ADMISSION ARRANGEMENTS FOR
RAINHAM MARK GRAMMAR SCHOOL (RMGS) FOR SEPTEMBER 2019

ADMISSION POLICY 2019

1 Admission Arrangements into Year 7

The arrangements for coordinated admissions in Medway will be set out in detail in the Medway Local Authority (LA) booklet for parents 'Admission to Secondary School', a copy of which will be available from the primary school or the Admissions Team at Medway Local Authority. The main points are summarised below:

- Parents complete the Medway common application form (SCAF) in accordance with the Medway Coordinated Admission Scheme.
- Medway Local Authority will act as clearing house for the administration of pupils' preferences.
- Following the test arranged by Medway, selective and non-selective decisions will be posted to parents by the Local Authority on behalf of RMGS.

The published admission number for Rainham Mark Grammar School is 205.

Places will be offered first to any selective child with an Education Health Care Plan (EHCP) of special educational need where Rainham Mark Grammar School is named.

2 Oversubscription criteria for September 2019

If the number of RMGS preferences for the school exceeds the number of places available at the school, places will be allocated in the following priority order:

(i) Children in Public Care, as defined in the Medway Coordinated Admissions Scheme to include children who are adopted and were previously looked after.

(ii) Children who are designated as receiving 'Free School Meals' on the qualifying date of 31 October 2018. Applicants under this criterion must complete a Supplementary Information Form so that checks can be made to determine eligibility.

(iii) Children who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the school at the time of the sibling's admission.

(iv) Child's health reasons, supported by medical evidence, which requires the child to attend this school.

(v) Children who at the time of application attend a primary school within the Rainham Mark Education Trust (RMET).

(vi) Children who at the time of application have a parent who is a member of staff at the school (where the member of staff has been employed for three years or more on a continuous basis at the time at which the application is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).

(vii) Nearest of children's homes.

Distance will be measured by the shortest available safe walking route between home and school as measured by Medway Council's GIS. Those living closer to the school will receive the highest priority. Medway Council's GIS measures the start point, end point and distance of each route.

In the event of two or more children having equal ranking for the last place the deciding factor will be the shortest available safe walking distance between the home address and the school as measured by the Medway Council's GIS. Where this cannot be determined, the available place(s) will be allocated by drawing lots.

3 Waiting list

(i) For rising Year 7, as set out in the coordinated scheme, the Local Authority will be responsible for holding a waiting list for parents who request their child's name be added and where that parent has ranked Rainham Mark Grammar School higher on the SCAF than the school they have been offered. The waiting list will operate until the end of Term 2 (31 December) of the new academic year when the new Year 7 cohort is admitted.

(ii) The school will maintain a waiting list for Year 7 for one academic year from 1 September using the oversubscription criteria described in section 2 of this policy.

4 Procedure for In Year Admission for pupils in Year 8-11, and Year 7 from the start of Term 3 (1 January 2020).

Pupils admitted to any vacant places will be from the top 25% by ability. The school will use standardised tests to assess these "casual admissions" if Medway Test results are not available.

5 Admission Arrangements for Year 12 Entry

Number of additional Year 12 places available for students being admitted to the school for the first time: 40.

6 Admission to the sixth form will depend on:

(i) Examination results at GCSE which confirm an adequate base level: At least 8 GCSEs at grade 4 or above, including English Language and Mathematics **and** a grade 5 or above in either Mathematics or English (Language or Literature) **and** a total point score of 46, based on the applicant's best 8 subject grades;

(ii) Subject choice: most subjects have entry requirements; for most subjects students will be expected to have achieved at *least* grade 6 in those subjects at GCSE. Please consult the 6th form prospectus for detailed subject entry criteria;

Existing RMGS students who meet our entry requirements at the end of Year 11 are guaranteed a place.

7 The oversubscription criteria for Year 12 entry are as follows

(i) Children in Public Care, as defined in the Medway Coordinated Admissions Scheme to include children who are adopted and were previously looked after.

(i) In the event of two or more students having equal ranking the deciding factor will be the shortest available safe walking distance between the home address and RMGS as measured by the Medway Council Geographical Information System and determined by Medway Local Authority.

8 Offers of a Sixth Form place will be conditional upon GCSE results and borderline cases would be considered using the admissions criteria in paragraph 6 above.

The school will meet parental preference (where possible) and will conform to the School Admissions Code of Practice and take note of the advice of the Admissions Forum. Applicants refused admission are entitled to an appeal before an independent appeal panel. The appeal system will conform to School Admission Appeals Code of Practice and appellants are encouraged to attend the hearing. Appeals should be made as soon as possible after parents have received the admission decision and before any date specified in the admission decision letter. Appeals are made to the independent appeal panel via the Clerk to the Governors at the school.

RAINHAM MARK GRAMMAR SCHOOL

SUPPLEMENTARY INFORMATION FORM (SIF)

ADMISSION – SEPTEMBER 2019

1. Will your child, named below, be eligible for Free School Meals on the qualifying date of 31 October 2018: Yes / No

Please enter in capitals details of claimant in receipt of benefit:

Title (Mr/Mrs/Miss/Ms): _____ Surname: _____ Forenames: _____

Date of Birth: _____ Relationship to Pupil, i.e., Mother: _____

National Insurance Number: ☐☐☐☐☐☐☐☐☐ (one digit per box), or Asylum Seeker reference if applicable

Present Address:	Previous Address (if moved within last 12 months):
_____ _____ Postcode: _____	_____ _____ Postcode: _____
Home telephone No: _____ Mobile telephone No: _____ Work telephone No: _____ Email: _____	

Please enter below details of the child for whom the admission to RMGS for September 2019 entry is being considered. Separate forms are required for each child applying for a place.

Child's Surname	Forenames	Date of Birth	Gender M/F	Name of current Primary School

Your eligibility to receive free school meals will be reviewed on a regular basis and current Free School Meals eligibility will be checked by the Local Authority.

DECLARATION:

I agree that you will use the information I have provided to check my claim for free school meals and will contact other sources as allowed by law to verify my entitlement.

I certify that the information given on this form is correct to the best of my knowledge and belief. I understand that all information given may be checked with the Benefits Agency and that the submission of incorrect information may result in legal action.

Signature of applicant: _____ Date: _____

Please return the completed Supplementary Information Form (SIF) to Rainham Mark Grammar School, Pump Lane, Gillingham, Kent, ME8 7AJ by no later than 31 October 2018