

**CHATHAM GRAMMAR SCHOOL FOR GIRLS  
DETERMINED ADMISSIONS POLICY  
FOR SEPTEMBER 2019**

University of  
**Kent**

Academies Trust  
(UKAT)

## **Arrangements for September 2019**

### **The Admissions Process**

The arrangements for co-ordinated admissions in Medway will be set out in detail on the Medway Council online website under the heading Admissions arrangements 2019.

The Planned Admission Number (PAN) is 180. Offers of places will be posted to parents/carers by the LA, on behalf of the University of Kent Academies Trust. Places must first be offered to those children with Education, Health, Care Plans (EHCP) in which the Academy is named.

### **Consideration of applications**

Y7: 180 places to be offered for girls deemed to be of selective ability.

Individual girls, deemed selective, will be admitted into Years 8 through to 11 if there is a vacant place in the relevant group. Chatham Grammar School for Girls will use GL Cognitive Ability Tests to assess these admissions, if qualifying selection test results are not available. The CAT4 testing supplied by GL Assessment administered via an online testing platform will be used for this selection process. The CAT4 tests students' across four distinct "batteries"; verbal, non-verbal, mathematical and spatial as compared to the national average. Students achieving a mean standard age score of 110 across the 4 tests will meet the entry requirements for the school.

### **Oversubscription Criteria – Year 7**

Where applications for admission of eligible girls exceed this number, the following criteria will be applied in the order set out below, to decide which girls who satisfied the selection requirements should be offered places:

After the automatic admission of Looked After Children and children who were Looked after, but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order), and after the automatic admission of students with EHCPs where the Chatham Grammar School for Girls is named on the EHCP (after the Academy has been consulted and it has been agreed), the criteria shall be applied in the order in which they are set out below.

They will be prioritised on the basis of criteria a) - c) below (in order).

- a) Current family association (i.e. elder brother or sister<sup>d</sup>) attending any of the UKAT academies at the time of application who will still be attending when the applicant child is admitted and has been deemed selective. In this context, brother or sister means:
  - A natural brother or sister (including adopted siblings)
  - Step brother or sister

- Foster brother or sister
  - Those who live as brother or sister in the same house
- b) Children, deemed selective, of staff at any UKAT academy (where the member of staff has been employed for one year or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- c) Nearness of children's home<sup>ii</sup>. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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

The Academy is responsible for its own in-year applications and for applications for year groups other than the normal point(s) of entry.

The Academy Trust will consider all such applications of students and if the year group applied for has a place available the Academy will admit the child, if deemed selective, unless the applicant has significant behavioural or attendance issues (other than at the normal admission point i.e. Year 7) and therefore falls under the criteria for referral to the Local Authority Fair Access panel. If more applications are received than there are places available, the oversubscription criteria above [or for post-16 places, below] shall apply. Parents/Carers whose application is turned down will be informed of their right to appeal against the refusal of a place.

The Academy will on receipt of an in-year application notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area.

Girls, deemed selective, 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 GL cognitive ability tests and review of student's work by the Principal to determine whether the student will be able to cope with the academic workload.

### **Post 16 Admission Criteria**

#### **Proposed Procedure for Admissions into Year 12 in 2019**

CGSG operates a sixth form for a total of 360 eligible applicants. 180 places overall will be available in year 12 (the year 12 'capacity')

The number of additional year 12 places available for students being admitted to the Academy for the first time is 40.

This is the number of places which will be offered on an annual basis to eligible external applicants.

## **Entry Requirements**

Academic entry criteria will be applied for all courses offered in the Sixth form. Course entry requirements for specific courses will be displayed annually in the UKAT Sixth form prospectus by subject. However individual student cases may be considered on merit. Offers of places will remain conditional until actual results are verified.

## **Over-subscription criteria**

If Year 12 is oversubscribed then after the automatic admission of Looked After Children and children who were looked after, but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order), and after the automatic admission of students with an EHCP where the CGSG is named on the statement (after the Academy has been consulted and it has been agreed), and where these students meet the criteria for entry on to the relevant course, the criteria shall be applied a to c below in the order in which they are set out below.

- a) Current family association (i.e. younger or older brother or sister) attending any of the UKAT academies at the time of application who will still be attending when the young person is admitted. In this context, brother or sister means:
  - A natural brother or sister (including adopted siblings)
  - Step brother or sister
  - Foster brother or sister
  - Those who live as brother or sister in the same house<sup>i</sup>
- b) Students attending Year 11 in another UKAT academy.
- c) Children of staff at any UKAT academy (where the member of staff has been employed for one year or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- d) Students attending Year 11 or who are post 16+ and attending one of the other schools/academies in Medway or the neighbouring borders.

Admissions are subject to a vacancy existing on the course for which the student is applying and students meeting the entry criteria for the courses they are applying to. The Governors may, in exceptional circumstances, refuse admission to any individual student if, in their view, to admit that student would prejudice the fulfilment of the Academy's aims or seriously disrupt the provision of effective education of other students.

## **The Appeals Process**

Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy.

The Appeal Panel will be independent of the Academy and will be comprised of a minimum of three members who will include:

a) at least one independent lay person (someone without personal experience in the management of any school/academy or provision of education in any school/academy except as a school governor or in another voluntary capacity); and

b) at least one independent person who has experience in education, and who is acquainted with educational conditions in the local area, or who are parents of registered students at a school.

Parents/Carers have the right to attend the Appeal Panel meeting in person, and to make an oral representation; that is, to clarify or supplement their written appeal. The Parent/Carer may be accompanied by a friend or adviser. Parents/Carers may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

The letter sent to Parents/Carers notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the Parent/Carer with a written statement detailing reason(s) why it has not be possible to allow the child to attend the Academy and will explain the parents/carers right of appeal. The notification will specify the date by which an appeal must be made, such date to be at least 14 days from the date on which the notification is posted. An application for an appeal hearing which arrives after the due date will normally only be considered where the parent/carers can demonstrate that there was a reasonable cause for the appeal not to be made in time.

Parents/Carers wishing to appeal against an admission decision by the Academy should write to the Clerk to the Appeal Panel at the address given in the admission decision letter from the Academy. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing. The Appeal Panel will have the discretion to refuse to admit late evidence. Any materials presented by the Academy to the Clerk will be sent in advance to the parents/carers and materials presented by the parents/carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Parents/Carers will be given 10 days' notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent/carers fails to attend an Appeal Panel hearing for which 10 days' notice has been given (or a shorter period if the parents have given their prior agreement), the Clerk will offer a second hearing and provide 10 days' notice of that appeal hearing, unless parents/carers agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents/carers in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

## Operation of waiting lists

In respect of rising Year 7 students, 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<sup>st</sup> December. Thereafter, Chatham Grammar School for Girls maintain a waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above [or for post-16 below]. Where places become vacant they will be allocated to young people on the waiting list in accordance with the oversubscription criteria.

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

<sup>i</sup> For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or by adoption, and any step or foster brother or sister who lives permanently with the child for whom the application is being made at the date of the application.

<sup>ii</sup> 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.

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