

# CHATHAM GRAMMAR SCHOOL FOR GIRLS DETERMINED ADMISSIONS POLICY For SEPTEMBER 2017

Chatham Grammar School for Girls Academy Trust will admit into

- Year 7 at age 11 – a Planned Admissions Number of 142 girls who are deemed to be of selective ability
- Years 8 – 11 only if there is a vacant place – girls who are deemed to be of selective ability
- Year 12 -13 – girls and boys who satisfy certain entrance criteria based on GCSE grades or other measures of prior attainment

## **Procedure for Admission into Year 7 at age 11**

### **Admission Numbers**

Chatham Grammar School for Girls Academy Trust has the following agreed admissions numbers for Chatham Grammar School for Girls

- a) 142 for girls in Year 7
- b) 150 boys and girls in Year 12

In any specific year, Chatham Grammar School for Girls Academy Trust may set a higher admissions number higher than its agreed admissions number for a particular year group. Before setting an admissions number higher than its agreed admission number, Chatham Grammar School for Girls Academy Trust will consult the following groups:

- a) the LA
- b) the admission forum for the LA
- c) any other relevant admissions authorities located in the relevant area for consultation
- d) any relevant governing body within the relevant area for consultation
- e) parents living in the relevant area for consultation whose children will be eligible to apply to Chatham Grammar School for Girls
- f) community groups which Chatham Grammar School for Girls considers relevant
- g) teaching unions

### **Process of Application**

Arrangements for applications for places at Chatham Grammar School for Girls will be made on the Common Application Form provided and administered by the relevant local authorities Kent and Medway. Parents who wish to apply from schools outside the Medway LA should apply using the form provided by the Local Authority where they live.

Chatham Grammar School for Girls Academy Trust will use the Medway LA's timetable for application each year. In summary:

- a) Detailed information and guidance about the Medway co-ordinated admission scheme will be published to parents in the Medway Admissions Booklet *Admission to Secondary School: A Guide for Parents*. This booklet is issued through Medway primary schools to all parents. This information will also be published on the school's website.
- b) Opportunities will be provided in September/October for parents and pupils to visit the school.
- c) Parents complete the Common Application Form and return to the LA.
- d) Places will be offered to 142 girls who are deemed to be selective based on the LA Testing Arrangements (Medway Test and/or Kent Test). Places will be offered first to girls having a Statement of Educational Need that specifically names Chatham Grammar School for Girls.
- e) Offers will be made to parents on 1<sup>st</sup> March

### **Procedures where Chatham Grammar School for Girls is over-subscribed**

After the admission of pupils with statements of Special Educational Needs where Chatham Grammar School for Girls is specifically named, the following over-subscription criteria will be applied in the order in which they are set out below:

- a) Children in public care or children who have previously been in public care
- b) Current family association (i.e. elder sister in Chatham Grammar School for Girls at the time of application or who will be still attending when the applicant is admitted. In this context sister means:
  - A natural sister (including adopted siblings)
  - Step sister
  - Foster sister
  - Those who live as brother and sister in the same house
- c) Distance from the pupil's home as determined using Medway Local Authority measure. As defined below:

Distance will be measured by the shortest available safe walking route between home and school as measured by the council's geographical information system. Those living closer to the school will receive the higher priority. Medway Council's Geographical Information System measures the start point, end point and distance of each route in the following way.

#### **The start point**

The centre point of the road closest to the centre point of the pupil's home address. The centre point of the pupil's address is a grid reference taken from Ordnance Survey Mapping.

#### **The end point**

The centre point of the road or path closest to a defined point on the school site represented by a grid reference for the school defined within the geographical information system. The same end point is used for everybody.

### **The distance**

The shortest available route between the start point and the end point using the centre point of streets and any other available safe walking routes. In a situation where there is no available safe walking route between a child's home and the school, an appropriate route on the road network will be used, purely to prioritise admission. In these circumstances there would be no expectation that the walk should be the one taken, or that it is a 'safe walking route'.

It is important to note that any roads that have been built recently (particularly in new developments) may not be included on the network. If this is the case, the measurement will start from the nearest available road on the network from the property.

In the event that a decision to offer a place has to be made between two applicants who cannot otherwise be separated, a random allocation will be made by drawing the name out of a hat.

### **Procedure for Admissions into Years 8 – 11**

Pupils will be admitted into Years 8 – 11 on the following basis:

- a) The availability of a vacant place in the relevant year group.
- b) Entry by test or review by the Headteacher to determine whether the pupils will be able to cope with the academic workload.

### **Post 16 Admission Criteria**

Boys and girls will be admitted into Year 12 on the following basis of meeting the admissions criteria based upon GCSE grades or other measures of prior attainment.

These criteria will be published in the Chatham Grammar School for Girls Sixth Form prospectus and published on the school's website. The criteria will be the same for internal and external applicants.

In the event of oversubscription, the same oversubscription criteria apply to Post-16 students that apply to Year 7 students.

### **Operation of waiting lists**

In respect of rising Year 7 pupils, as set out in the co-ordinated scheme, the LA will be responsible for holding a waiting list for pupils who request that their daughters name be added. This waiting list will operate until 31 December. Thereafter, the Chatham Grammar School for Girls Academy Trust will maintain a waiting list.

The Chatham Grammar School for Girls will establish and publish arrangements for appeals against non-admission, including an independent statutory Appeals Panel.