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:

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

Schools must cross check to make sure the child appears on their offer list from the Council and contact Student Services if anyone attempts to accept a place but actually was not originally offered.

The Council will request details of all refusals received by schools/academies to be sent to the Student Services Team following this deadline date.

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 for all schools/academies and parents/carers can ask to be considered on the waiting list for any Medway school/academy (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 an 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 to the Independent Appeal Panel 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 31 October 2016, being the end of the first term in the academic year 2016/17. After this time the 'Council waiting list' will close and schools/academies may choose to hold their own expression of interest lists 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. All outstanding applications and waiting list request will be closed and no longer considered after 31 October 2016.

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 29 January 2016

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 18 April 2016 and will be considered at re-allocation.

21.

After Friday 29 January 2016

Any applications received (for whatever reason) will not be considered for places on 18 April 2016.

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 be added to waiting list for other schools/academies under the above detailed waiting list processes.

The over-subscription criteria and published admission numbers detailed below relate to those schools for which Medway Council is the admissions authority and are correct at the time of going to print.

Some schools may be in the process of converting to or will be converted to academies by the start of the relevant academic year for this scheme. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

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

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for a Community or Voluntary Controlled primary, infant or junior school is more than the number of spaces available, places will be allocated in the following priority order:

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 2016) – (see note 3)
4. **Denominational preference** (for Voluntary Controlled church schools only) – A supplementary information form is also required (see note 4)
5. **Medical, health and special access 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 unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Definitions and Notes

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 and proof of the Looked after child status to validate this criterion.**

2.

This criterion applies to applications for Year 3 in junior schools only.

Where admission links (pairing) have been established between the infant and junior school concerned, children attending the infant school are given a higher priority for admission to the junior school.

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 school (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 their home Local Authority 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 relevant 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, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010, as follows:

- For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or
- For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school.

Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the Student Service Team by the closing date for applications.

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 (Community and Voluntary Controlled schools only)	Indicated Admission Number (IAN)	PAN 2015
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

Burnt Oak Primary School	60	60
Byron Primary School	75	75
Cedar Primary School	81	90
Deanwood Primary School	30	30
Delce Infant and Nursery School (paired with Delce Academy)	90	90
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
Greenvale Infant and Nursery School (paired with Phoenix Junior Academy)	60	60
Halling Primary School	40	40
Hempstead Infant School (paired with Hempstead Junior School)	90	90
Hempstead Junior School (paired with Hempstead Infant School)	90	90
Hilltop Primary School	60	60
Hoo St Werburgh Primary School and Marlborough Centre	60	60
Horsted Infant School (paired with Horsted Junior School)	60	60
Horsted Junior School (paired with Horsted Infant School)	60	60
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
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	30
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 Academy)	40	40
Stoke Community Primary School *	17	20
Swingate Primary School	90	90
Temple Mill Primary School	30	30
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

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.

Medway Council offers 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.

In-Year (casual) admissions for all Medway Community and Voluntary Controlled schools are administered centrally by the Council.

Medway primary/infant or junior schools/academies that are their own admission authority may choose to administer their own in-year admissions. A number have opted to do this and up to date information will be published on the Medway Council website (www.medway.gov.uk/admissions).

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school/academy 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:

Please Note that all Medway primary, infant and junior schools and academies have agreed that Fair Access Protocols should not be used for primary in-year admissions as all schools should admit an applicant if places are available.

**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 2016)

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:	
**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.			
I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim.			<input type="checkbox"/>
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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CONSULTATION



Medway Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2016/17

Incorporating admission to Year 7 (secondary schools and academies), admission to Year 10 (Medway UTC only) and Secondary In-Year Admissions

Consultation period: from 3 November 2014 to 5 January 2015

Author: Simon Harrington
Student Services Manager
Date: October 2014
Version: 1.2

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Version	Date	Type	Author
1.0	25 September 2014	First Draft	Simon Harrington
1.1	2 October 2014	Revised Draft	Simon Harrington
1.2	29 October 2014	Final	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/academies/UTCs 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, Year 7 for secondary schools and Year 10 for UTCs) and also for all year groups throughout the academic year (In-Year Admissions)

and

- 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 Admissions Scheme for Secondary
Admissions 2016/17**

Secondary schools and academies - Year 7 applications are for children born between 1 September 2004 and 31 August 2005.

Medway UTC - Year 10 applications are for children born between 1 September 2002 and 31 August 2003

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Tuesday 2 June 2015
Registration for the Medway test opens (paper and online). Online registrations open at 9am	Monday 8 June 2015
Student Services admission presentations for Year 5 parents/carers	Tuesday 9–Friday 12 June 2015
Closing date for Medway Test registration	Friday 3 July 2015
Deadline for Medway Test Special Arrangements requests from schools	Friday 10 July 2015
Special Arrangements Panel meeting and decisions	Monday 13 July 2015
Secondary application forms, flyers, etc to primary and junior schools and UTC information booklets/applications published	By Friday 4 September 2015
Secondary and UTC applications open Online applications open at 9am	Monday 7 September 2015
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 15 / Wednesday 16 September 2015 (in schools for children in Medway primary/junior schools) Saturday 19 September 2015 (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 2 October 2015
Deadline for receipt of Medway Test Review requests	Friday 9 October 2015
Deadline for primary and junior schools to submit review work to the Council	Tuesday 13 October 2015 (10am)
Medway Test Reviews	Between Wednesday 14 and Friday 16 October 2015
Review decisions posted to parents/carers	By Friday 23 October 2015
Closing date for secondary and UTC applications (Online and SCAFs) – National Closing Date	Monday 2 November 2015 (31 October 2015 is a Saturday, therefore next working day)
First Inter-LA data exchange undertaken	From Monday 30 November 2015

Indication of preference/applicant numbers sent to all Medway secondary schools and UTC (via S2S website)	By Friday 11 December 2015
Ranking lists with full applicant details sent to all secondary schools and UTC for prioritising against their over-subscription criteria and necessary checks, etc (via S2S website)	By Monday 4 January 2016
Finalised ranked list returned to the Council by all secondary schools and UTC (via the S2S website)	No later 5pm on Monday 18 January 2016
Ranked lists imported to the admissions database.	By Friday 22 January 2016
Council to run the algorithm to determine the allocation of places	By Friday 29 January 2016
Inter-LA data exchange undertaken for offers (if applicable)	Approx' 1 to 12 February 2016
Details of pupils being offered sent to all Medway secondary schools and UTC (via S2S website)	By Monday 22 February 2016
Offer e-mails and letters sent to parents/carers National Offer Day	Tuesday 1 March 2016
Schools/UTC send out welcome letters	Not before Monday 7 March 2016
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Thursday 31 March 2016
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school/UTC	From w/c Monday 11 April 2016 until Monday 31 October 2016

In addition this scheme also:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools by the closing date for applications (2 November 2015) to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 11 April 2016, 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 Monday 31 October 2016.

The Council expects that all schools/academies/UTC's and admissions authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection Act.

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.

Secondary paper applications (SCAFs) can be obtained from Medway primary/junior schools or from Medway Council.

UTC paper applications (UCAFs) can be obtained from the Medway UTC 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/UCAFs 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/UTCs (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/UTC 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/UCAFs 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 applications are readily available on request from the Council, Medway maintained primary/junior schools and the Medway UTC (for UTC applications only).

- (c) A composite prospectus of all Medway secondary schools and academies along with 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. and

A information booklet for the Medway UTC with details how the admissions process works is readily available on request from the Council, Medway UTC is also available on the Medway Council website to read/print.

4.

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

5.

A school/academy/UTC 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/UTCs published admission arrangements.

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

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

7.

Applications must be submitted online or paper SCAFs/UCAFs returned to the Council or the child's Medway primary/junior school (SCAF only) by the closing date.

The Council will arrange for paper SCAFs to be returned from Medway primary/junior schools after the closing date for applications (2 November 2015).

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 makes 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/UTCs 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 10 July 2015 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 7 August 2015.

*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 7 August 2015 will not normally be able to be tested until after the allocation of places on 1 March 2016. Following a review of the number of late requests received, the Council may decide to undertake late testing prior to 1 March 2016.

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) and it **must be received** by Medway Council Student Services 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 and the UTC 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/UTCs 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 and the UTC 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/UTC 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 Monday 18 January 2016.

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/UTC 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/UTC **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/UTC 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/UTCs 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:

- (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 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/UTCs to be sent to the Student Services Team by close of business on Friday 1 April 2016.

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 and the Medway UTC 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 Monday 31 October 2016.

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 31 October 2016, being the end of the first term in the academic year 2016/17. 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 13 November 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 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 1 March 2016 and will be considered at re-allocation.

30.

After Friday 13 November 2015

all applications received (for whatever reason) will not be considered for places on 1 March 2016.

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/UTCs.

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

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

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.

The Medway UTC is also its own admission authority.

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

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

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

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).

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.

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 29 December 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 8, 16 and 18 December 2014.

Secondary Schools/Academies proposing changes (received so far)

Bishop of Rochester Academy

The proposed changes are:

- The academy is proposing to reduce its published admission number from September 2016 for 240 to 180 for Year 7.

Fort Pitt Grammar School

The proposed changes are:

- The oversubscription criterion “Students who attend a school within the Fort Pitt Academy Trust” is amended to read as “Students who attend a school or who have a sibling in a school within the Fort Pitt Academy Trust.”

Rainham Mark Grammar School

The proposed changes are:

1. For admission to the sixth form, to change the average point score required from 44 to 46.

The Robert Napier School

The proposed changes are:

1. The introduction of an additional criterion giving a higher priority to children who have a sibling attending another school in the Fort Pitt Grammar School Academy Trust).

Greenacre Academy

The admissions arrangements have not yet been received, but the school has advised Student Services that they are increasing their PAN from 160 to 200. An increase of PAN does not require consultation.

Primary Schools/Academies proposing changes (received so far)

Phoenix Junior Academy

The proposed changes are:

1. The removal of the formal pairing between the school and Greenvale Infant School.

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Diversity impact assessment

TITLE	School Admission Arrangements 2016
DATE	16 December 2014
LEAD OFFICER	Simon Harrington, Student Services Manager

1 Summary description of the proposed change

Each year the Local Authority is required to undertake a consultation on the co-ordinated admission schemes and arrangements for primary and secondary schools.

This assessment relates to the admission arrangements being proposed by the Medway Council in relation to community and voluntary controlled primary, infant and junior schools only.

The admission arrangements are largely unchanged from previous years, however one specific area being amended is that the oversubscription criterion of 'Child's health reasons' is being removed and replaced with 'Medical, health and special access reasons'.

The revised definition now allows for the medical, health and special access reasons of the child and/or the parent/carer to be considered if supported by relevant evidence. This is more in line with the legal obligations of the Equality Act 2010.

2 Summary of evidence used to support this assessment

- *Eg: Feedback from consultation, performance information, service user records etc.*
 - *Eg: Comparison of service user profile with Medway Community Profile*
- To be more compliant with the legal obligations of the Equality Act 2010.
- A full public consultation of the proposed admission arrangements has been undertaken , however no responses have been received as at the date of publication of this report.

3 What is the likely impact of the proposed change?

- Is it likely to :*
- *Adversely impact on one or more of the protected characteristic groups?*
 - *Advance equality of opportunity for one or more of the protected characteristic groups?*
 - *Foster good relations between people who share a protected characteristic and those who don't?*
- (insert ✓ in one or more boxes)*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			

Diversity impact assessment

N/A			
Disability		Yes	Yes
Gender reassignment			
N/A			
Marriage/civil partnership			
N/A			
Pregnancy/maternity			
N/A			
Race			
N/A			
Religion/belief			
N/A			
Sex			
N/A			
Sexual orientation			
N/A			
Other (eg low income groups)			
N/A			

4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

The change of criterion to be 'Medical, health and special access reasons' will allow for the medical, health and special access reasons of the child and/or the parent/carer to be considered if supported by relevant evidence.

This allows greater access in line with the legal obligations of the Equality Act 2010.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

Any requests to be considered for a place at a community or voluntary controlled school under the 'Medical, health and special access reasons' criterion will be fully considered, if supported by relevant evidence from a professional.

Diversity impact assessment

6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
To consider all requests under this criterion, if supported by relevant evidence	Student Services	As part of the admissions process

7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- *to proceed with the change implementing action plan if appropriate*
- *consider alternatives*
- *gather further evidence*

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

That the revised criterion be adopted following the outcome of the admissions consultation, which closes on 5 January 2015.

8 Authorisation

The authorising officer is consenting that:

- *the recommendation can be implemented*
- *sufficient evidence has been obtained and appropriate mitigation is planned*
- *the Action Plan will be incorporated into service plan and monitored*

Assistant Director

Date

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: annamarie.lawrence@medway.gov.uk

C&A: phone 1031 email: paul.clarke@medway.gov.uk

BSD: phone 2472 or 1490 email: corppi@medway.gov.uk

PH: phone 2636 email: david.whiting@medway.gov.uk

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication