



## **2018/19 Admissions Cover Sheet**

<b>School Name</b>	<b>Holcombe Grammar School (formerly Chatham Grammar School for Boys)</b>
<b>Address</b>	<b>Holcombe Maidstone Road Chatham Kent ME4 6JB</b>
<b>Telephone number</b>	<b>01634 830083</b>
<b>Status</b>	<b>Academy</b>



## **Holcombe Grammar School Admissions Policy 2018/19**

### **Year 7 Admissions Arrangements**

The arrangements for coordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents 'Admission to Secondary School', a copy of which will be available with the Principal or from the admissions team at the Education Office. The main points are summarised below:

- Parents complete the Medway common application form (CAF) in accordance with the Medway Co-ordinated Admission Scheme.
- The Local Authority will administer the test (Kent or Medway) on behalf of the governors of Holcombe Grammar School.
- The Local Authority will then act as clearing house for the administration of pupils' preferences.
- Following the tests, selective and non-selective decisions are posted to parents by the Local Authority. Offers and refusals of places will be posted to parents by the Local Authority, on behalf of the school.
- The school will also post to parents decisions of the governors on admission and details of the right of appeal against the governors' decision.

The school's published admission number is 120.

Where the Academy is named on a student's Statement of Special Educational Needs or Statutory Education, Health and Care Plan, and the student has fulfilled the entry requirements, the student will be admitted by the Academy.

If the number of applications for admission to the Academy is greater than the Published Admissions Number (PAN) of 120, places will be allocated in the following priority order:

- (a) Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order\*\*. <sup>1</sup>
- (b) Children who, at the time of the admission, have a sibling who attends the Academy or any other TSAT secondary academy in Medway, i.e. The Rochester Grammar School and The Victory Academy. For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the

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<sup>1</sup> in the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours

Academy, the other child/children will be offered place above PAN.

- (c) Children who attend any Trust primary school.
- (d) Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person (1) who has been employed by the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Trust to fill a vacant post for which there is a demonstrable skills shortage.”.
- (e) Child’s health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend “Holcombe Grammar School”.
- (f) Children who live closest to the school. Distance will be based on the shortest distance from home to school, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

*If the school is over-subscribed from within any of the above categories then a system of random selection will be used to prioritise applications.*

### **Waiting List**

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Medway Council will be responsible for holding a waiting list for parents who request their child’s name be added until 31 December.

### **Applications for admission outside the normal admissions round – in-year applications (all year groups).**

Any application for admission to the academy which is outside the normal admissions round should be made direct to the school and the school will administer its own entrance testing arrangements and assessment for admission which will be age- related. No other selection process will be valid. \* 11+ testing is only valid for entry to Year 7 within the co-ordinated scheme dates. If more applications are received than there are places available, the oversubscription criteria in (a) to (f) above will apply.

However, within exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. Children with statements of special educational needs, where the Academy is named, will be offered a place over PAN. The Academy reserves the right to discuss this with relevant agencies.

### **Application for admission outside the normal age range**

Any parent wishing to place a child in the school in a year group different to their chronological age should first contact the school to explain the situation and the rationale underpinning the decision. The school will, in accordance with the School Admissions Code, consider all such requests and will respond to the parent on whether such an application would be accepted. If an application was submitted, it would be processed in line with the admission arrangements and the relevant test and, if applicable, oversubscription criteria applied.

### **Post 16 Admission Arrangements**

Specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment will be published in our prospectus and on our website.

The Holcombe Grammar School will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on Holcombe Grammar School roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

### **Post 16 Oversubscription Criteria**

If Year 12 is oversubscribed (PAN for Year 12 is 200) then, after the admission of students with Special Educational Needs who meet the entrance criteria and where the Holcombe Grammar School is named on the statement, the criteria will be applied in the order in which they are set out below:

- (a) Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order\*\*.
- (b) Children who have attended any other TSAT secondary academy in Medway, i.e. The Victory Academy or The Rochester Grammar School.
- (c) Children who, at the time of the admission, have a sibling who attends the Academy or any other TSAT secondary academy in Medway, i.e. The Rochester Grammar School and The Victory Academy. For this purpose, “sibling” means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered place above PAN.
- (d) Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person (1) who has been employed by the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Trust to fill a vacant post for which there is a demonstrable skills shortage.”

- (e) Child's health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend "Holcombe Grammar School".
- (f) Children who live closest to the school. Distance will be based on the shortest distance from home to school, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

*If the school is over-subscribed from within any of the above categories then a system of random selection will be used to prioritise applications.*

### **Right of Appeal**

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

### **Distance criterion**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school. Distances will be measured using the council's Geographical Information System (GIS). Only distances measured by GIS will be taken into account for the purposes of the distance criterion.

### **Child's Home Address**

A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence. If a child resides between split parents for different parts of the week the parents must agree and nominate one of their addresses to be used for the application.