

## **CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE**

**5 DECEMBER 2017**

### **SCHOOL ADMISSION ARRANGEMENTS 2019**

Report from: Ian Sutherland, Director of Children and Adults

Author: Simon Harrington, Programme Lead, School Services

#### **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 2019 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 The aim of our admission arrangements is to ensure that the transition for children and their families is as smooth as possible, which supports the Council's priority of **supporting Medway's residents to realise their potential.**

- 1.4 This item has been circulated separately to the main agenda. The Chairman of the Committee is of the opinion that it should be considered at this meeting as a matter of urgency as permitted under section 100B of the Local Government Act 1972 to enable the Committee's comments to be submitted to the Cabinet before it makes any decisions on this matter on 19 December 2017. The report was not available in time for despatch with the main agenda as consultation with the Portfolio Holders on the draft report had not concluded at that point.

## **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 2019 (with the Medway Test taking place in September 2018 for secondary admissions only).

## **3. Options**

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

There are no proposed changes other than the revision of dates to fit the 2019 admission timeline.

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 only proposed changes to the primary co-ordinated scheme and admissions arrangements (other than the revision of dates to reflect the 2019 admissions timetable) are as follows:

- The introduction of a criterion (number 6) for the children of 'crown servants'.  
*This means that children of UK service personnel/crown servants with a confirmed posting can be considered under this criterion, which has a higher priority than using home to school distance alone.*
- Clarity of the definition of 'teaching staff' under criterion 7.  
*Teaching staff will mean staff employed and salaried as teachers or*

*teaching assistants (proof of employment must be provided with the application). The criterion does not include voluntary staff.*

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 2019.

#### **4. Advice and analysis**

- 4.1 At the closing date of the consultation (17 November 2017) one response had been received. The response received agreed with the proposed co-ordinated admission schemes for primary and secondary admissions 2019.

- 4.2 It is likely that the lack of responses is due to the fact that the proposed changes are seen as positive amendments for families and, therefore, not contentious.

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

- 4.4 A revised and simplified process for the consideration of applications for the delayed admission of summer born children has been agreed and published on the website ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)).

- 4.5 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 2019 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.
- 6.2 A press release was also published in the local newspaper to inform 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.
- 6.3 The consultation period opened on Monday 2 October 2017 and closed on Friday 17 November 2017 (7 weeks) in accordance with the requirements of the School Admissions Code 2014 to consult for a minimum of 6 weeks.
- 6.4 As at the closing date for consultation (17 November 2017). There has been one response received as set out in paragraph 4.1.

## **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.

## **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 schools for whom it is the admission authority (i.e. Community and Voluntary Controlled schools) on 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 2018 for 2019 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 Educational Health and Care Plans (EHCP's) or Statements of Special Educational Needs, 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 Committee is asked to consider and comment on the proposed admissions arrangements and schemes and the outcome of the consultation and recommend them to the Cabinet for approval at its meeting on 19 December 2017.

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### **Appendices**

Appendix 1 - Co-ordinated admission schemes and arrangements for Primary and Secondary admissions 2018 (copies attached)

Appendix 2 - Diversity impact assessment

### **Background papers**

School Standards and Framework Act 1998

<http://www.legislation.gov.uk/ukpga/1998/31/contents>

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/publications/school-admissions-code--2>

Education and Skills Act 2008

<http://www.legislation.gov.uk/ukpga/2008/25/contents>



**Medway Council**

**Co-ordinated Scheme for**

# **Primary Admissions**

## **Academic Year 2019/20**

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

Author: School Services  
Date: November 2017  
Version: 1.3

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Version	Date	Type	Author
1.0	25 August 2016	Draft	Robert Lancaster
1.1	7 September 2017	Revised Draft	Simon Harrington
1.2	27 September 2017	Final Consultation Document	Simon Harrington
1.3	29 November 2017	Final Draft Post Consultation	Simon Harrington/Jacqui Moore

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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 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). Please note that Medway UTC has opted out of co-ordination, as permitted by the Department for Education.

and

- The over-subscription criteria / arrangements for entry to those schools for which the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Academies, 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) 2019/20

Year R applications are for children born between 1 September 2014 and 31 August 2015

Year 3 applications are for children born between 1 September 2011 and 31 August 2012

The Key Scheme dates are:

Key Action	Scheme Date
Publication of information (composite prospectus, application information, etc)	By Wednesday 12 September 2018
Applications open (online opens at 9am)	Monday 17 September 2018
Closing date for applications (Online and RCAF/JCAF) National Closing Date	No Later than 5pm on Tuesday 15 January 2019
Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late)	No later than 5pm on Tuesday 29 January 2019
Inter-LA data exchange undertaken for applications (if applicable)	Between 30 January and 8 February 2019
Indication of preference/applicant numbers made available to all Medway primary, infant and junior schools	Friday 8 February 2019
Ranking lists provided to all Medway primary, infant and junior schools (including all application detail) for prioritising against their over-subscription criteria and necessary checks, etc	Monday 25 February 2019
Finalised ranked list submitted to the Council	No later than 5pm on Friday 8 March 2019
Ranked lists submitted, checked and verified in the admissions database.	By Monday 11 March 2019
Council to run the algorithm to determine the allocation of places	By Friday 15 March 2019
Inter-LA data exchange undertaken for offers (if applicable)	Between 18 and 22 March 2019
Details of pupils being offered provided to all Medway primary, infant and junior schools	By Thursday 29 March 2018
Offer details provided to parents/carers National Offer Date	Tuesday 16 April 2019
Schools send out welcome letters	Not before Tuesday 23 April 2019
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Friday 10 May 2019
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	From w/c Monday 20 May 2019 until Tuesday 31 December 2019

In addition this scheme:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (15 January 2019).
- Confirms that after 20 May 2019 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 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 choose that their child attends part-time until the child reaches compulsory school age.

Similarly, parents can choose 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.

Medway Council, academies and other own admission authority schools will consider individual requests to defer entry to Reception year to the following academic year on a case-by-case basis. This may be on the basis of academic, 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. To be considered parents/carers should follow Medway Council's published procedures for the admission of summer born children ([www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)).

In accordance with these procedures parents/carers should apply for school places at the correct time for their child's chronological year group at the same time as submitting their request for deferral to ensure that they have the opportunity to secure a school place if their request is not granted.

Usually in such cases, if the request is declined and the parent/carer still decides to delay entry until the following year, any place that may have already 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.

**Please note:**

- **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.**
- **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 <https://admissions.medway.gov.uk/ParentPortal/Website/> 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 multiple 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 in section 3 of this document). Online applications cover both of these options.

3.  
The Medway online application or paper RCAF/JCAF will be used by Medway parents/carers as a means of expressing between 1 and 6 preferences for their child to be admitted to a school inside or outside the Medway area (including Academies, Voluntary Aided (VA) and Foundation schools).

4.  
Online applications, paper RCAFs/JCAFs and supporting publications will:

- (a) Allow **Medway resident parents/carers to express up to six preferences** in priority order. Preferences can be expressed for Medway and non-Medway schools (except special or independent schools).  
***Parents/carers must complete the application for their home Local Authority (i.e. the LA where they live).***
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.  
**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 the highest ranked preference for which they are eligible and where there is a place available, or if a place cannot be offered at a school named on the application, a place will be allocated at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper RCAFs/JCAFs 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 Medway resident parents/carers who wish to apply using this method.
- (b) The paper RCAF/JCAF are readily available on request from Medway Council.
- (c) A composite prospectus of all Medway primary, infant and junior schools along with how the admission process works is readily available on the Medway Council website to read/print and hardcopies of which will be available upon request.

6.

Only preferences expressed on a submitted online application or on a paper RCAF/JCAF are valid applications.

7.

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

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

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

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

8.

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

9.

Applications must be submitted online and paper RCAF/JCAF returned to Medway Council by 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 work 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.

<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**

11.

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

**Schools/academies will only be advised the total number of applications by preference (1<sup>st</sup> – 6<sup>th</sup>) and not any individual pupil specific preference data.**

12.

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

**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 School Services Admissions Team no later than Friday 8 March 2019.

**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 made available to schools/academies via secure means to comply with data protection and information governance procedures.

13.

All schools/academies **must** submit 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 submitted securely to comply with data protection and information governance procedures.

14.

The Council will check and verify 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 a child who resides in Medway 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/academies 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 providing 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 detail will be sent via secure means to comply with data protection and information governance procedures.

16.

On the offer day determined above, the Council will notify details of the school/academy being offered to all **Medway resident parents/carers**. The offer details will include the name of the school offered, the basic reasons why any other school named was refused and will extend the right of appeal to any named school that was not offered.

Medway Council will also make available all the information regarding the next steps for parents/carers (including acceptance/refusal of the place offered, waiting list and appeal request).

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

### The appeal and waiting list/reallocation processes

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

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. Parents/carers will be notified the process for how to do this at the time of the school offer.

18.

**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). Parents/carers will be notified the process for how to do this at the time of the school offer.

From the date specified in the above table and up until the final date specified, the Council will undertake 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.

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

- 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.
- 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.
- **If a place can be offered from the waiting lists, any other offer held will be withdrawn.**

19.

#### **Appeals:**

Parents/carers must also 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 will be notified the process for how to do this at the time of the school offer.

Appeal requests must be made in writing and lodged with Medway Council (for Community and VC schools) and for Academies, Foundation and VA schools must be lodged with the Clerk to the Independent Appeal Panel c/o the relevant school/academy.

<b>The handling of late applications</b>
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20.

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 Tuesday 29 January 2019.**

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason), which may include serious illness, bereavement or a late move to the area, can be considered by the School Services Management Team.

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 School Services Management Team.**

For situations where it is decided that the reason for late submission is not exceptional and for ALL applications received after this date, the application will be held pending until after allocation on 16 April 2019 and will be processed as part of the ongoing reallocation of vacant places as defined above and after consultation with the relevant admission authority for the named schools/academies.

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

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The over-subscription criteria detailed in this section and published admission numbers detailed in section 3 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.

Before the application of oversubscription criteria, children with an 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 2019) – (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 crown servants** – (see note 6)
7. **Children of teaching staff** – (see note 7)
8. **Nearness of children’s home and** (for Halling Primary School only) **ease of access to the school** – (see note 8)

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

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

### **Tiebreaker –**

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## Definitions and Notes

### **1.**

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

Previously looked after children are children who were looked after but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or



became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

- **Please note that the Council may ask for a copy of the adoption/residence order and proof of the Looked After Child status to validate this criterion.**

## 2.

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

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

## 3.

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

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

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

## 4.

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

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

The SIF is available from and returnable to any Medway Voluntary Controlled church school (as listed below) and is also available on the Council's website ([www.medway.gov.uk/admissions](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 Nicholas CE Infant School
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## 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 School Services Team by the closing date for applications.

#### 6.

Families of UK service personnel/crown servants with a confirmed posting can be considered under this criterion. Applications will need to be accompanied by an official letter/document evidencing the posting. In the case of service personnel, if no postal address is available at the time of application the quartering/barracks address can be used.

#### 7.

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. 'Teaching staff' means staff employed and salaried as teachers or teaching assistants (proof of employment must be provided with the application) but does not include voluntary staff.

#### 8.

**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 School 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.

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

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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:**

<b>School Name (Community and Voluntary Controlled schools only)</b>	<b>Published Admission Number (PAN) 2019</b>
Balfour Infant School (paired with Balfour Junior Academy)	90
The Bligh Federation - Infants (paired with The Bligh Federation - Juniors)	90
The Bligh Federation – Juniors (paired with The Bligh Federation - Infants)	60
Burnt Oak Primary School	60
Crest Infant and Nursery School (paired with Delce Academy)	90
Fairview Primary School	90
Greenvale Infant and Nursery School (paired with Phoenix Junior Academy)	60
Halling Primary School	60
Hempstead Infant School (paired with Hempstead Junior School)	90
Hempstead Junior School (paired with Hempstead Infant School)	90
Hilltop Primary School	60
Horsted Infant School (paired with Horsted Junior School)	60
Horsted Junior School (paired with Horsted Infant School)	62
Luton Infant School (paired with Luton Junior School)	90
Luton Junior School (paired with Luton Infant School)	90
Maundene Primary School	60
New Road Primary School and Nursery Unit	45
Oaklands School	60
Park Wood Schools Federation – Infants (paired with Park Wood Schools Federation – Juniors)	90
Park Wood Schools Federation – Juniors (paired with Park Wood Schools Federation – Infants)	90
St Helen's CE Primary School	30
St Nicholas CE VC Infant School	40
St Peter's Infant School (paired with Delce Academy)	40
Swingate Primary School	90
Wainscott Primary School	60

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## **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 R-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 primary, infant and junior schools and academies.

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

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

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

**Completed forms must be returned directly to the school named by the closing date for applications (15 January 2019)**

**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 Nicholas CE Infant 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

**Section B – to be completed by Clergy**

Notes for Clergy:

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

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

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

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

**General Comments:**

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<b>Signed by the incumbent / pastor</b>		<b>Date</b>	
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CONSULTATION



**Medway Council**

**Co-ordinated Scheme for**

**Secondary Admissions**

**Academic Year 2019/20**

**Incorporating admission to Year 7  
(secondary schools and academies) and  
Secondary In-Year Admissions**

Author: School Services  
Date: November 2017  
Version: 1.3

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### Contact Details

School Services

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Tel: 01634 331110/331155

Fax: 01634 331614

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Version	Date	Type	Author
1.0	17 August 2017	Draft	Robert Lancaster
1.1	7 September 2017	Revised Draft	Simon Harrington
1.2	27 September 2017	Final Consultation Document	Simon Harrington
1.3	29 November 2017	Final Draft Post Consultation	Simon Harrington/Jacqui Moore

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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 and Year 7 for secondary schools. Please note that Medway UTC has opted out of co-ordination, as permitted by the Department for Education.

and

- The over-subscription criteria / arrangements for entry to those schools for which the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Academies, 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 2019/20

**Secondary schools and academies - Year 7 applications are for children born between 1 September 2007 and 31 August 2008.**

The Key Scheme dates are:

Key Action	Scheme Date
<b>Publication of information (composite prospectus, Medway Test registration, etc)</b>	<b>By Wednesday 23 May 2018</b>
<b>Registration for the Medway test opens</b>	<b>Monday 4 June 2018</b>
<b>Closing date for Medway Test registration</b>	<b>Monday 2 July 2018</b>
<b>Deadline for Medway Test Special Arrangements requests from schools</b>	<b>Monday 9 July 2018</b>
<b>Special Arrangements Panel meeting and decisions</b>	<b>By Friday 13 July 2018</b>
<b>Deadline for 'late' Medway Test registration for exceptional reasons</b> (must be accompanied by written evidence confirming why it is late)	<b>Friday 13 July 2018</b>
<b>Publication of further secondary application information (flyers, etc)</b>	<b>By Wednesday 5 September 2018</b>
<b>Secondary school applications open</b> Online applications open at 9am	<b>Monday 10 September 2018</b>
<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 18 / Wednesday 19 September 2018</b> (in schools for children in Medway primary/junior schools)  <b>Saturday 22 September 2018</b> (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)
<b>Assessment decisions notified to parents/carers</b>	<b>Monday 8 October 2018</b>
<b>Deadline for receipt of Medway Test Review requests</b>	<b>Monday 15 October 2018</b>
<b>Deadline for primary and junior schools to submit review work to the Council</b>	<b>No later than 10am on Wednesday 17 October 2018</b>
<b>Medway Test Reviews and moderation</b>	<b>Thursday 18 and Friday 19 October 2018</b>
<b>Review decisions notified to parents/carers</b>	<b>By Tuesday 23 October 2018</b>
<b>Closing date for secondary applications (Online and SCAFs) – National Closing Date</b>	<b>No later than 5pm on Wednesday 31 October 2018</b>
<b>Deadline for 'late' school applications for exceptional reasons</b> (must be accompanied by	<b>No later than 5pm on Friday 9 November 2018</b>

written evidence confirming why it is late)	
<b>First Inter-LA data exchange undertaken</b>	<b>From Monday 26 November 2018</b>
<b>Indication of preference/applicant numbers made available to all Medway secondary schools</b>	<b>By Friday 14 December 2018</b>
<b>Ranking lists provided to all secondary schools (including all application detail) for prioritising against their over-subscription criteria and necessary checks, etc</b>	<b>By Monday 7 January 2019</b>
<b>Finalised ranked list submitted to the Council by all secondary schools</b>	<b>No later 5pm on Friday 18 January 2019</b>
<b>Ranked lists submitted, checked and verified in the admissions database.</b>	<b>By Monday 21 January 2019</b>
<b>Council to run the algorithm to determine the allocation of places</b>	<b>By Friday 25 January 2019</b>
<b>Inter-LA data exchange undertaken for offers (if applicable)</b>	<b>Approx. 28 January to 8 February 2019</b>
<b>Details of pupils being offered sent to all Medway secondary schools</b>	<b>By Friday 22 February 2019</b>
<b>Offer e-mails and letters sent to parents/carers National Offer Day</b>	<b>Friday 1 March 2019</b>
<b>Schools send out welcome letters</b>	<b>Not before Friday 8 March 2019</b>
<b>Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted</b>	<b>By Friday 29 March 2019</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 w/c Tuesday 23 April 2019 until Tuesday 31 December 2019</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 2018) to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 23 April 2019, 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 Tuesday 31 December 2019.

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 <https://admissions.medway.gov.uk/ParentPortal/Website/> or using a paper application form (SCAF), which can be obtained from Medway Council on request.

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

2. Online applications, SCAFs and supporting publications will:

- (a) Allow **Medway resident parents/carers to express up to six preferences** in priority order. Preferences can be expressed for Medway and non-Medway schools (except special or independent schools).  
***Parents/carers must complete the application for their home Local Authority (i.e. the LA where they live)***
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers will receive the offer of one school place only and that a place will be offered at the highest ranked preference, for which their child is eligible and where there is a place available, or if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper SCAFs must be returned to, in accordance with paragraph 8.

3. The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all Medway resident parents/carers who wish to apply using this method.
- (b) The paper applications are readily available on request from Medway Council.
- (c) A composite prospectus of all Medway secondary schools and academies along with details how the admissions process works is readily available on the Medway Council website to read/print and hardcopies of which will be available upon request.

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

5.

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

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

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

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

6.

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

7.

Applications must be submitted online or paper SCAFs returned to Medway Council by the closing date.

**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 School 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 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).

<b>The Medway Test process</b>
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**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:

Holcombe Grammar School	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 during the registration period, as detailed above.

Each Medway primary/junior school will be asked to decide on the individual testing arrangements for their school (including the test day(s) and venue).

Medway 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 9 July 2018 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 13 July 2018.**

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

***Any late registrations received after 13 July 2018 will not normally be able to be tested until after the allocation of places on 1 March 2019.***

13.

The Medway Test comprises of three papers. These are:

- English (extended writing task)
- Mathematics
- Verbal Reasoning

14.

Children unable to sit the Medway Test on the scheduled date(s) due to illness should provide a medical certificate to School Services and may be offered an alternative date to sit the test.

15.

Once all three papers have been marked, the raw scores are converted by 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 (standardised) 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 attending a Medway maintained school) based on school census data.

Pupils from out of area and/or attending a Medway independent school who achieve the minimum score or above will also be assessed as selective (grammar).

16.

Medway Test assessment decisions will be notified to **all** parents/carers who registered their child for testing on the determined 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 (in the manner advised

along with the assessment decision) and it **must be received** by Medway Council School 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 notified to parents/carers by the published date (as shown above).

### The school allocation/offer process

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

20.

The Council will provide all Medway secondary schools/academies with 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.**

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

21.

The Council will advise all Medway secondary schools/academies of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to prioritise against their over-subscription criteria. **This 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 School Services-Admissions Team no later than Friday 18 January 2019.

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

**Ranking lists will be available to schools/academies via secure means to comply with data protection and information governance procedures.**

22.

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

Any school/academy that offers governors places or operates banding must clearly identify and rank eligible applicants appropriately.

Completed ranking list must be submitted securely to comply with data protection and information governance procedures.

23.

The Council will check and verify all completed ranking lists in 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 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 details will be sent via secure means to comply with data protection and information governance procedures.

25.

On the offer day determined above, the Council will notify details of the school/academy being offered to all **Medway resident applicants**. The offer details will include the name of the school offered, the basic reasons why any other school named was refused and will extend the right of appeal to any named school that was not offered.

Medway Council will also make available all the information regarding the next steps for parents/carers (including acceptance/refusal of the place offered, waiting list and appeal request).

Schools/academies can send out their welcome information 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 information from the relevant school/academy.

### The appeal and waiting list/reallocation processes

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

26.

#### **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. Parents/carers will be notified the process for how to do this at the time of the school offer.

#### **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). Parents/carers will be notified the process for how to do this at the time of the school offer.

#### **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. Parents/carers will be notified the process for how to do this at the time of the school offer.



Appeal requests must be made in writing and any appeal requests for Academies, Foundation and VA schools 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 and up until the final date specified, the Council will undertake 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.

28.

### **Waiting Lists**

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

- If a school requested on the waiting list form for the first time is unable to offer a place at reallocation, the parents/carers will also have the right of appeal for that school.
- 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.
- **If a place can be offered from the waiting lists, any other offer being held will be withdrawn.**

<b>The handling of late applications</b>
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29.

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 Friday 9 November 2018**.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances, which may include serious illness, bereavement or a late move to the area, can be considered by the School Services Management Team.

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 School Services Management Team.**

For situations where it is decided that the reason for late submission is not exceptional and for ALL applications received after this date, the application will be held pending until after allocation on 1 March 2019 and will be processed as part of the ongoing reallocation of vacant places as defined above and after consultation with the relevant admission authority for the named schools/academies.

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

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All Medway secondary schools and academies are their own admission authority 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.

**All Medway schools and academies must comply with the provisions of the Council published co-ordinated admission scheme.** Please note that Medway UTC have opted out of co-ordination, as permitted by the Department for Education.

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

### **Definitions and Notes**

***Where a Medway secondary school or academy has not clearly defined any of its oversubscription criteria the following definition is to be used.***

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

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

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

***Please note that the Council 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 2019).

#### **Medical/health reasons:**

Medical evidence from a medical practitioner (GP or Consultant) must be provided to the School 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 School 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)).

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# Diversity impact assessment

<b>TITLE</b>	<b>School Admission Arrangements 2019</b>
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<b>DATE</b>	<b>30 October 2017</b>
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<b>LEAD OFFICER</b>	<b>Simon Harrington, Programme Lead-School Services</b>
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### 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 2019 and the arrangements being proposed in relation to community and voluntary controlled primary, infant and junior schools only.

In addition to the revision of dates to fit the 2019 admission timeline there are the following proposed changes (for community and voluntary controlled schools only):

- clarity of the definition of ‘teaching staff’
- introduction of a criterion for the children of crown servants

### 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. As at 5.00pm on 17 November 2017 when the consultation closed only 1 response had been received. This response agreed with the proposals.

### 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			
Disability			

# Diversity impact assessment

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> Crown Servants		✓	✓

#### 4 Summary of the likely impacts

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

The proposed changes will have a positive impact by increasing the opportunity of securing a place for children from crown servant families.

#### 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	School 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 and taking consideration of the admissions consultation, which closes on 17 November 2017.

## 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**

**Helen Jones**

**Date**

**18 November 2017**

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

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