

## **CABINET**

**15 DECEMBER 2015**

### **SCHOOL ADMISSION ARRANGEMENTS 2017**

Portfolio Holder: Councillor Mike O'Brien, Children's Services

Report from: Barbara Peacock, Director of Children and Adults Services

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 and published admission numbers) 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 and seeks views on the proposed 2017 admission arrangements.

#### **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 the Local Authority is responsible for ensuring that its admission arrangements are lawful.
- 1.3 Our admission arrangements aim is 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**.
- 1.4 Approval of school admission arrangements is a matter for Cabinet.

## **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. These proposed arrangements are for the academic year starting in September 2017 (with the Medway Test taking place in September 2016 for secondary admissions only).

## **3. Options**

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

The proposed changes to the secondary co-ordinated scheme (other than the revision of dates to reflect the 2017 admissions timetable) are as follows:

- The definition of the distance criterion has been updated to make it easier for parents/carers to understand (own admission authority schools will adopt this definition if they elect to use Medway Local Authority distancing in their criteria).
- The closing date for waiting lists has been extended to 31 December of the admission year in line with the requirements of the School Admissions Code 2014.

All Medway secondary schools and academies are their own admission authorities and, are 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 primary co-ordinated scheme and admissions arrangements (other than the revision of dates to reflect the 2017 admissions timetable) are as follows:

- Proposal to increase the Published Admission Number (PAN) of Bligh Infant School from 60 to 90.
- The definition of the distance criterion has been updated to make it easier for parents/carers to understand (own admission authority schools will adopt this definition if they elect to use Medway Local Authority distancing in their criteria).
- The closing date for waiting lists has been extended to 31 December of the admission year in line with the requirements of the School Admissions Code 2014.

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

- 3.3 Appendix 1 – provides details of the Local Authority’s proposed co-ordinated admissions schemes for primary and secondary admissions 2017.

#### 4. Advice and analysis

- 4.1 As at 13 November 2015 (consultation closing date), there were no responses or comments received on the consultations (see section 6 below).

It is likely that the lack of responses is due to the minor nature of changes proposed. 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.

- 4.2 A Diversity Impact Assessment screening has been undertaken and a copy is attached as appendix 2.

It is not envisaged that the proposed co-ordinated admissions schemes and admissions arrangements would have any adverse effect on any of the protected characteristic groups.

#### 5. Risk management

- 5.1 The proposed co-ordinated admissions schemes and arrangements for 2017 admissions ensure that the Local Authority is compliant with the legislation and the School Admissions Code 2014.

- 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.

<b>Risk</b>	<b>Description</b>	<b>Action to avoid or mitigate risk</b>	<b>Risk rating</b>
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	Medway Council can respond and/or object to the consultations of own admission authorities.	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, other admission authorities and diocesan authorities in the area. In addition to this, a press release was published in the local newspaper to advise parents and other interested parties 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 Thursday 1 October 2015 and closed on Friday 13 November 2015 in accordance with the requirements of the School Admissions Code 2014 to consult for a minimum of 6 weeks
- 6.3 As at the closing date for consultation, there were no responses received.
- 6.4 The Children and Young People Overview and Scrutiny Committee is considering this report on 8 December and its comments and recommendations will be reported to Cabinet.

## **7. Implications for Looked After Children**

- 7.1 In accordance with the requirements of the School Admissions Code 2014, all schools and academies have a duty to give Looked after Children and Previously Looked After Children the highest priority for a school place in the published oversubscription criteria.
- 7.2 Medway Council complies with this duty for community and voluntary controlled schools and will inform own admission authority schools where we see that their arrangements do not meet the requirements of the School Admissions Code 2014.

## **8. Financial implications**

- 8.1 There are no financial implications arising directly from this report. Please note, however, that the Department for Education are currently consulting on changes to the funding for the admission appeals process. These changes will enable Local Authorities to charge all types of schools (Community, Voluntary Controlled, Voluntary Aided, Foundation and Academy) for the operation of the admission appeals process, if the relevant school uses Medway Council to administer their appeals. Rather than charging each school individually, such charging could be organised through the School's Forum as a de-delegated item for Community and Voluntary Controlled schools.

## **9. Legal implications**

- 9.1 In accordance with the requirements of the Schools Standards and Framework Act 1998, Local Authorities 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, local authorities are required to consult with other admission authority schools (Academies, Voluntary Aided and Foundation schools), other local authorities and other relevant parties (e.g. diocesan boards). Similarly, own admission authority schools have a duty to consult on their proposed arrangements with the local authority



and other parties.

- 9.2 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 sets out the procedure for Determining Admission Arrangements, which includes the manner of consultation, matters to which consultation is to relate and the timescale for consultation. All consultations must be completed by 31 January of the academic year prior to that being consulted on (i.e. 31 January 2016 for 2017 admissions).
- 9.3 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.
- 9.4 The proposed arrangements require all schools to admit children with Statements of Special Educational Needs or Educational Health and Care Plans (EHCPs), which name that particular school.
- 9.5 Medway Council and Schools must comply with obligations in regard to equalities under the Equality Act 2010, to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by this Act. It must advance equality of opportunity and foster good relations between people. This involves removing or minimising disadvantages suffered by people, including taking steps to meet the needs of people who have a “protected characteristic” in the terms of this Act (protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation). It must encourage people from protected groups to participate in public life and other activities where their participation is disproportionately low.
- 9.6 An admission authority must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.
- 9.7 The Equality Act 2010 contains limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.
- 9.8 Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- 9.9 The Human Rights Act 1998 confers a right of access to education. This right does not extend to securing a place at a particular school. Admission authorities, however, do need to consider parents’ reasons for expressing a preference when they make admission decisions, though this may not

necessarily result in the allocation of a place.

## **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 2017 admissions arrangements and schemes as set out in Appendix 1 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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### **Appendices**

- Appendix 1 -  
Co-ordinated admission schemes and arrangements for Primary and Secondary admissions 2017 (copies attached)
- Appendix 2 -  
Diversity impact assessment.

### **Background papers**

- School Standards and Framework Act 1998  
<http://www.legislation.gov.uk/ukpga/1998/31/part/III>
- Education Act 2002  
<http://www.legislation.gov.uk/ukpga/2002/32/contents>
- The School Admissions Code: Statutory guidance for admissions authorities, local authorities, schools adjudicators and admission appeals panels - December 2014  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)
- Education and Skills Act 2008  
<http://www.legislation.gov.uk/ukpga/2008/25/contents>

CONSULTATION



**Medway Council**

**Co-ordinated Scheme for**

# **Secondary Admissions**

## **Academic Year 2017/18**

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

Author: Simon Harrington  
Student Services Manager  
Date: 27 August 2015  
Version: 1.0

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Version	Date	Type	Author
1.0	27 August 2015	First Draft	Simon Harrington

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## Introduction / Background

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

- Co-ordinated admissions arrangements (schemes) for all schools/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](http://www.medway.gov.uk/admissions).



## Section 1 – Details of the Co-ordinated Admissions Scheme for Secondary Admissions 2017/18

Secondary schools and academies - Year 7 applications are for children born between 1 September 2005 and 31 August 2006.

Medway UTC - Year 10 applications are for children born between 1 September 2003 and 31 August 2004

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Monday 23 May 2016
Registration for the Medway test opens (paper and online). Online registrations open at 9am	Wednesday 1 June 2016
Student Services admission presentations for Year 5 parents/carers	w/c Monday 6 June 2016
Closing date for Medway Test registration	Friday 1 July 2016
Deadline for Medway Test Special Arrangements requests from schools	Friday 8 July 2016
Special Arrangements Panel meeting and decisions	Monday 11 July 2016
Deadline for 'late' Medway Test registration for exceptional reasons (must be accompanied by written evidence confirming why it is late)	Friday 15 July 2016
Secondary application forms, flyers, etc to primary and junior schools and UTC information booklets/applications published	By Wednesday 7 September 2016
Secondary and UTC applications open Online applications open at 9am	Monday 12 September 2016
<b>Medway Test Date</b> <i>The Medway Test is for admission to Medway grammar schools only. For grammar schools in another Local Authority, children must sit that local authority's test.</i>	<b>Tuesday 13 / Wednesday 14 September 2016</b> (in schools for children in Medway primary/junior schools)  <b>Saturday 17 September 2016</b> (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 30 September 2016
Deadline for receipt of Medway Test Review requests	Friday 7 October 2016
Deadline for primary and junior schools to submit review work to the Council	Tuesday 11 October 2016 (10am)
Medway Test Reviews	Between Wednesday 12 and Friday 14 October 2016
Review decisions posted to parents/carers	By Friday 21 October 2016



<b>Closing date for secondary and UTC applications (Online and SCAFs) – National Closing Date</b>	<b>Monday 31 October 2016</b>
<b>Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late)</b>	<b>Monday 14 November 2016</b>
<b>First Inter-LA data exchange undertaken</b>	<b>From Monday 28 November 2016</b>
<b>Indication of preference/applicant numbers sent to all Medway secondary schools and UTC (via S2S website)</b>	<b>By Friday 9 December 2016</b>
<b>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)</b>	<b>By Tuesday 3 January 2017</b>
<b>Finalised ranked list returned to the Council by all secondary schools and UTC (via the S2S website)</b>	<b>No later 5pm on Wednesday 18 January 2017</b>
<b>Ranked lists imported to the admissions database.</b>	<b>By Monday 23 January 2017</b>
<b>Council to run the algorithm to determine the allocation of places</b>	<b>By Friday 27 January 2017</b>
<b>Inter-LA data exchange undertaken for offers (if applicable)</b>	<b>Approx' 1 to 10 February 2017</b>
<b>Details of pupils being offered sent to all Medway secondary schools and UTC (via S2S website)</b>	<b>By Wednesday 22 February 2017</b>
<b>Offer e-mails and letters sent to parents/carers National Offer Day</b>	<b>Wednesday 1 March 2017</b>
<b>Schools/UTC send out welcome letters</b>	<b>Not before Wednesday 8 March 2017</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Wednesday 29 March 2017</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school/UTC</b>	<b>From w/c Monday 10 April 2017 until Sunday 31 December 2017</b>

In addition this scheme also:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools by the closing date for applications (31 October 2016) to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 10 April 2017, 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 Sunday 31 December 2017.

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](http://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 and 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 SCAs/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 SCAs to be returned from Medway primary/junior schools immediately after the closing date for applications.

**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.

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, The Howard School will also provide places for boys assessed as selective (grammar) and boys 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 Medway 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 8 July 2016 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 15 July 2016.**

\*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 15 August 2016 will not normally be able to be tested until after the allocation of places on 1 March 2017. Following a review of the number of late requests received, the Council may decide to undertake late testing prior to 1 March 2017.*

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.

A minimum total weighted score to be assessed as selective (grammar) is set each year.

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

Pupils from out of area who achieve the minimum score or above will also be assessed as selective (grammar).

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 (Spring Break to July) and the first term of Year 6 (September to date of review request) 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 (up to 2% of the Medway cohort) who will then be assessed as selective (grammar).

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.



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

20.

The Council will provide 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 (1<sup>st</sup>-6<sup>th</sup>) 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 include 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 Student Services-Admissions Team no later than Wednesday 18 January 2017.

**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 offered a place at whichever of these is the highest available preference
- Where the child is not eligible for a place at any of the named schools, a place will be allocated 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 1<sup>st</sup> 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.



<b>The appeal and waiting list/reallocation processes</b>
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**All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above**

26.

**Acceptance/Refusal:**

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 Thursday 30 March 2017.*

**Waiting Lists:**

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 selective (grammar).

**Appeals:**

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 Appeal Panel c/o 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 Sunday 31 December 2017.

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.



Waiting lists will be held by the Council (on behalf of the relevant admissions authority) until 31 December 2017. 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/UCAF and return it direct to the Council.**

29.

**By Monday 14 November 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 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 2017 and will be considered at re-allocation.**

30.

**After Monday 14 November 2016**

Any applications received (for whatever reason) will not be considered for places on 1 March 2017.

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.**

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All Medway secondary schools and the Medway UTC are their own admission authorities and, as such, are responsible for the consultation and determination of their own admission arrangements, oversubscription criteria and published admission numbers.

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

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

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

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

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

***Please note that the Council will require a copy of the adoption/residence order to validate this criterion and evidence that the child was previously looked after.***

**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 2017).



**Medical/health reasons:**

Medical evidence from a medical practitioner (GP or Consultant) 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:**

All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.

Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by Student Services-Admissions Team.

**The start point:**

- The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).
- This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.

**The end point:**

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

**Routes/Footpaths:**

- The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).
  - Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system 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 property developments may be subject to this.
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**Section 3 –  
Information regarding Secondary In-Year (casual) Admissions and Fair  
Access Protocols**

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

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

Under the provisions of the School Admissions Code (December 2014), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admissions.

Details of the in-year (casual) admissions processes for Medway schools and academies will be published on the Medway Council website ([www.medway.gov.uk/admissions](http://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:**

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 meetings of the Fair Access Panel to ensure places are allocated as quickly as possible. The panel will decide on the school/academy to offer, based upon the circumstances of the case for the pupil and any extenuating circumstances put forward by schools/academies.

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



CONSULTATION



**Medway Council**

**Co-ordinated Scheme for**

# **Primary Admissions**

## **Academic Year 2017/18**

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

Author: Simon Harrington  
Student Services Manager  
Date: 27 August 2015  
Version: 1-0

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### Contact Details

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Version	Date	Type	Author
1-0	27 August 2015	First Draft	Simon Harrington

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### **Introduction / Background**

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

- Co-ordinated admissions arrangements (schemes) for all schools/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](http://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) 2017/18**

**Year R applications are for children born between 1 September 2012 and 31 August 2013**

**Year 3 applications are for children born between 1 September 2009 and 31 August 2010**

**The Key Scheme dates are:**

<b>Key Action</b>	<b>Scheme Date</b>
<b>Booklets and paper applications forms (RCAFs/JCAFs) delivered to schools, nurseries, etc</b>	<b>By Monday 12 September 2016</b>
<b>Applications open (online opens at 9am)</b>	<b>Monday 19 September 2016</b>
<b>Closing date for applications (Online and RCAFs/JCAFs) National Closing Date</b>	<b>Monday 16 January 2017</b> (15 January 2017 is a Sunday, therefore next working day)
<b>Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late)</b>	<b>Monday 30 January 2017</b>
<b>Inter-LA data exchange undertaken for applications (If applicable)</b>	<b>Between 30 January and 6 February 2017</b>
<b>Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)</b>	<b>Friday 10 February 2017</b>
<b>Full applicant details sent to all Medway primary, infant and junior schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)</b>	<b>Monday 20 February 2017</b>
<b>Finalised ranked list return to the Council by Foundation and VA schools (via the S2S website)</b>	<b>No later Friday 3 March 2017</b>
<b>Ranked lists imported to the admissions database.</b>	<b>By Friday 10 March 2017</b>
<b>Council to run the algorithm to determine the allocation of places</b>	<b>By Wednesday 15 March 2017</b>
<b>Inter-LA data exchange undertaken for offers (if applicable)</b>	<b>Between 16 and 23 March 2017</b>
<b>Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)</b>	<b>By Wednesday 29 March 2017</b>
<b>Offer e-mails and letters sent to parents/carers National Offer Date</b>	<b>Tuesday 18 April 2017</b> (16 April 2017 is a Sunday, 17 April 2017 is a Bank Holiday, therefore next working day)



<b>Schools send out welcome letters</b>	<b>Not before Friday 21 April 2017</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Wednesday 17 May 2017</b>
<b>The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>From Wednesday 24 May 2017 until Sunday 31 December 2017</b>

In addition this scheme allows for:

- Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (16 January 2017).
- Confirms that after 24 May 2017 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. All requests will be carefully considered but it cannot be guaranteed that such requests will be approved.

**Please note: such requests for delayed start must be made prior to or at the time parents/carers would normally be applying for school places for the following year. This is to ensure that parents/carers have the opportunity to apply on-time should their request not be granted.**

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](http://www.medway.gov.uk/onlineadmissions) or using a paper form known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF).

**The Council cannot accept multiple applications for the same child. A parent/carer must use either of the above methods, 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 Academy
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 (1<sup>st</sup> – 6<sup>th</sup>) 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 include 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 3 March 2017.

**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:

- (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 1<sup>st</sup> 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.

#### **Acceptance/Refusal:**

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 immediately following this deadline date.*

**Waiting Lists:**

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).

**Appeals:**

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 c/o the relevant school/academy.

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 December 2017. 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 requests will be closed and no longer considered after 31 December 2017.



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

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

### The handling of late applications

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

20.

#### **By Friday 30 January 2017**

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 2017 and will be considered at re-allocation.**

21.

#### **After Friday 30 January 2017**

Any application received (for whatever reason) will not be considered for places on 18 April 2017.

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

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

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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.**

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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.



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

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

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

- **Please note that the Council may ask for a copy of the adoption/residence order 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](http://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*

St Helen's CE Primary School	St Margaret's at Troy Town CE VC Primary 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.**

**All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.**

Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by Student Services-Admissions Team.

**The start point:**

- The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).
- This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.



**The end point:**

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

**Routes/Footpaths:**

- The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).
- Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system 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 property developments may be subject to this.

**Halling Primary School only –**

This school will use the ease of access part of this criterion, 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 2017
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	90	90
Bligh Infant School (paired with Bligh Junior School)	60	90
Bligh Junior School (paired with Bligh Infant School)	60	60
Burnt Oak Primary School	60	60
Byron Primary School	75	75
Cedar Primary School *	85	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)***	72	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)	90	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	45	45
Oaklands School	60	60
Parkwood Infant School (paired with Parkwood Junior School)	90	90
Parkwood Junior School (paired with Parkwood Infant School)	90	90
Riverside Primary School	30	30
St Helen's CE Primary School	30	30
St Margaret's Infant School (paired with St Margaret's CE VC Junior 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
Swingate Primary School	90	90
Temple Mill Primary School	30	30
The Pilgrim School	30	30
Thames View Primary School ***	63	60
Twydall Primary School, Nursery and Children's Centre ***	78	75
Wainscott Primary School	60	60
Walderslade Primary School	30	30

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

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

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



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

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

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

Under the provisions of the School Admissions Code (December 2014), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admissions.

Details of the in-year (casual) admissions processes for Medway schools and academies will be published on the Medway Council website ([www.medway.gov.uk/admissions](http://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 at this time 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 (16 January 2017)**

**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:*

*St Helen's CE Primary School*

*St Margaret's at Troy Town CE VC Primary School*

*St Nicholas CE Infant School*

*The Pilgrim CE Primary School*

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

**Notes for parents/carers:**

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

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



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

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

### Section B – to be completed by Clergy

#### Notes for Clergy:

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

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

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

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

**General Comments:**

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<b>Signed by the incumbent / pastor</b>		<b>Date</b>	
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# Diversity impact assessment

<b>TITLE</b>	<b>School Admission Arrangements 2017</b>
<b>DATE</b>	<b>6 November 2015</b>
<b>LEAD OFFICER</b>	<b>Simon Harrington, Student Services Manager</b>

## 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 proposed Medway Council co-ordinated admission schemes for secondary and primary admissions 2017 and the arrangements being proposed in relation to community and voluntary controlled primary, infant and junior schools only.

There are no proposed changes to the admission arrangements or oversubscription criteria for community and voluntary controlled schools.

The proposed changes relate to waiting lists being held until 31 December (was previously 31 October) in line with the School Admissions Code 2014 and a slight change to the definition of the distance criterion to make it easier for parents/carers to understand.

## 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*

A full public consultation on 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 N/A			

# Diversity impact assessment

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

#### 4 Summary of the likely impacts

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

The proposed changes to the definition of the distance criterion and the closing date for waiting lists will not have any form of negative impact on any persons.

#### 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?*

All applications will be processed in accordance with the co-ordinated schemes and admission arrangements for all schools.

#### 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 applications in accordance with the co-ordinated schemes	Student Services	As part of the admissions process



# Diversity impact assessment

## 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 proposed changes be adopted following the outcome of the admissions consultation, which closes on 13 November 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](mailto:annamarie.lawrence@medway.gov.uk)

C&A: phone 1031

email: [paul.clarke@medway.gov.uk](mailto:paul.clarke@medway.gov.uk)

BSD: phone 2472 or 1490

email: [corppi@medway.gov.uk](mailto:corppi@medway.gov.uk)

PH: phone 2636

email: [david.whiting@medway.gov.uk](mailto:david.whiting@medway.gov.uk)

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