

CABINET

15 FEBRUARY 2011

SCHOOL ADMISSION ARRANGEMENTS 2012

Portfolio Holder: Councillor Wicks, Children's Services

Report from: Rose Collinson, Director of Children and Adults

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Summary

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

This report details the outcome of the consultation on the primary and secondary co-ordinated admission schemes and seeks approval of the proposed arrangements for 2012 admissions.

1. Budget and Policy Framework

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

2. Background

- 2.1 One of the most important things that a parent can do for a child is to choose the right school. The Council aims to ensure that the admission arrangements published are fair, lawful and transparent. To achieve this aim the Council must be responsive to the needs of children, parents and their communities and put them at the centre of the process. As the admission authority for Medway's Community and Voluntary Controlled schools the Council is accountable for achieving fair access for all. This supports the council's core value of **putting our customers at the heart of everything we do**.
- 2.2 The admission arrangements aim to ensure that the transition for children and their families is as smooth as possible, which supports the council's priority of **children and young people having the best start in life**.

- 2.3 Each year the Local Authority is required to consult on co-ordinated admission schemes and arrangements for primary and secondary schools. The schemes set out how the Local Authority will co-ordinate the processing of applications to schools. Arrangements set out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools.
- 2.4 The following sections details the changes that have been proposed for the 2012 school admission arrangements and schemes, together with details and analysis of the outcome of the consultation process.

3. Options

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

There are no specific changes proposed to the co-ordinated scheme and admission arrangements other than the revision of dates for 2012 admissions.

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

There are no specific changes proposed to the co-ordinated scheme and admission arrangements other than the revision of dates for 2012 admissions and the following changes to published admission numbers (PAN's):

Barnsole Infants School – Pan increased to 90 from 60

The school has requested this change. In addition to the general comments of Overview and Scrutiny on 21 January 2011, which are set out in paragraph 7 of this report, this matter was discussed and supported by Overview and Scrutiny Committee on 20 October 2010

Delce Junior School – PAN increased to 120 from 90

This has been proposed to help accommodate the rising numbers in Delce Infant School and St Peter's Infant School

Oaklands Primary School – PAN increased to 60 from 50

This small increase is proposed to allow for sensible class organisation following the closure of Ridge Meadow Primary School

Luton Infant School – PAN decreased to 90 from 100

This decrease is proposed to allow for sensible class organisation and is in line with the school's net capacity

Luton Junior School – PAN decreased to 90 from 100

This decrease is proposed to allow for sensible class organisation and is in line with the school's net capacity

Fairview Primary School – PAN decreased to 60 from 90

This proposed decrease should be considered in the context of the below information.

Due to some overall surplus capacity in the Rainham area, we are consulting on a reduction of the PAN at Fairview Primary School to 60, which will support all schools in the area in ensuring that the intake of

pupils for 2012 admissions is more closely matched to their Published Admission Numbers. Forecasted pupil numbers for the area are expected to rise from 2013 and, therefore, we intend to consult on an increase of the PAN back to 90 for 2013 admissions.

4. Advice and analysis

- 4.1 There has been a relatively low response rate to the consultations (see section 6). All parties were advised when the consultation commenced that no response by the closing date for consultation (14 January 2011) would be taken as agreement to the proposed schemes and admission arrangements. All comments received have been considered by the Student Services Management Team and included in this report prior to making final recommendations.
- 4.2 Based on the responses received from schools, both co-ordinated schemes and admission arrangements (primary and secondary) have been agreed as proposed.
- 4.3 A Diversity Impact Assessment screening has been undertaken in January 2011 and the result of this shows that no Full Diversity Impact Assessment is required. A copy of the screening form is attached for information.

5. Risk Management

- 5.1 The proposed co-ordinated admission schemes and arrangements for 2012 admissions ensure that Medway Council is compliant with the co-ordination regulations. There are minimal changes to previously agreed arrangements and therefore a greatly reduced risk of objection to the proposed arrangements.
- 5.2 The consultation has been widely publicised, giving all interested parties the opportunity to submit their comments and views on the proposed arrangements thereby mitigating the risk of any challenge to our proposed co-ordinated admission schemes and arrangements.

6. Consultation

- 6.1 Consultation has taken place with the Admission Forum, headteachers and Chairs of Governors of all Medway schools, other Local Authorities and other admissions and diocesan authorities in the area. In addition to this a public notice was placed in the local newspaper to advise parents and parent groups that the consultation documents were available to view and respond to on the Council's website. Details of the primary admissions consultation documents were also circulated to local nurseries and children's centres.
- 6.2 The consultation period opened on Friday 19 November 2010 and closed on Friday 14 January 2011 in accordance with the requirements of the School Admissions Code to consult for a minimum of 8 weeks.
- 6.3 As at the closing date of the consultation (14 January 2011), the Council has received a total of 10 responses to the primary consultation and 6 responses to the secondary consultation.

6.4 *Secondary co-ordinated admissions scheme*

6 responses have been received by the closing date for consultation, 5 are from primary school headteachers and 1 from a secondary school. Of the 6 responses received, 4 agree with the proposed scheme and arrangements and 2 disagree.

The comments from those that disagree are that the Medway test itself and the registration period for the Medway test is too early in the year for families. *Medway's response to this is that the timing of the test is set with regard to the national closing date for school applications to ensure that families are provided with their child's test results prior to submitting their school application.*

The comment received from 1 secondary school was with regard to how grammar school testing is delivered and whether Medway should be looking to deem a specific number of children as selective (i.e. to reflect the number of grammar school places available each year) rather than working to a particular percentage of children (i.e 25% of the cohort each year). The school feel that this would help all grammar schools to be full each year and have a positive impact on the outcome of appeals for grammar schools. *Medway's response to this is that during the course of 2011, officers plan to undertake a review of how testing is delivered and how pupils are deemed selective. The results of this review will be put forward for consideration with a view to be implemented for 2013 admissions*

6.5 *Primary co-ordinated admissions scheme*

All of the responses received by the closing date for consultation came from primary school headteachers. All but one response agreed with the proposed scheme and proposed Published Admission Number (PAN) changes, as detailed in section 3.2.

One primary school objected to the proposed increase of Published Admission Number at Barnsole Infant School on the grounds of the impact on pupil placement in their school. *Medway's response to this is that the forecasted pupil numbers for the Gillingham area evidence that, with the increase in Published Admission Number, there is still sufficient pupils in the area to maintain the viability of all schools in the area.*

6.6 *Summary of proposed arrangements received from own Admission Authority schools (Voluntary Aided, Foundation and Academy)*

Academies and Voluntary Aided and Foundation schools are their own admissions authority and as such, are responsible for consulting and determining their own admission arrangements. These schools are still required to adhere to the co-ordinated admission schemes that are set by the Local Authority, but they set their own oversubscription criteria for the allocation of places.

As these schools are their own admission authorities, Cabinet are not being asked to approve their admission arrangements and the following is for information only.

The School Admission Code allows own admission authority schools to hold the same arrangements for up to three years should they wish to. This means that they do not have to consult on unchanged arrangements every year. For 2012 admissions the schools that have opted to continue their current arrangements are:

Primary Admissions –

High Halstow Primary School
St James' CE Primary School
St Mary's Island CE Primary School
Warren Wood Primary School

Secondary Admissions –

Bishop of Rochester Academy
Brompton Academy
Chatham Grammar School for Girls
Strood Academy
The Howard School
The Hundred of Hoo Comprehensive School
The Robert Napier School

All other own admission authority schools have submitted proposed arrangements for consultation and the following is a summary of the key points that have arisen from these consultations. Full details of the arrangements can be reviewed on the admissions pages of the Medway website.

The Thomas Aveling School are proposing the introduction of an access area to give children living in the Borstal area a higher priority for a place (after children in public care and siblings) and they are also proposing an increase of the Published Admission Number (PAN) from 180 to 190. Their reasoning for the access area is to assist applicants from Borstal who have not traditionally been able to gain a place on distance grounds alone even though the school is their most accessible. The school feel that by increasing the PAN at the same time, they will not be disadvantaging any children from areas where they have traditionally gained places.

The Rochester Grammar School are proposing an increase of their Published Admission Number (PAN) from 165 to 180. Their reasons for this proposed increase are because they have admitted a number of children over the last three years as a result of successful appeals, the school operates a 6 form entry organisation and the increased PAN makes best use of resources, they will be better placed to defend fullness at future appeals with a 6 form of 30 pupils and they do not feel that this would impact on selective places in Medway as another grammar school has recently reduced their PAN.

Fort Pitt Grammar School are proposing to remove their 'scores tie-breaker' This has been removed as the School Admissions Code does not allow the use of scores in oversubscription where a school gives priority to siblings.

St John Fisher Catholic Comprehensive School are proposing an amendment to their admissions arrangements. The changes are that all Looked after Children will be given highest priority rather than just Looked

after Catholic Children or in the care of Catholic families and the removal of feeder schools for baptised Catholic children. The school's final criterion (all other children) allows for children eligible for free school meals to be considered ahead of children purely on distance alone.

All Catholic Primary Schools are proposing uniform arrangements. This means that they will all follow the same arrangements for admissions. These proposals have been put forward by the schools following discussions and agreement with the Archdiocese.

There are no other proposed changes from own admission authority schools.

It may be of interest to note that Brompton Academy will be continuing to adopt the use of a 'Fair Banding Test' for all applicants to assess their ability and to ensure a broad cross section of children are allocated places. Fair Banding is used to help schools cater for children of all abilities and is a recognised oversubscription criterion by the Department for Education (DfE). The test is not a pass or fail test, but rather places children into ability bands relative to their actual ability. When places are allocated they are distributed across all the ability bands and other oversubscription criteria are applied within each band to allocate places.

7. Children and Young People Overview and Scrutiny Committee – 20 January 2011

- 7.1 The Children and Young People Overview and Scrutiny Committee considered the proposed school admission arrangements for 2012 at its meeting on 20 January 2011.
- 7.2 At the meeting the Student Services Manager updated the committee on consultation responses. The consultation had finished on 14 January 2011, after the despatch of the committee's agenda, and two further responses had been received in relation to primary admission arrangements. One was in support and one objected to the increased Published Admission Number for Barnsole Infants on the grounds of pupil placement impact. He confirmed however that officers did not feel there would be an impact. The additional responses reported to the committee have been included with the consultation section of this report.
- 7.3 Members then raised the following points: -
 - increased communications to parents to ensure a clear understanding of the process and the reasons for the long time scale between applying for the test and receiving an offer of a school place;
 - that a briefing be provided for Members, after the local elections in May 2011, to provide Members with information about the admissions process and for this to include information on school transport applications and appeals also;
 - the details on booklets relating to providing information in different languages should explain further what an applicant should do.
- 7.4 In response, officers explained that the admission booklet was published every year, in June and added that this year, officers would be holding area based parent presentations to ensure all parents within an area are

captured, rather than just providing presentations for parents at primary schools. There was also an intention to develop the booklet into a more questions and answers based document and to encourage more parents to use the website. Officers undertook to consider this for the 2012 booklets and to provide a briefing for Members as requested.

- 7.5 The committee recommended the Cabinet to agree the proposed school admission schemes and arrangements for 2012 as detailed in the report.
- 7.6 It is noted that since the co-ordinated schemes were considered by the Overview and Scrutiny Committee, a minor change has been made to the Secondary Admissions scheme. This change concerns the dates by which schools will be provided with applicant details and the date by which they will need to return their prioritised applicant lists. These amendments have no impact on the overall scheme but will provide more time for the cleansing of pupils data (to ensure data integrity) and give the schools with more time to consider applications against their oversubscription criteria correctly.

8. Implications for looked after children

- 8.1 Children in public care/Looked after Children are given the highest priority for places in all schools' oversubscription criteria. This is a requirement of the School Admissions Code and all Medway schools adhere to this requirement. For grammar schools, a Looked After Child who has been assessed as grammar under the Medway Test will have the highest priority for a place.

9. Financial and legal implications

- 9.1 In accordance with the requirements of the Schools Standard and Framework Act 1998, local authorities (LA's) are required to consult each year with the governing bodies of the schools for whom it is the admission authority (i.e. Community and Voluntary Controlled schools) about the proposed admission arrangements for the following year. In addition the LA is required to consult with other admission authority schools (Academies, Voluntary Aided and Foundation schools), other LA's and other relevant parties (e.g. diocesan boards). Similarly, own admission authority schools have a duty to consult on their proposed arrangements with the LA and other parties.
- 9.2 The Education Act 2002 and subsequent regulations place a duty on LA's to formulate co-ordinated admission schemes for primary and secondary admissions which cover all maintained schools in their area, to co-ordinate the admission processes.
- 9.3 The Education and Skills Act 2008 requires all admissions authorities to consult with all relevant parents (including parents and parent groups) for a minimum of 8 weeks on their proposed arrangements. All consultation must be completed by 1 March of the academic year prior to that being consulted on (i.e. 1 March 2011 for 2012 admissions).
- 9.4 Local authorities have an important role to monitor the arrangements of all schools for compliance with the School Admissions Code. The LA report to the Schools Adjudicator on the fairness and legality of the

admissions arrangements for all school in our area. The Schools Adjudicator has a wider remit as the independent enforcer of fair access to schools.

9.5 The proposed arrangements require all schools to admit children with Statements of Special Educational Needs, which name that school; which is a statutory requirement in the case of maintained schools and a usual requirement of Funding Agreements in the case of Academies.

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

10. Recommendations

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

10.2 The Cabinet is asked to determine the Primary Admissions co-ordinated scheme and admission arrangements including the amendments to Published Admission Numbers (as shown in section 3.2).

11. Reasons for decision

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

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Background papers

- School Standards and Framework Act 1998 and regulations
- Education Act 2002 and regulations
- The School Admissions Code 2010
- School Admissions regulations 2008
- Education and Skills Act 2008
- Co-ordinated admission schemes and arrangements fro Primary and Secondary admissions 2012 (copies attached at Appendix 1 and 2)
- DIA screening (copy attached at Appendix 3)



Medway Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2012/13

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

Author: Simon Harrington
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Date: 25 January 2011
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1.0	15 October 2010	Initial Draft	Simon Harrington
1.1	22 October 2010	Revised Draft	Simon Harrington
1.2	15 November 2010	Final Consultation	Simon Harrington
1.3	25 January 2011	Final Determination	Simon Harrington

Introduction / Background

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

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

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

Admissions Policy

- (a) Children reach compulsory school age at the start of the term following their fifth birthday. However, all Medway schools admit four year olds into Foundation Stage classes. The children due to be admitted during academic year 2011/2012 are those born between 1 September 2006 and 31 August 2007.
- (b) Schools must provide for the admission of all children in the September following their fourth birthday. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision **must** apply for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.
- (c) Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents can also request that their child attends part-time until the child reaches compulsory school age. Parents of children with summer term birthdays (1 April to 31 August 2008) may ask to start their child in Year 1 in September 2013 but the reception place will not be saved. Parents will have to re-apply for a Year 1 place. Parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 3)

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 3) in September 2012.

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

Year 3 applications are for children born between 1 September 2004 and 31 August 2005.

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper applications forms delivered to schools, nurseries, etc	2/3/4 November 2011
Online applications open - 9am	Monday 7 November 2011
Closing date for applications (Online and RCAF/JCAF) – National Closing Date	Sunday 15 January 2012
Inter-LA data exchange undertaken for applications (if applicable)	Between 30 January and 3 February 2012
Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)	By Wednesday 8 February 2012
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)	By Friday 17 February 2012
Finalised ranked list return to the LA by Foundation and VA schools (via the S2S website)	No later Friday 2 March 2012
Ranked lists imported to the admissions database.	By Friday 9 March 2012
LA to run the algorithm to determine the allocation of places	By Friday 16 March 2012
Inter-LA data exchange undertaken for offers (if applicable)	Between 19 and 21 March 2012
Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)	By Monday 26 March 2012
Offer e-mails and letters sent to parents	Friday 30 March 2012
Schools send out welcome letters	Not before Monday 16 April 2012
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 23 April 2012
The LA re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	w/c Monday 30 April 2012

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 2012).
- Confirms that after 30 April 2012, the LA considers applicants through the normal waiting list / In-Year procedures.

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

1.

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

The LA cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both. If the LA receives multiples applications, they will contact the parent to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools only. Online applications cover both of the above.

3.

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

4.

Online applications, RCAFs/JCAFs and supporting publications will:

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

- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 9.

5.

The LA 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 can use library and/or Internet café facilities.
- (b) The paper RCAF/JCAF are readily available on request from the LA, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to print, complete and return.
- (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 LA, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to read/print.

6.

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

7.

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

Where a SIF is required it must be requested direct from the school or will be available via the LA's website as part of the schools published admission arrangements. SIF's must be returned to the school by the closing date for applications as defined within the LA co-ordinated admissions scheme.

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

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

8.

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

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

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to the LA or any Medway Primary School by the closing date (**Sunday 15 January 2012**).

As the closing date this year falls on a Sunday, Medway will accept paper application forms received by schools up to Monday 16 January 2012.

The LA will arrange collection of the paper forms from designated collection points on Tuesday 17 January 2012.

10.

The LA will act as a clearing house for the allocation of places.

The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents and the LA. The LA will look to offer a place at the highest named preference for which the child is eligible.

The LA will allocate places in accordance with paragraph 14.

11.

By 8 February 2012 – The LA will advise all Medway primary, infant and junior schools of the number of preferences expressed for them. Where there are preferences expressed for non-Medway schools, or where a non-Medway resident has expressed a preference for a Medway school, the LA will have also completed any data exchange with other LAs by this date.

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

12.

By 17 February 2012 – The LA 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. The LA will undertake distancing for all applicants to all schools.

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

13.

By 2 March 2012 – Foundation and Voluntary Aided schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the LA for consideration in the allocation process.

14.

By 16 March 2012 - The LA 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.

By 26 March 2012 - The LA will inform schools of the pupils to be offered places at their school.

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

16.

On offer day, **30 March 2012** – The LA will:

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

Schools will send out their welcome letters no earlier than Monday 16 April 2012.

17.

By 23 April 2012 –

- (a) Parents 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. The LA will request details of all refusals received by school to be sent via e-mail by close of business on Tuesday 24 April 2012. If the school receives no response, all parties will assume the place has been accepted.
- (b) Parents must submit requests to be included on a school's waiting list by this date. Request must be submitted to the LA and parents can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form)
- (c) Parents must submit any appeal request by this date. At this stage parents can only appeal for schools that they originally named on their application form. Appeal request for Community and VC schools must be returned to the LA and appeal requests for Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school.

18.

Week commencing **30 April 2012** – The LA will re-allocate any places that have become available since offer day to children who have requested to be placed on the waiting list, according to the individual schools' over-subscription criteria.

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.

Waiting Lists

19.

Parents may ask for their child's name to be kept on a waiting list should places become available after 30 April 2012. Applicants will be ranked in the same order as the published oversubscription criteria.

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

In accordance with the School Admissions Code, waiting lists will be held by the relevant admissions authority at least until the end of the first term in the academic year 2012/13 (October break).

After this time parents 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 child at the top of the waiting list.

20.

Crown Servants – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the SA Code, paragraph 3.27) confirming the posting, future address and date of posting.

Late Applications

The closing date for applications in the normal admissions round (as above) is 15 January 2012.

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

21.

For parents resident in Medway on or before the closing date (15 January 2012) –

- As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the LA **before Tuesday 31 January 2012**.
- Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances/good reason (e.g. serious illness bereavements, etc) can be considered by 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 30 March 2012 and will be considered at re-allocation.

22.

For parents who have moved to Medway after the closing date and by 31 January 2012 –

- Any application received from a new Medway resident after the closing date and by 31 January 2012 will be included in the normal allocation of places on 30 March 2012.
- Such applications must be accompanied by proof of the Medway address and the date of the move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

23.

Any application received after 31 January 2012 but before 30 April 2012 –

Applications received after 31 January 2012 (for whatever reason) will not be considered for places on 30 March 2012, but will be included in the re-allocation of places on 30 April 2012 as defined above and after consultation with the relevant admission authority for the named schools.

The child's name will automatically be placed on the waiting list for any schools named that are unable to offer a place.

24.

Any application received after 30 April 2012 –

These will be considered under the continuing reallocation of places

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

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

1. **Children in public care** - (see note A)
2. **Attendance at a paired infant school** - (see note B)
3. **Current Family Association/Sibling** (a brother or sister attending the named schools at the time of application and who will still be attending in September 2012) – (see note C)
4. **Denominational preference** (for Voluntary Controlled church schools only) – (see note D)
5. **Child's health reasons** – (see note E)
6. **Nearness of children's home and ease of access to the school** (for Halling Primary School only) – (see note F)

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 LA will give multiple birth applications a higher priority for place than other applications with the exception of children in public care. Parents/carers must tick the appropriate box on the application to indicate the children are of multiple birth.

Tiebreaker –

in the event of a tie within any criterion 1-5, places will be allocated to those living closest to the school measured by the short available walking route.

Definitions and Notes:

A.

Sometimes referred to as Looked After Children, these are children for whom the council provides a home by agreement with their parents or who are subject to a Care Order under Part IV of the Children Act 1989.

B.

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

C.

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 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.

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

D.

If a Voluntary Controlled church school is named, parents must ensure that they answer the denominational preference question on the application form. Please note that ticking the 'no' box will give the child a lower priority for a place. No answer to the question will be taken as a 'no' response.

E.

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

F.

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

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

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

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

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

Halling Primary School only – This school will use the ease of access part of criterion 6, which means:

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

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

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

School Name	Indicated Admission Number (IAN)	Proposed PAN 2012
All Faiths' Children's Community School*	25	30
All Saints CE Primary School*	42	45
Allhallows Primary School	30	30
Balfour Infant School (paired with Balfour Junior School)	90	90
Balfour Junior School (paired with Balfour Infant School & St John's CE VC Infant School)	120	120
Barnsole Infant School (paired with Barnsole Junior School)*	89	90
Barnsole Junior School (paired with Barnsole Infant School)	90	90
Bligh Infant School (paired with Bligh Junior School)	60	60
Bligh Junior School (paired with Bligh Infant School)	60	60
Brompton Westbrook Community Primary School	45	45
Burnt Oak Primary School	60	60
Byron Primary School	75	75
Chattenden Primary School	30	30
Cliffe Woods Primary School ****	52	45
Cuxton Community Infant School (paired with Cuxton Community Junior School)	50	50
Cuxton Community Junior School ** (paired with Cuxton Community Infant School)	45	50
Deanwood Primary School	30	30
Delce Infant and Nursery School (paired with Delce Junior School)	90	90
Delce Junior School (paired with Delce Infant and Nursery School)	120	120
Elaine Primary School	50	50
Fairview Primary School #	90	60
Featherby Infant School (paired with Featherby Junior School)	90	90
Featherby Junior School (paired with Featherby Infant School)	90	90
Glencoe Junior School (paired with Greenvale Infant and Nursery School)	76	60
Gordon Infant School *** (paired with Gordon Junior School)	63	60
Gordon Junior School (paired with Gordon Infant School)	100	100
Greenvale Infant and Nursery School (paired with Glencoe Junior School)	60	60
Halling Primary School	40	40
Hempstead Infant School (paired with Hempstead Junior School)	90	90
Hempstead Junior School (paired with Hempstead Infant School)	90	90
Hilltop Primary School	60	60
Hoo St Werburgh Primary School and Marlborough Centre	60	60
Horsted Infant School (paired with Horsted Junior School)	60	60
Horsted Junior School (paired with Horsted Infant School)	60	60
Kingfisher Primary School and Children's Centre	30	30
Lordswood School	60	60
Luton Infant School * (paired with Luton Junior School)	87	90
Luton Junior School *** (paired with Luton Infant School)	98	90
Maundene Primary School	60	60
Miers Court Primary School *	58	60
Napier Community Primary School ***	77	60
New Road Primary School and Nursery Unit *	40	45

Oaklands School *	50	60
Parkwood Infant School (paired with Parkwood Junior School)	90	90
Parkwood Junior School ** (paired with Parkwood Infant School)	89	90
Riverside Primary School	30	30
Saxon Way Primary School ***	34	30
Sherwin Knight Community Infant School * (paired with Sherwin Knight Junior School)	70	75
Sherwin Knight Junior School *** (paired with Sherwin Knight Community Infant School)	81	75
Skinner Street Primary School *	58	60
Spinnens Acre Junior School (paired with Swingate Infant and Nursery School)	90	90
St Helen's CE Primary School	30	30
St John's CE VC Infant School (paired with Balfour Junior School)	30	30
St Margaret's Infant School (paired with St Margaret's CE VC Junior School)	90	90
St Margaret's CE VC Junior School (paired with St Margaret's Infant School)	90	90
St Margaret's at Troy Town CE VC Primary School	30	30
St Nicholas CE VC Infant School	40	40
St Peter's Infant School	40	40
Stoke Community Primary School *	17	20
Swingate Infant and Nursery School (paired with Spinnens Acre Junior School)	90	90
Temple Mill Primary School	30	30
The Pilgrim School	30	30
Thames View Primary School (name subject to change)	60	60
Twydall Primary School, Nursery and Children's Centre	75	75
Wainscott Primary School	30	30
Walderslade Primary School	30	30
Wayfield Community Primary School	30	30
Woodlands Primary School *	46	60

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

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

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

**** PAN is lower than the IAN to avoid destabilising the intake of other rural schools in the area and thus sustaining the option of local schools for parents.

The reduction of PAN to 60 at Fairview Primary School is for the period of one year only. This is to accommodate the current needs of the school and the community. For 2013 admissions, we intend to consult on an increase back to 90 to accommodate the forecasted needs of the community in future years.

Section 4 – Details of the Co-ordinated Scheme for Primary In-Year Admissions

Definition:

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-6 during the academic year and outside of the transfer process.

In accordance with legislation all school applications must be processed by the LA and only the LA can communicate the offer of a place to parents. For own admission authority schools, this means that the LA will communicate any offer on their behalf.

Aim:

To place children within 10 school/working days.

General principles:

Application is made on either the 'Casual Admissions Form' or 'Change of Medway School Form' available from all schools or on-line and returned to the LA.

If an application is received for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

Where parental preference cannot be met the right of appeal will be offered.

Monitoring of service:

Termly monitoring will be undertaken by the Student Services Management Team. A report will be produced and distributed to relevant parties.

Monitoring will look at the time taken to place children, school uptake of Casual admissions and a profile of those going through the system.

Local authorities have a duty to report compliance with the code, including casual admissions arrangements to the Schools Adjudicator.

Year group numbers:

Each school will be required to provide their up to date roll numbers for each year group every week or upon request. This is to ensure that vacant places can be offered as quickly as possible.

Applications Forms and process:

Medway resident parents must complete the Medway form, but can name schools outside of Medway. Parents resident outside of Medway must complete their home LA form, but can name Medway schools.

1. Parents can name up to four preferences.

Preferences will be considered in the order they are listed on the form and in accordance with the named schools' over-subscription criteria.

2. If a preferred school also requires a Supplementary Information Form, parents must obtain these from and return them to the relevant school directly.
3. The LA will approach all schools named, in order, to ascertain if a place can be offered.
4. Once approached, schools must confirm back to the LA within 48 hours whether a place can be offered or not. If a school feels unable to offer a place they must advise the LA of the reasons for refusal. If a school requires additional time to make a decision, in exceptional circumstances only, they must obtain the prior agreement of the LA to more time, but the additional time should not exceed 5 school/working days.
5. Where a non-Medway school is named as a preference, Medway will exchange the application details with the relevant LA to seek confirmation of a place. The relevant LA must then confirm whether an offer can be made and Medway will advise the parent of the outcome. This process will be reversed if Medway received details of an application for a Medway school from another LA.
6. If none of the preferred schools can offer a place (due to over-subscription), then the LA will look to offer a place at the nearest appropriate school with a vacancy to the child's home. This school will be contacted prior to the offer being made. This will also be the process where no preferences are named on the application form.
7. Once a school offer has been agreed, the LA will send the parents a formal offer letter. No offer letters can be sent from schools directly.
8. The offer letter will advise parents of their right of appeal for any school they named that has not been able to offer a place.
9. Any offer made will be confirmed to the relevant school and they will contact the parent to arrange a suitable start date/admissions meeting. Any meeting should be arranged within 2 school/working days and a start date with 5 school/working days wherever possible. Schools must confirm agreed start dates with the LA.
10. Parents are required to confirm acceptance or refusal of a place offered, directly to the school within 10 school days. If the LA has not received confirmation of a start date in this time, a reminder will be sent, providing an additional 7 days for a response. Schools must inform the LA if a child fails to appear, and take up the place offered. If it becomes apparent that a child is missing education, a referral can be made to the Education Welfare Service.
11. If a parent approaches a school directly for a place, the following steps must be adopted.

If the school has no places available:

- The school must provide the parent with the application form to be completed and return to the LA.
- Parents must not be discouraged from naming a school even if it is full.

- All schools must advise parents that they can still name the school even if there are no places available. This will enable the LA to allow parents their statutory right of appeal.
- The LA will undertake 'spot checks' from time to time to ensure that parents are receiving the appropriate information when approaching schools.

If the relevant school feels that they do have places available:

- The school must contact the LA to confirm roll numbers for the year group and whether there are any outstanding applications.
- If there are no pending applications or there are more places available than applications outstanding, the LA will confirm to the school that they may advise the parent that a place can be offered.
 - The school must then ensure that the parent completes the application form in their presence and that this is returned to the LA (via e-mail or fax by the school). Once this is received the LA will log the details and send a formal offer letter retrospectively.
 - The school must confirm the start date of the child with the LA.
- If there are more pending applications than there are places available, the school must advise the parent that they need to complete the application form and return it to the LA before any decision can be made regarding an offer. The LA will then consider all pending applications in the normal process as defined above.

12. For families moving into the area, the process for securing a place cannot be started until the LA have proof of the new address and moving date (e.g. a copy of a signed tenancy agreement or exchange of contracts).

13. Change of Medway School requests:

Where a parent wishes to transfer their child from one Medway school to another they must complete the Change of Medway School Application Form.

- Parents complete the first section of the form.
- They should then have a meeting with their child's current school to discuss the request and the current school complete the second section of the form.
- The LA will contact the current school to discuss the application, if the second section is not completed.
- Once the LA are satisfied that the application is complete, it will follow the standard procedures as defined above for casual admissions.
- If a place can't be offered at the preferred school(s), the parent will be advised of their right of appeal
- In most circumstances no alternative school will be offered and the pupil must not be taken off roll of their current school until a new school place has been confirmed by the LA. The circumstance whereby a child can be removed from roll are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance matters. Premature removal from roll may result in the Education Welfare Service taking unnecessary action .

14. Consideration of Looked after Children.

When considering casual admissions applications for Looked after Children, the following will be considered:

- Carers preferences
- Proximity from home to school and ease of access

- Places available
- Social networks
- 'Sibling' placements
- Virtual Head recommendation

The School Admissions Code allows the placing of Looked after Children above PAN if it is believed that this is in the best interests of the child.

The virtual head for Looked after Children will be informed of all applications from Looked after Children and advice sought re. placement if the first preference cannot be met.

15. **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 a letter from the commanding officer confirm the posting, future address and date of posting.
 16. It is expected that a large majority of children will be successfully placed inline with this scheme. However, where it has not been possible to secure a place for a child within 15 school/working days of receiving the application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the School Admissions Code, then a placement will be considered by the local Hard to Place Panel in line with the agreed Fair Access Protocols.
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Medway Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2012/13

Incorporating Transfer to Year 7
And
Secondary In-Year Admissions

Author: Simon Harrington
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Date: 25 January 2011

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1.0	22 October 2010	Initial Draft	Simon Harrington
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Introduction / Background

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

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

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

Admissions Procedure

1. Parents can apply for a school either online at www.medway.gov.uk/onlineadmissions or by completing the paper common application form. The national closing date for secondary application is Monday 31 October 2011.
2. Places will be offered according to the co-ordinated admission scheme.
3. Parents can ask for their child's name to go on the waiting list of any appropriate school. Waiting lists will be maintained until the end of the first term in October 2011 and children will be ranked in waiting lists according to the oversubscription criteria.
4. Children who are allocated to a school in accordance with local fair access protocols or subject of a direction by the local authority will take precedence over those on a waiting list.

Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in September 2012.

Year 7 applications are for children born between 1 September 2000 and 31 August 2001.

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	w/c Monday 6 June 2011
Online registration for the Medway test open - 9am	Monday 6 June 2011
Closing date for Medway Test registration	Friday 8 July 2011
Secondary application information (SCAFs, etc) to primary and junior schools	w/c Monday 5 September 2011
Medway Test Date	Saturday 24 September 2011
Assessment Decision Letters posted to parents (e-mails sent after 4pm to those that registered online)	Friday 7 October 2011
Deadline for Medway Test Review Requests	Friday 14 October 2011
Deadline for primary and junior schools to submit review work to the LA	Tuesday 18 October 2011 (10am)
Medway Test Reviews	Wednesday 19 and Thursday 20 October 2011
Review decisions posted to parents	By Wednesday 26 October 2011
Closing date for applications (Online and SCAF) – National Closing Date	Monday 31 October 2011
First Inter-LA data exchange undertaken	By Tuesday 6 December 2011
Summary of applicant numbers sent to all Medway secondary schools (via S2S website)	By Friday 9 December 2011
Full applicant details sent to all Medway secondary schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)	By Tuesday 6 January 2012
Finalised ranked list returned to the LA by Foundation and VA schools (via the S2S website)	No later Friday 20 January 2012
Ranked lists imported to the admissions database.	By Friday 27 January 2012
LA to run the algorithm to determine the allocation of places	By Friday 27 January 2012
Inter-LA data exchange undertaken for offers (if applicable)	Between 30 January and 10 February 2012
Details of pupils being offered sent to all Medway secondary (via S2S website)	By Friday 24 February 2012
Offer e-mails and letters sent to parents National Offer Day	Thursday 1 March 2012
Schools send out welcome letters	Not before Monday 5 March 2012
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 26 March 2012
The LA re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	w/c Monday 2 April 2012

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 (31 October 2011).
- Confirms that after 2 April 2012, the LA considers applicants through the normal waiting list / In-Year procedures.

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

1.

Medway resident parents will have the opportunity to apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a standard paper form known as the Secondary Common Application Form (SCAF).

The LA cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both. If the LA receives multiples applications, they will contact the parent to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

Booklets and Medway Test Registration forms will be sent to schools w/c 6 June 2011. Secondary Common Application forms will be sent to schools w/c 5 September 2011.

2.

The online application or SCAF will be used by Medway parents 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).

3.

Online applications, SCAFs and supporting publications will:

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

4.

The LA will 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 can use library and/or Internet café facilities.
- (b) The paper SCAFs are readily available on request from the LA, Medway maintained primary and junior schools and is also available on the Medway Council website to print, complete and return.
- (c) A composite prospectus of all Medway maintained secondary schools and written explanation of the co-ordinated admissions scheme is readily available on request from the LA, Medway maintained primary and junior schools and is also available on the Medway Council website to read/print.

5.

Only preferences expressed on a submitted online application, via www.medway.gov.uk/onlineadmissions, or on a paper SCAF are valid applications.

6.

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

Where a SIF is required it must be requested direct from the school or will be available via the LA's website as part of the schools published admission arrangements. SIF's must be returned to the school by the closing date for applications as defined within the LA co-ordinated admissions scheme.

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

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

7.

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

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

8.

Completed applications must be submitted online and paper SCAFs returned to the LA or the child's Medway Primary School by the closing date (**Monday 31 October 2011**).

The LA will arrange collection of the paper forms from designated collection points on Tuesday 1 November 2012.

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

9.

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

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

10.

The LA will act as a clearing house for the allocation of places.

The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or SCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents and the LA. The LA will look to offer a place at the highest named preference for which the child is eligible.

The LA will allocate places in accordance with paragraph 24.

Testing for admission to Medway grammar schools

11.

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

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

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

12.

Registration for the Medway Test **opens 6 June 2011**. Parents wishing their children to sit the Medway Test are required to register with the LA (either online or using a paper registration form). Registration **closes on 8 July 2011**.

The date of the Medway Test is Saturday 24 September 2011.

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

13.

Late registrations to sit the Medway Test on Saturday 24 September 2011 will only be allowed in exceptional circumstances or for 'good reason' * (e.g. serious illness, bereavement, late move to the area, etc). Any late registration request must be accompanied by a letter explaining the reasons for the late registration.

Late registrations for 'good reason' will be accepted up until 31 July 2011.

Late registrations for families who have just moved into the area will be accepted up until 24 August 2011.

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

Any late registrations received after the above dates will not be able to be tested until after the allocation of places on 1 March 2011.

14.

The Medway Test comprises of three papers. These are:

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

15.

Children unable to sit the Medway Test on Saturday 25 September due to illness should provide a medical certificate to Student Services and these will be offered an alternative date to sit the test prior to allocation.

16.

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

The minimum total weighted score to be assessed as suitable for admission to a Medway grammar school is set each year. This minimum score is set at the 23rd percentile of the Medway cohort (i.e. Year 6 children resident in Medway and attending a Medway maintained school). Pupils from out of area who achieve the minimum score will also be assessed as suitable for admission to a Medway grammar school.

17.

Medway Test assessment decisions will be sent to parents by letter on **7 October 2011**. Parents who registered online for the test will also be sent an e-mail advising basic detail of their child's assessment decision after 4pm on this date.

18.

Where a child does not achieve the minimum score required, parents can ask for the assessment decision to be reviewed. For each review case, samples of work from the last two terms of Year 5 and the first term of Year 6 will be requested from the child's current school in the following areas:

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

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

19.

Parents must submit any request for review by **14 October 2011**. Schools will be requested to submit review work by 10am on 18 October 2011 and the reviews will take place on 19/20 October 2011.

20.

Review decisions will be sent to parents by letter by **26 October 2011**.

21.

By 9 December 2011 – The LA will advise all Medway secondary schools of the number of preferences expressed for them. Where there are preferences expressed for non-Medway schools, or where a non-Medway resident has expressed a preference for a Medway school, the LA will have also completed any data exchange with other LAs by this date.

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

Also by this date the LA will provide primary schools with a list of their pupils who have applied for Year 7 places.

22.

By 6 January 2012 – The LA will advise all Medway secondary 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. The LA will undertake distancing for all applicants to all schools. Any issues arising from these checks must be reported to the LA no later than 20 January 2012.

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

23.

No later than 20 January 2012 – Foundation and Voluntary Aided schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the LA for consideration in the allocation process.

Any school that offers governors places or operates banding must inform the LA of the successful applicants for these places by 13 January 2012.

24.

By 27 January 2012 - The LA 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.

25.

By 24 February 2012 - The LA will inform schools of the pupils to be offered places at their school.

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

26.

On national offer day, **1 March 2012** – The LA will:

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided an e-mail address.
- (b) send ALL Medway Parents decision letters. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the 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 will send out their welcome letters no earlier than Monday 5 March 2012.

27.

By 26 March 2012 –

- (a) Parents 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. The LA will request details of all refusals received by schools to be sent via e-mail by close of business on Tuesday 27 March 2012.
- (b) Parents must submit requests to be included on a school's waiting list by this date. Request must be submitted to the LA and parents can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form)
- (c) Parents must submit any appeal request by this date. At this stage parents can only appeal for schools that they originally named on their application form. Appeal request for Community and VC schools must be returned to the LA and appeal requests for Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school.

28.

Week commencing **2 April 2012** – The LA will re-allocate any places that have become available since offer day to children who have requested to be placed on the waiting list, according to the individual schools' over-subscription criteria.

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.

Waiting Lists

29.

Parents may ask for their child's name to be kept on a waiting list should places become available after 2 April 2012. Applicants will be ranked in the same order as the published oversubscription criteria.

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

In accordance with the School Admissions Code, waiting lists will be held by the relevant admissions authority at least until the end of the first term in the academic year 2012/13 (October break).

After this time parents 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 child at the top of the waiting list.

30.

Crown Servants – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the SA Code, paragraph 3.27) confirming the posting, future address and date of posting.

Late Applications

The closing date for applications in the normal admissions round (as above) is 31 October 2011.

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

31.

For parents resident in Medway on or before the closing date (31 October 2011) –

- As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the LA **before Friday 25 November 2011**.
- 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. If it is decided that the reason for late submission do not constitute good reason, the application will be held until after allocation on 1 March 2012 and will be considered at re-allocation.
- Exceptional circumstances or 'good reason'* may include serious illness, bereavement, late move to the area, etc.

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

32.

For parents who have moved to Medway after the closing date and by 25 November 2011 –

- Any application received from a new Medway resident after the closing date and by 25 November 2011 will be included in the normal allocation of places on 1 March 2012.
- Such applications must be accompanied by proof of the Medway address and the date of the move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

33.

Any application received after 25 November 2011 but before 1 March 2012 –

Applications received after 25 November 2011 (for whatever reason) will not be considered for places on 1 March 2012, but will be included in the re-allocation of places on 2 April 2012 as defined above and after consultation with the relevant admission authority for the named schools.

The child's name will automatically be placed on the waiting list for any schools named that are unable to offer a place.

34.

Any application received after 2 April 2012 –

These will be considered under the continuing reallocation of places

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

For entry to Year 7

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

1. **Children in public care** - (see note A)
2. **Current Family Association/Sibling** (a brother/sister attending the named school(s) at the time of application and who will still be attending in September 2012) – (see note B)
3. **Child's health reasons** – (see note C)
4. **Residence in an access area** – (see note D)
5. **Nearness of children's home** – (see note E)

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

For Community and Voluntary Controlled grammar schools applicants who have been assessed as suitable for admission to a Medway grammar schools will be considered against the above criteria.

Definitions and Notes:

A.

Sometimes referred to as Looked After Children, these are children for whom the council provides a home by agreement with their parents or who are subject to a Care Order under Part IV of the Children Act 1989.

B.

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 must be attending the named school at the time of application and at the time the younger child would start (September 2012).

C.

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

D.

The Community schools which operate an access area are:

- Greenacre School
- Walderslade Girls School
- Rainham School for Girls

E.

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

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

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

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

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

For entry to Year 12

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

- 1. Students in public care** - (see note A above)
- 2. Current Family Association/Sibling** (a brother/sister attending the named school(s) at the time of application and who will still be attending in September 2012) – (see note B above)
- 3. Students attending Year 11 in one of the other schools in the consortium.**
- 4. Nearness of children's home** – (see note E)

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

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

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

Entry to Year 7

School Name	Indicated Admission Number (IAN)	Proposed PAN 2012
Chatham Grammar School for Boys*	146	146
Greenacre School	166	160
Rainham School for Girls	270	270
Sir Joseph Williamson's Mathematical School*	168	168
Walderslade Girls School	164	160

*Grammar school

Entry to Year 12

School Name	Number of additional places available for students being admitted to the school for the first time 2012
Chatham Grammar School for Boys*	50
Greenacre School / Walderslade Girls School (Joint Sixth Form)	30
Rainham School for Girls	15
Sir Joseph Williamson's Mathematical School*	40

Minimum entry requirements for Year 12:

Level 3 – 5 GCSEs at grades A*-C with some subject specific requirements

Section 4 – Details of the Co-ordinated Scheme for Secondary In-Year Admissions

Definition:

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. Applications must be made to the local authority in which the family reside.

In accordance with legislation all school applications must be processed by the LA and only the LA can communicate the offer of a place to parents. For own admission authority schools, this means that the LA will communicate any offer on their behalf.

Aim:

To place children within 10 school/working days, with the exception of children with a history of challenging behaviour.

General principles:

Application is made on either the 'Casual Admissions Form' or 'Change of Medway School Form' available from all schools or on-line and returned to the LA.

If an application is received for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

In order to establish whether or not the child has a history of challenging behaviour a report will be sought from the previous school. Those with challenging behaviour will be placed through a panel meeting in line with agreed fair access protocols (see appendix 2).

The Student Services Management Team will determine whether or not a child has a history of challenging behaviour based on the information received from parents and previous schools.

Where parental preference cannot be met the right of appeal will be offered (unless the pupil has previously been twice excluded).

Monitoring of service:

Termly monitoring will be undertaken by the Student Services Management Team. A report will be produced and distributed to relevant parties.

Monitoring will look at the time taken to place children, school uptake of Casual admissions and a profile of those going through the system.

Local authorities have a duty to report compliance with the code, including casual admissions arrangements to the Schools Adjudicator.

Year group numbers:

Each school will be required to provide their up to date roll numbers for each year group every week or upon request. This is to ensure that vacant places can be offered as quickly as possible.

Applications Forms and process:

Appendix 1 provides a flowchart for the In-Year admission process for secondary schools.

Medway resident parents must complete the Medway form, but can name schools outside of Medway. Parents resident outside of Medway must complete their home LA form, but can name Medway schools.

1. Parents can name up to four preferences.
 - Preferences will be considered in the order they are listed on the form and in accordance with the named schools' over-subscription criteria.
 - If a parent wishes to apply for a Medway grammar school, they need to name the school on the application form and the LA will make the necessary testing arrangements, Testing will take place prior to any place being sought.
2. If a preferred school also requires a Supplementary Information Form, parents must obtain these from and returns them to the relevant school directly.
3. The LA will approach all schools named, in order, to ascertain if a place can be offered.
4. Once approached, schools must confirm back to the LA within 48 hours whether a place can be offered or not. If a school feels unable to offer a place they must advise the LA of the reasons for refusal. If a school requires additional time to make a decision, in exceptional circumstances only (for example, if they believe the child has a history of challenging behaviour), they must obtain the prior agreement of the LA to more time, but the additional time should not exceed 10 school/working days.
5. Where a non-Medway school is named as a preference, Medway will exchange the application details with the relevant LA to seek confirmation of a place. The relevant LA must then confirm whether an offer can be made and Medway will advise the parent of the outcome. This process will be reversed if Medway received details of an application for a Medway school from another LA.
6. If none of the preferred schools can offer a place (due to over-subscription), then the LA will look to offer a place at the nearest appropriate school with a vacancy to the child's home. This school will be contacted prior to the offer being made. This will also be the process where no preferences are named on the application form.
7. Once a school offer has been agreed, the LA will send the parents a formal offer letter. No offer letters can be sent from schools directly.
8. The offer letter will advise parents of their right of appeal for any school they named that has not been able to offer a place.
9. Any offer made will be confirmed to the relevant school and they will contact the parent to arrange a suitable start date/admissions meeting. Any meeting should be arranged within 2 school/working days and a start date with 5 school/working days wherever possible. Schools must confirm agreed start dates with the LA.

10. Parents are required to confirm acceptance or refusal of a place offered, directly to the school within 10 school days. If the LA has not received confirmation of a start date in this time, a reminder will be sent, providing an additional 7 days for a response. Schools must inform the LA if a child fails to appear, and take up the place offered. If it becomes apparent that a child is missing education, a referral can be made to the Education Welfare Service.
11. Should a school refuse entry on any grounds that do not comply with the School Admissions Code or the agreed Fair Access Protocols, then the process relating to a 'direction' may be followed (SA Code, paragraph 3.34-3.40).
12. Where the LA receives more applications in a year group for a school than there are places available, then the LA will apply the relevant school's over-subscription criteria to determine who can be offered a place.
13. Children with a history of challenging behaviour will be considered in accordance with the Fair Access Protocol detailed in Appendix 2.
14. For families moving into the area, the process for securing a place cannot be started until the LA have proof of the new address and moving date (e.g. a copy of a signed tenancy agreement or exchange of contracts).

15. Change of Medway School requests:

Where a parent wishes to transfer their child from one Medway school to another they must complete the Change of Medway School Application Form.

- Parents complete the first section of the form.
- They should then have a meeting with their child's current school to discuss the request and the current school complete the second section of the form.
- The LA will contact the current school to discuss the application, if the second section is not completed.
- Once the LA are satisfied that the application is complete, it will follow the standard procedures as defined above for casual admissions.
- If a place can't be offered at the preferred school(s), the parent will be advised of their right of appeal
- In most circumstances no alternative school will be offered and the pupil must not be taken off roll of their current school until a new school place has been confirmed by the LA. The circumstance whereby a child can be removed from roll are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance matters. Premature removal from roll may result in the Education Welfare Service taking unnecessary action .

16. Consideration of Looked after Children.

When considering casual admissions applications for Looked after Children, the following will be considered:

- Carers preferences
- Proximity from home to school and ease of access
- Places available
- Social networks
- 'Sibling' placements
- Virtual Head recommendation

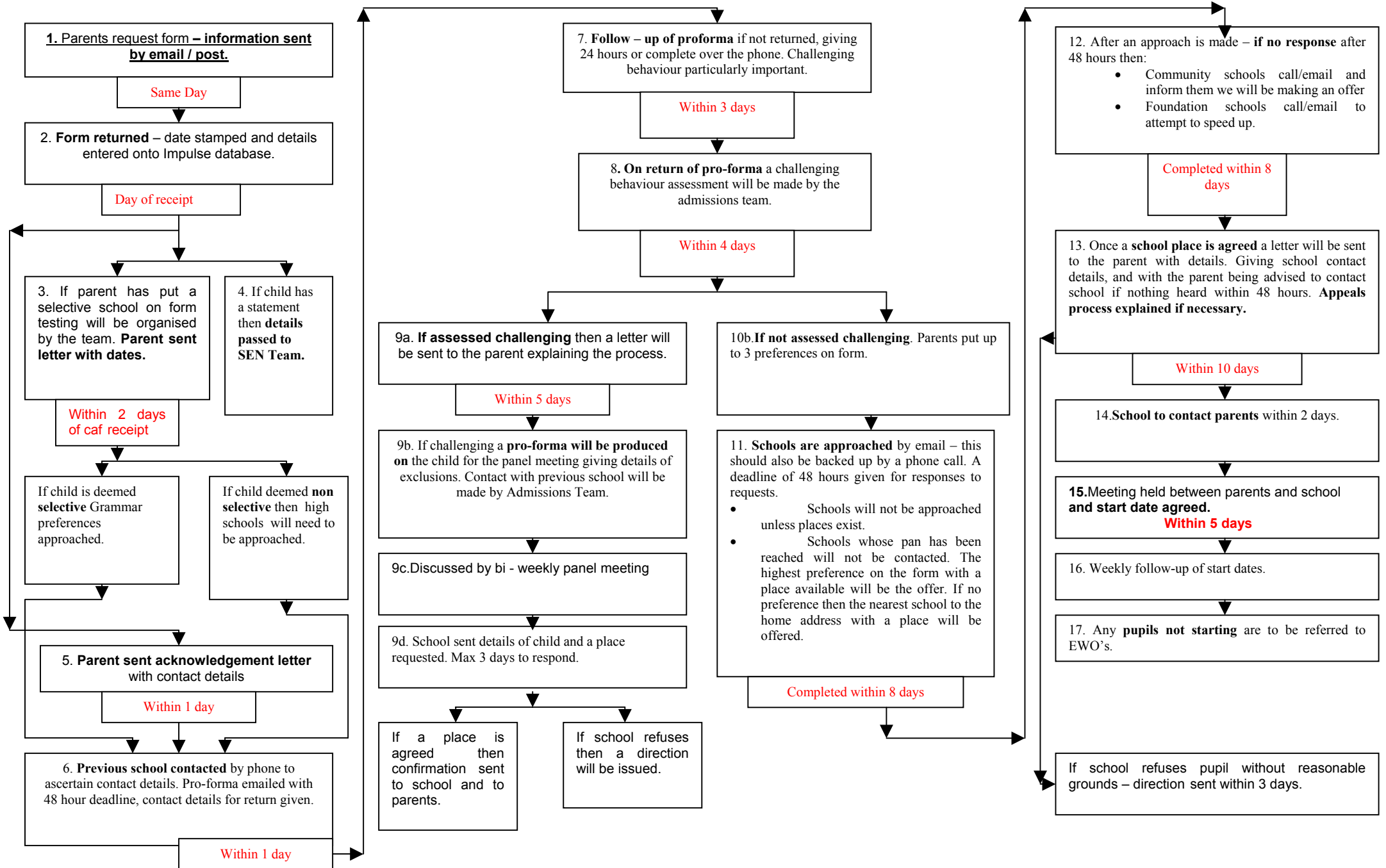
The School Admissions Code allows the placing of Looked after Children above PAN if it is believed that this is in the best interests of the child.

The virtual head for Looked after Children will be informed of all applications from Looked after Children and advice sought re. placement if the first preference cannot be met.

17. **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 a letter from the commanding officer confirm the posting, future address and date of posting.
 18. It is anticipated that the majority of children will be placed in line with these processes. However if a child remains unplaced after 15 school/working days following receipt of the application, which may include children with a history of challenging behaviour or one of the groups listed in appendix 3 of the School Admissions Code, then the child's placement will be considered by the local Hard to Place Panel in accordance with the Fair Access Protocols detailed in Appendix 2.
 19. **Children who have been permanently excluded** from school or twice excluded will be handled by the Inclusions Team and do not go through the above processes.
 20. **Children from overseas** will follow the above procedures, but previous school information may not always be available. The advisor for EAL will be notified of applicants entering the system who have come directly from overseas.
 21. **Request for re-admission to a Medway school following withdrawal from school on the grounds of educating a child at home**
 - a) Where a parent seeks a Medway school place for a child who was taken off roll because they advised the school, formally in writing, that they intended to educate their child at home an application form will need to be completed and the usual process followed.
 - b) A copy of all written requests received by schools notifying them a pupil has been removed because the parent will be educating their child at home, must be sent to the Inclusions team.
 - c) The school previously attended will be approached regarding challenging behaviour and the reasons for withdrawal.
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APPENDIX 1

IN-YEAR ADMISSIONS PROCESS FOR SECONDARY SCHOOLS



APPENDIX 2 – Medway Fair Access Protocols

- a) All Medway schools, including those which are full (i.e. have already admitted up to their PAN) will take their fair share of such children. The school should be an appropriate placement and this will include selective schools where the child is deemed to be of this ability through the testing process.
- b) The placing of challenging children will take place at the bi weekly panel meeting to ensure places are allocated as quickly as possible. The panel will decide on the school based upon the factors below and any extenuating circumstances put forward by schools, parents/carers or others involved with the individual being placed.
- c) Placement of children in this group will be considered according to the following:
 - (i) Parental / carer preferences
 - (ii) geographically nearest / ease of travel
 - (iii) Number of children taken by school with challenging behaviour through either the placement meeting or through a managed transfer
 - (iv) If a child has previously attended a Medway school
 - (v) If a school meets the requirements within the code to refuse (see appendix 2) (3.32 of the code of practice)
 - (vi) Religious affiliation
- d) Examples of a child who could be considered hard to place:
 - (i) a permanently excluded child *
 - (ii) a child who has previously been twice-excluded *
 - (iii) a child with a number of fixed exclusions over the last two academic years for disruptive behaviour (these must total a minimum of 3 days)
 - (iv) a child previously attending a Pupil Referral Unit (PRU) or similar provision for behavioural/social or emotional reasons
 - (v) point 8 of Appendix 3 of the Code of Practice (appendix 3 of this document) covers a more extensive group. These will normally be dealt with through the normal procedures but should they remain unplaced after 15 school working days then they will be discussed at the next placement panel
 - (vi) those with attendance at the previous school or provision of less than 50% (unless this is for a known reason such as illness)
 - (vii) school refusers
 - (viii) a child returning from school after a criminal sentence has been served and YOT involved
 - (ix) Children unplaced after 15 school working days

* Inclusions will bring these children to the panel meeting

- e) The panel will consist of a minimum of 7 representatives at each meeting. Membership will be composed of 4 representatives from secondary schools; membership for schools will be on a rota basis of 2 terms and will encompass both selective and non selective, Foundation, Academy, VA, VC and Community Schools. The Admissions team, Inclusions and Educational Welfare Service will be represented. The meeting will be chaired by the Admissions team representative. Should a child be known to another service then a representative will be invited to represent them and provide additional information to the Placement Panel. Social Services and the Virtual Head will be informed of any LAC being discussed and an offer to provide a recommendation or attend the meeting will be made.

Panel members will receive training on the protocols and admissions code prior to participating. This will be organised, and carried out by, the admissions representative.

The panel will recommend a school place and the school informed. A second choice school will also be recommended by the panel in the event that the first choice school provides accepted reasons for refusal. There will be a 2 school working day period for any objections. Objections will be considered only if the grounds listed in section 3.32 of The Code of Practice are met (see Appendix 2). Schools will be 'directed' should they refuse unlawfully. This 'direction' will be issued within 3 school working days of the refusal.

Where appropriate the panel will offer additional support that can be provided to enable the pupil the best chance of successful integration. The information confirming the decision of the panel which is sent to the school allocated will include details of the support which will be provided.

Where parents/pupil are unhappy with the recommendation of the panel and refuse a place, then they will be asked to provide reasons. This will be considered by the next panel and a decision taken on whether the original recommendation is reasonable and should stand, or an alternative recommendation made.

Minutes of all panel meetings, which will include a running total of the number of children placed via the panel at each school, will be kept and made available for schools to view. These will also be presented to the Admissions Forum at each meeting.

Diversity Impact Assessment: Screening Form

Directorate	Name of Function or Policy or Major Service Change		
Children and Adults	School Organisation and Student Services Unit – School admission arrangements		
Officer responsible for assessment		Date of assessment	New or existing?
Simon Harrington Student Services Manager		7 January 2011	New
Defining what is being assessed			
1. Briefly describe the purpose and objectives	The school admission arrangements are produced in accordance with the requirements of the School Admissions Code (issued by the DFE). They are used to set out the co-ordinated admission scheme for secondary and primary school admissions and also the oversubscription criteria used for the prioritisation/admission of pupils to Community and Voluntary Controlled schools. Academies, Foundation ad Voluntary Aided schools set their own oversubscription criteria, but partake in the co-ordinated scheme.		
2. Who is intended to benefit, and in what way?	The admission arrangements are for the benefit of all children who apply for Medway schools and define the arrangements and criteria to be used for all admissions. No information is available on the diversity of applicants. We do not capture this information as it is not relevant to the admission of pupils to schools or the allocation of school places.		
3. What outcomes are wanted?	School places are offered to all children that apply and against the school's published oversubscription criteria. The council aim to meet parental preference wherever possible and, if not possible, allocate a place at the nearest appropriate school with a vacancy.		
4. What factors/forces could contribute/detract from the outcomes?	Contribute	Detract	
	Availability of school places	Lack of school sufficient places (although this is unlikely due to consistent future place planning undertaken by the council)	
5. Who are the main stakeholders?	Parents and children Schools		
6. Who implements this and who is responsible?	School Organisation and Student Services A full consultation is undertaken each year on the school admission arrangements. This consultation is		

	distributed to all schools, other Local Authorities, the relevant diocesan bodes, all children centres, nurseries, pre-schools, etc. The council also publish the consultation on the website and issue a public notice in the local press to advise all parents groups, parents, etc that the documents are available to review and comment on.
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Assessing impact		
7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial/ethnic groups</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	It is unlawful to include any criteria that may be seen to discriminate against any child. In law the only groups of children who are identified as having to have the highest priority for school places are children with a statement of special education needs that names the school and children in public care (looked after children).	
8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	See above	
9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	See above	
10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	See above	
11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	School with a religious character are permitted to give children of their own faith a higher priority, but they all include 'all other children' as a criterion as well	
12. Are there concerns there	YES	Brief statement of main issue

could be a differential impact due to people's age?	NO	
What evidence exists for this?	As these are school admission arrangements, they are relevant to the age of the children applying.	
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	See above	
14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. speakers of other languages; people with caring responsibilities or dependants; those with an offending past; or people living in rural areas)?	YES	If yes, which group(s)?
	NO	
What evidence exists for this?	See above	
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)?	YES	Brief statement of main issue
	NO	
What evidence exists for this?	See above	

Conclusions & recommendation		
16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact?	YES	Brief statement of main issue
	NO	
17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?	YES	N/A
	NO	
Recommendation to proceed to a full impact assessment?		
NO	This function/ policy/ service change complies with the requirements of the legislation and there is evidence to show this is the case.	
NO, BUT ...	What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?	Minor modifications necessary (e.g. change of 'he' to 'he or she', re-analysis of way routine statistics are reported)
YES	Give details of key person responsible and	

target date for carrying out full impact assessment (see DIA Guidance Notes)	
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Action plan to make Minor modifications		
Outcome	Actions (with date of completion)	Officer responsible
Capturing diversity information.	Diversity information is not relevant to the allocation of school places and is not currently captured during the process. We will look to introduce a customer survey after the allocation of school places has been completed and can include a diversity monitoring form with this survey.	Student Services Manager

Planning ahead: Reminders for the next review		
Date of next review	3 years	
Areas to check at next review (e.g. new census information, new legislation due)	Any new school admissions legislation that may have come into force.	
Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time?		
Signed (completing officer/service manager) Simon Harrington, Student Services Manager	Date	7 January 2011
Signed (service manager/Assistant Director) Chris McKenzie, Head of School Organisation and Student Services.	Date	

NB: Remember to list the evidence (i.e. documents and data sources) used