ADMISSION ARRANGEMENTS FOR RAINHAM MARK GRAMMAR SCHOOL (RMGS) FOR SEPTEMBER 2027

ADMISSION POLICY 2027

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 Admissions Team at Medway Local Authority or by following this link which updates each year www.medway.gov.uk/secondaryadmissions
Parents/carers may also find the Medway Co-ordinated Admissions Scheme document useful found here
https://www.medway.gov.uk/info/200163/apply_for_a_school_place/743/school_admission_arrangements

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 sent to parents by the Local Authority on behalf of RMGS. RMGS is a selective school and only students made selective via the Medway Test will be eligible for a place and to go on the waiting list.

Numbers
The Published Admission number and maximum number of intended admissions for the year commencing 1st September 2027 will be 235 at age 11.

Before the application of oversubscription criteria, children with a statement of S**pecial Educational Needs (SEND)** or an **Education Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

2. Oversubscription criteria for September 2027

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 Local Authority Care, Internationally Adopted Children and Children Previously in State Care Outside of England**. By this we mean looked after children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order*. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with his parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2022 or Section 8 or 14A of the Children Act 1989); a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear to Medway Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A **looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989); children who appear to Medway Council to have been in state care outside of England and ceased to be in state care as a result of being adopted** (see https://www.medway.gov.uk/downloads/file/8955/secondary_admissions_scheme_2026_to_2027 for definition of looked after child). Parents or carers wishing to apply under this criterion must ensure they

complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents/carers must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. It will be parents' responsibility to give proof of this status and to provide any documentation translated into English for any documents in a language other than English. Any translated document must be certified by an official translator to include an office stamp or mark.

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

** A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

(ii). **Children in receipt of Pupil Premium** – A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care; however, these children will be prioritised in the relevant criteria above. Parents/carers wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents/carers must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

(iii) **Current Family Association (siblings)** - a brother or sister already attending the school at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

(iv) **Health and Special Access Reasons** - Medical/Health and Special Access Reasons will be applied in accordance with the School's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/carers' physical or mental health, or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

(v) **Children of Staff** - 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).

(vi) **Nearness of a child's permanent home to the school**. We use the distance between the child's permanent address and the school, and that distance will be measured by the shortest available route between home and school as measured by Medway Council's GIS***. In instances where parental responsibility is shared, parents/carers should use the address that the child spends the majority of school nights at during the school week (Sunday-Thursday nights). The same address point on the school site is used for everybody. In the event of two or more children having equal ranking for the last

place the deciding factor will be the shortest available 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.

***Medway GIS system explained

All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.
Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Services.

The start point:
• The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).
• This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.
• 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 property developments may be subject to this.

The end point:
• This will be either a pre-defined point within the school site or the centre point of the road adjacent the school site.
• The same end point is used for all distance calculations to the school concerned.

Routes/Footpaths:
• The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes.
• Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system an alternative route will be used.

3.1 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.

(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. Children can only be added to the waiting list if they meet the entry requirements for the school.

3.2 Admission outside of the normal age group

There is no legal barrier to children being admitted outside of their normal age group. Requests for such admission should be made to the Headteacher as early as possible in the admissions round associated with their child's date of birth.

Parents and carers are not expected to provide evidence to support their request to defer an application, but where provided it must be specific to the child in question, and failure to provide it may impede the school's ability to agree to deferral. Parents and carers are required to complete an application for the normal point of entry at the same time, in case the request for deferred entry is declined.

3.3. Procedure for In-Year Admission for pupils in Year 7-11

Pupils admitted to any vacant places will be from the top 25% by ability. The school will use standardised tests to assess these in-year “casual admissions” if Medway Test results are not available. If they are of at least the same standard and there are spare places available, they will be admitted.
As a grammar school, we will notify a parent in writing within 15 school days of their in-year application of either the date for the assessment of ability or the reason for refusal with information about the right of appeal (where the admission authority chooses not to assess the child’s ability because admitting an additional child would prejudice the provision of efficient education or efficient use of resources).
See Appendix 2 for a flowchart detailing the process. The link to the In-Year "casual" admissions form can be found here: RMGS Casual Admissions Form

Priority – waiting list and in-year admission

If a place becomes available, it will be offered to the grammar assessed child who has the highest priority out of all of those who are on the waiting list and/or have an application outstanding at the time of the offer.

4.Admission Arrangements for Year 12

The maximum number of intended admissions for the year commencing 1st September 2027 will be 235 in Year 12.

Priority will be given to RMGS students.
Following the admission of internal students who have transferred from Year 11, all remaining places will be allocated to students who have met the entry requirements for the sixth form and for their particular courses of study.

The number of additional places available for students being admitted to the school for the first time is 30. This may be exceeded if the number of internal applicants, the size of the Year 13 cohort and the numbers of students enrolling on particular courses allow.

Where there are more learners seeking places than the number of places available, the over-subscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached.

5. The minimum academic requirements for entry into Year 12 are:

(i) 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/Literature.
(ii) A total point score of 44 based on the applicant’s best 8 GCSE subject grades (see Appendix 3 for a worked example of a best-8 point score).
(iii) The specific entry requirements for each of their chosen A Level subjects.

Please note that we adhere to our subject entry criteria strictly, and therefore, students who meet the minimum entry criteria but are not eligible for their chosen subjects, will be offered an alternative programme of study.

7. Admission Arrangements into Year 12

(i) Parents apply for the Sixth Form via the online application form on our school website.

(ii) The application deadline is in the second week of February.

(iii) Conditional offers will be sent out to students on the second week of March. Acceptance of the conditional offer will be required by the last week of April. Priority will be given to students who have accepted their conditional offer in time. Students who do not accept their

conditional offer by the deadline, may be offered a place if the number of students enrolling on a particular course allows.

(iv) Priority will be given to existing RMGS students transferring from Year 11. Following the admission of internal students who have transferred from Year 11, all remaining places will be allocated to students who have met the entry requirements for the Sixth Form and for their particular courses of study.

(v) 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 school website.

(vi) Students are expected to enrol on a two-year, 3 A Level programme of study. A small number of students may study 4 A Levels if their GCSE scores show an ability to do so and as agreed by the school.

All offers made during Year 11 are conditional on students meeting the grade criteria specified in Section 5 and will only become firm offers upon confirmation of actual GCSE results.

Students who do not approach the school until after they have received their results will only be considered after all conditional offer students and those on the waiting list.

Offers made will also take into account the capacity in the subjects chosen. Some courses may become over-subscribed even though the overall admissions number has not been reached. Where appropriate a reserve subject would be considered.

8. The oversubscription criteria for Year 12 entry are as follows

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9. Offers

(i) Offers will be confirmed once the school has been notified of GCSE results in August.
(ii) We would not normally accept a student into Year 12 after September.
(iii) We do not normally accept students into Year 13.

Appendix 1 SIF

Supplementary Information Form (SIF) for September 2027 Admissions
Pupil Premium Notification

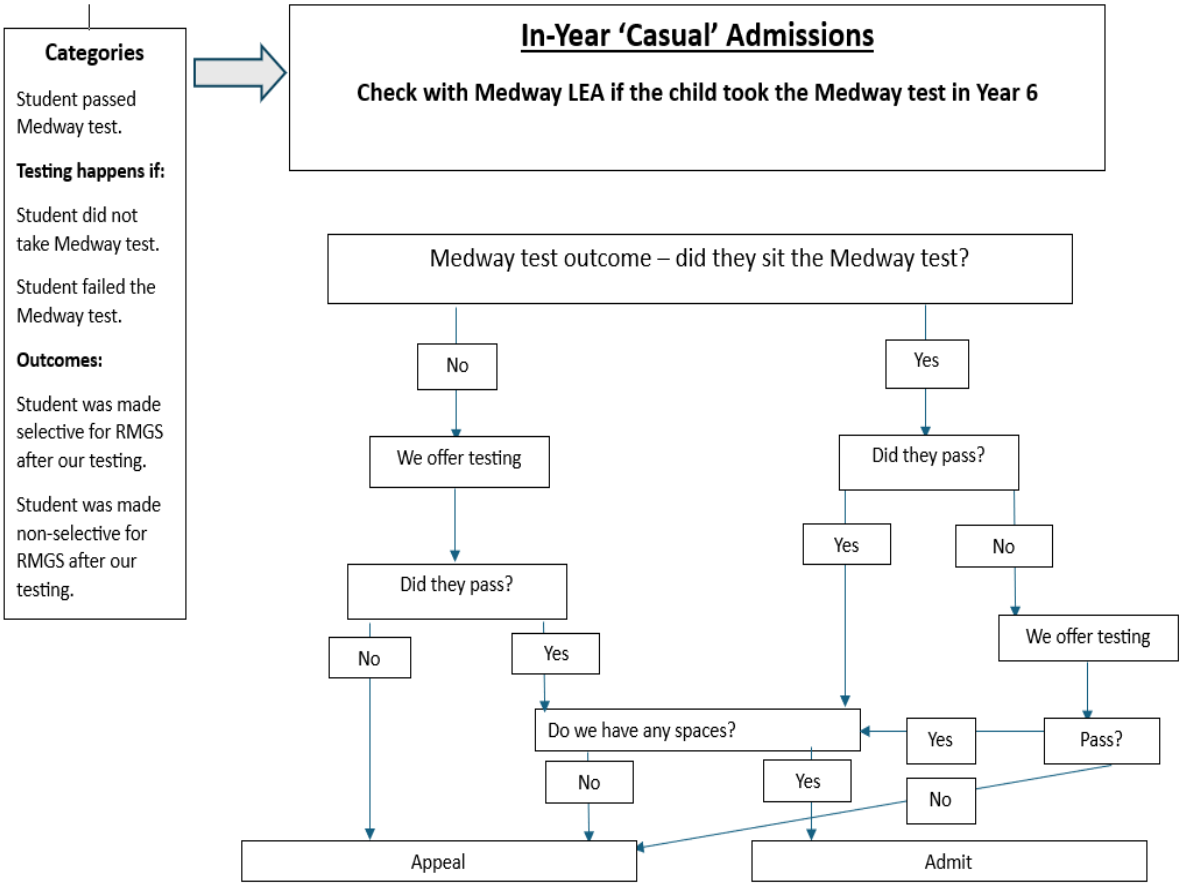
This form does not constitute a valid application. You must complete the relevant Medway Application Form if you wish your child to be considered for a place at Rainham, Mark Grammar School, these are available directly from Medway Council or online here Applying for a Medway Secondary School Place

The following sections should be completed and returned to the School by 31 October 2026, to notify us that you are applying for a Pupil Premium place. This should be sent to This should be sent to rmgs-office@rmet.org and marked September 2027 Admissions.

Current legal surname of child	
Any previous name(s) by which the child was known	
Child's forename	
Child's date of birth	
Year group for which you are applying	
Permanent Home Address:	
Name of parent(s) / carer(s)	
Telephone	
Email	
Child's current primary school	
Primary school local authority (LA) e.g. Medway LA	
Child's UPN (unique Pupil Number*) if available*	
Declaration	I confirm the information supplied is true and accurate and I consent to checks being made.
Parent(s) / Carer(s) Signature	
Date	

Appendix 2

Section 3 - In-Year 'Casual' Admissions Flowchart



Appendix 3

Section 4 – applying to Year 12: a worked example of a best-8 point score

Calculating a Best-8 Point Score

A student receives these 10 GCSE results in August:

Mathematics 4
English Language 4
English Literature 5*
Physics 6*
Chemistry 5*
Biology 6*
Art 6*
German 8*
History 7*
Music 6*

- This student has 8 or more GCSEs at grade 4 or above **including** mathematics and English Language so meets 5.i.
- They have a 4 in mathematics and a 5 in English Literature so meets 5.i. (If the student had 4,4,4 for mathematics, English Language and English Literature, they would **not** meet the entry requirement).
- Their best-8 grades are starred * and are now added together to make their best-8 point score of **49** (5+6+5+6+6+8+7+6 =**49**) so meets 5.ii. Mathematics and English Language have to be a grade 4 or above but do not have to be included in the Best-8 Point Score.
- This student now needs to check A Level subject entry requirements contained in the 6th Form prospectus.