Rainham Mark Grammar School
Admissions Policy

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For Approval

Rainham Mark Grammar School

Draft Admissions Policy for Year 7 Entry 2028/2029

1. Admissions Process and Eligibility

Entry to Year 7

Admissions are coordinated through Medway Council. Full guidance is available in the booklet *"Admission to Secondary School"*:

https://www.medway.gov.uk/secondaryadmissions

Parents may also find the coordinated admissions scheme helpful:

https://www.medway.gov.uk/info/200163/apply_for_a_school_place/743/school_admission_arrangements

- Applications must be made using the **Secondary Common Application Form (SCAF) i**n accordance with the Medway Coordinated Admission Scheme.
- Medway Council manages applications and allocates places on behalf of the School.
- Rainham Mark Grammar School is a **selective school**. Only children assessed as suitable through the Medway Test and/or Kent Test are eligible for a place or the waiting list.
- The **Planned Admission Number** (PAN) of intended admissions for the academic year commencing 1st September will be **238** at age 11. Places must first be offered to those eligible children with Education Health Care Plans (EHCP) in which the school is named. As a result, the PAN will be reduced accordingly.

Admission to the School is available to children who have demonstrated grammar school ability through one of the following routes:

Route A – Medway Test

The applicant has been assessed as **selective** through the Medway Test administered by Medway Council.

Route B – Kent Test (11+)

The applicant has achieved the standard required for admission to Kent grammar schools through the Kent Test administered by Kent County Council.

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Further information is available here: https://www.kent.gov.uk/education-and-children/schools/school-places/kent-test

Equivalence of Assessment

The Governing Body considers successful performance in either assessment to be evidence of grammar school suitability and eligibility.

Applicants who qualify through either route will be considered equally for admission. No preference will be given to applicants on the basis of which test route was used nor the score achieved.

The School reserves the right to review the equivalence of assessment standards annually.

2. Oversubscription Criteria

If the number of RMGS preferences exceeds the number of places available, places will be allocated in the following priority order among applicants who have been deemed selective through either the Medway Test or the Kent Test.

(i) Children in Local Authority Care, Internationally Adopted Children and Children Previously in State Care Outside England

Priority will be given to:

- Looked After Children;
- Previously Looked After Children who ceased to be looked after because they became subject to:
    - an adoption order;
    - a child arrangements order; or
    - a special guardianship order;
- Children who appear to Medway Council to have been in state care outside England and ceased to be in state care as a result of adoption.

Parents wishing to apply under this criterion must:

- Complete the Supplementary Information Form (SIF);
- Submit supporting evidence by 31 October;
- Name the school on the Common Application Form.

Documentation originating overseas must be officially translated into English.

(ii) Children Eligible for Pupil Premium

A child is eligible under this criterion if they are eligible for Pupil Premium through having been registered for Free School Meals under the relevant Department for Education criteria at any point during the previous six years (Ever 6 FSM*).

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This criterion does not include children who have only been eligible for Universal Infant Free School Meals.

Children who are looked after or previously looked after are given priority under the relevant higher oversubscription criterion and will not be considered under this criterion.

Parents/carers wishing their child to be considered under this criterion must:

1. Complete the school's Supplementary Information Form (SIF);
2. Provide any supporting evidence requested by the school by 31 October 2027;
3. Submit a Secondary Common Application Form (SCAF) naming Rainham Mark Grammar School as a preference.

Failure to submit the SIF and supporting evidence by the published deadline will not invalidate an application for admission, but may prevent the child from being considered under this oversubscription criterion. The SCAF remains the formal application for admission.

* **Ever 6 FSM-** for admissions purposes, a child is considered eligible under this criterion if they have been registered for Free School Meals at any point during the previous six years. This is commonly known as "Ever 6 FSM". Children do not need to be receiving Free School Meals currently to qualify. Universal Infant Free School Meals alone do not qualify for this criterion.

(iii) Current Family Association (Sibling Priority)

Priority will be given to children who have a brother or sister attending the school at the time of admission. This includes:

- Natural siblings;
- Adopted siblings;
- Step-siblings;
- Foster siblings;
- Children living together as siblings within the same household.

Multiple Birth Siblings

Where one child of a multiple birth (for example, twins, triplets or other multiple births) is offered the last available place, the other sibling or siblings will also be offered a place, even where this results in the Published Admission Number being exceeded.

This applies to admissions into all year groups where the School Admissions Code permits.

The admission of multiple birth siblings above PAN will not create a precedent for further admissions over PAN

(iv) Health and Special Access Reasons

Priority will be given where:

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- A child's physical or mental health creates a demonstrable and significant need to attend this school; or
- A parent/carer's physical, mental or social circumstances create a demonstrable and significant need for the child to attend this school.

Applications under this criterion must be supported by written evidence from an appropriately qualified professional demonstrating a clear connection between the child's needs and attendance at this school.

(v) Children of Staff

Priority will be given where:

- The parent has been employed at the school continuously for three or more years at the time of application; or
- The parent has been recruited to fill a post where there is a demonstrable skills shortage.

(vi) Nearness of Permanent Home to the School

Places will be allocated according to the shortest available route between the child's permanent home address and the school, measured using Medway Council's Geographic Information System (GIS).

Home Address

Where parental responsibility is shared, the address used will be the address at which the child normally resides for the majority of school nights (Sunday–Thursday).

Distance Measurement

The distance measured will be:

- From the nearest recognised road or footpath point to the child's home;
- To the designated school measurement point used for all applicants.

Distances are calculated using roads, paths and routes recognised by the Medway GIS system.

Tie-Break

Where applicants are tied for the final available place:

1. The shortest measured distance will determine priority.
2. If the applicants remain tied, the place will be allocated by random allocation (drawing lots).

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Distances are used solely for admissions purposes and do not imply a recommended walking route.

Local Community Commitment

Rainham Mark Grammar School exists primarily to serve academically suitable pupils within Medway and neighbouring communities. The acceptance of both the Medway Test and Kent Test as qualifying assessments does not alter the school's oversubscription criteria. All selective applicants will continue to be ranked solely in accordance with the published oversubscription criteria, with distance remaining the final determining factor.

3. Waiting Lists, Admission Outside the Normal Age Group, and In-Year Admission (Years7-11)

Year 7 Waiting List

For the normal Year 7 admissions round, Medway Council will maintain a waiting list in accordance with the coordinated admissions scheme for:

- parents who request their child's name to be added; and
- applicants who ranked Rainham Mark Grammar School higher on their Secondary Common Application Form (SCAF) than the school offered.

The school will also maintain a Year 7 waiting list from **1 September for one academic year**.
Children may only be added to the waiting list if they meet the school's academic entry requirements.
The waiting list will be ranked using the oversubscription criteria set out in Section 2. A child's position on the waiting list may move up or down if other applicants are added or removed.
A place becoming available does not guarantee an offer to the child who has been on the list the longest. Places will be offered according to the oversubscription criteria.

Admission Outside the Normal Age Group

Parents may request that their child is admitted outside their normal age group.
Requests should be made in writing to the Headteacher as early as possible during the admissions process.
Parents are not required to provide supporting evidence, but any information submitted should be specific to the child and may assist the school in reaching a decision.
Parents should also complete an application for the child's normal year of entry at the same time in case the request is unsuccessful.

Each request will be considered individually, taking account of:

- the child's circumstances;

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- the views of parents;
- any supporting evidence provided;
- the child's academic, social and emotional needs; and
- any relevant professional advice.

The Headteacher's decision will be made in accordance with the School Admissions Code.

In-Year Admissions (Years 7–11)

The School is responsible for its own in-year admissions and for applications for year groups other than the normal point(s) of entry. Applications for places outside the normal admissions round should be made directly to the School using the School's In-Year Admissions Form on the website.

As a selective, grammar school, applicants must demonstrate that they are working within the top 25% of the ability range. Where Medway Test or Kent Test results are available, these may be considered as evidence of selective ability. Where suitable assessment evidence is not available, the school may require the child to sit standardised tests to determine whether they meet the grammar school standard.

A child may be admitted where:

- they meet the required academic standard; and
- a place is available in the relevant year group

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 for Fair Access Panel.

The school will normally notify parents within **15 school days** of receiving an in-year application of:

- the date and arrangements for any assessment; or
- the reason for refusal and details of the right of appeal.

A flowchart explaining the process is provided in **Appendix 2**.

Priority for Waiting Lists and In-Year Admissions

Where a place becomes available, it will be offered to the academically eligible child with the highest priority under the oversubscription criteria from among:

- children on the waiting list; and
- children with an outstanding in-year application.

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4. Sixth Form Admissions (Year 12)

The intended Year 12 published admission number is **238 students**.

The school would not normally admit students into Year 12 after September of the year of entry.

The school would not normally admit students directly into Year 13.

Priority will be given to existing RMGS students transferring from Year 11.

The school intends to admit up to 40 **external applicants** into Year 12 each year. This number may be exceeded where capacity allows.

Applicants must provide evidence of the final GCSE results and appropriate age (16 on the first day of September in the academic year to be admitted).

Minimum Academic Entry Requirements for Year 12

Students must meet all of the following requirements:

(i) GCSE Qualifications

A minimum of:

- 8 GCSEs (or their equivalent) * at Grade 4 or above; and
- Grade 4 or above in English Language and Mathematics; and
- Grade 5 or above in either Mathematics or English Language/English Literature.

Equivalent means UK Level 2 Diploma / National.
For those students where GCSE results are not available (international students) – the proof of an equivalent standard of certification is required and alongside that an entrance test may be required to verify ability levels.

(ii) Best-8 Point Score

A minimum Best-8 GCSE point score of **44**, calculated using the student's highest eight GCSE grades.
A worked example is provided in **Appendix 3**.

(iii) Subject Entry Requirements

Students must meet the published subject entry requirements for each A Level course they wish to study. Students who meet the overall entry requirements but do not meet the requirements for their chosen subjects may be offered an alternative programme of study.

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Applications

Applications must be submitted through the online Sixth Form application form on the school website.
Applications normally close in the second week of February.
Conditional offers will normally be issued during the second week of March.
Students must accept their conditional offer by the final week of April.
Priority will be given to students who accept their offer by the published deadline.

Offers

Offers will be confirmed following the release of GCSE results in August.
All offers made during Year 11 are conditional upon students achieving the required GCSE grades.

Priority will be given to existing RMGS students transferring from Year 11.
After internal applicants have been allocated places, remaining places will be offered to external applicants who meet the entry requirements.

Students applying after GCSE results day will be considered only after students holding conditional offers and students on any waiting list have been processed.

Offers are also subject to available capacity within individual subjects. Some subjects may become full even where places remain available in the sixth form overall.
Where appropriate, reserve subject choices may be used.

Programme of Study

Students will follow a two-year programme of a minimum of three A Levels.

A small number of students may be permitted to study four A Levels where:

- their GCSE performance demonstrates a suitable level of academic ability; and
- the school agrees that it is appropriate.

Year 12 Oversubscription Criteria

Where there are more eligible applicants than available places, applications will be ranked in the following order:

(i) Children in Local Authority Care, Previously Looked After Children, Internationally Adopted Children and Children Previously in State Care Outside England

As defined in Section 2 of this policy.

(ii) Current Family Association (Sibling Priority)

Applicants who have a sibling attending the school at the time of admission.

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A sibling includes:

- natural brothers and sisters;
- adopted siblings;
- step-siblings;
- foster siblings; and
- children living together as brothers and sisters in the same household.

The Multiple Birth Siblings clause within this policy will apply.

(iii) Children of Staff

Children whose parent is a member of staff at the school where:

- the parent has been employed continuously for at least **two years** at the time of application; or
- the parent has been recruited to fill a post where there is a demonstrable skills shortage.

(iv) Distance from Home to School

Priority will be given to students living nearest to the school, measured using the shortest available route as calculated by Medway Council's GIS system.
Where two applicants are tied for the final place and distance does not separate them, the place will be allocated by random allocation.
The address used will be the student's permanent home address, normally where they reside for the majority of school nights.

5. Appeals

The School will abide by the School Admissions Code of Practice. Applicants refused admission are entitled to an appeal before an independent appeal panel. 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.

Appendices

- **Appendix 1** – Supplementary Information Form (SIF)
- **Appendix 2** – In-Year Admissions Flowchart
- **Appendix 3** – Best-8 Point Score Worked Example

For Approval

Appendix 1

Supplementary Information Form (SIF) for September 2028 Admissions
Pupil Premium Notification

This form should be completed only if you wish your child to be considered under the school's Pupil Premium oversubscription criterion.

This form does not constitute an application for admission. Parents/carers must also complete a **Medway Secondary Common Application Form (SCAF)** and name **Rainham Mark Grammar School** as a preference.

The following sections should be completed and returned to the school by **31 October 2027** to enable the school to determine whether your child qualifies for priority under the Pupil Premium oversubscription criterion.

The completed form and any supporting evidence should be emailed to **rmgs-office@rmet.org** with the subject line **"September 2028 Admissions – Pupil Premium SIF"**.

Failure to submit this form by the deadline will not invalidate an application for admission, but may prevent your child from being considered under the Pupil Premium oversubscription criterion.

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	

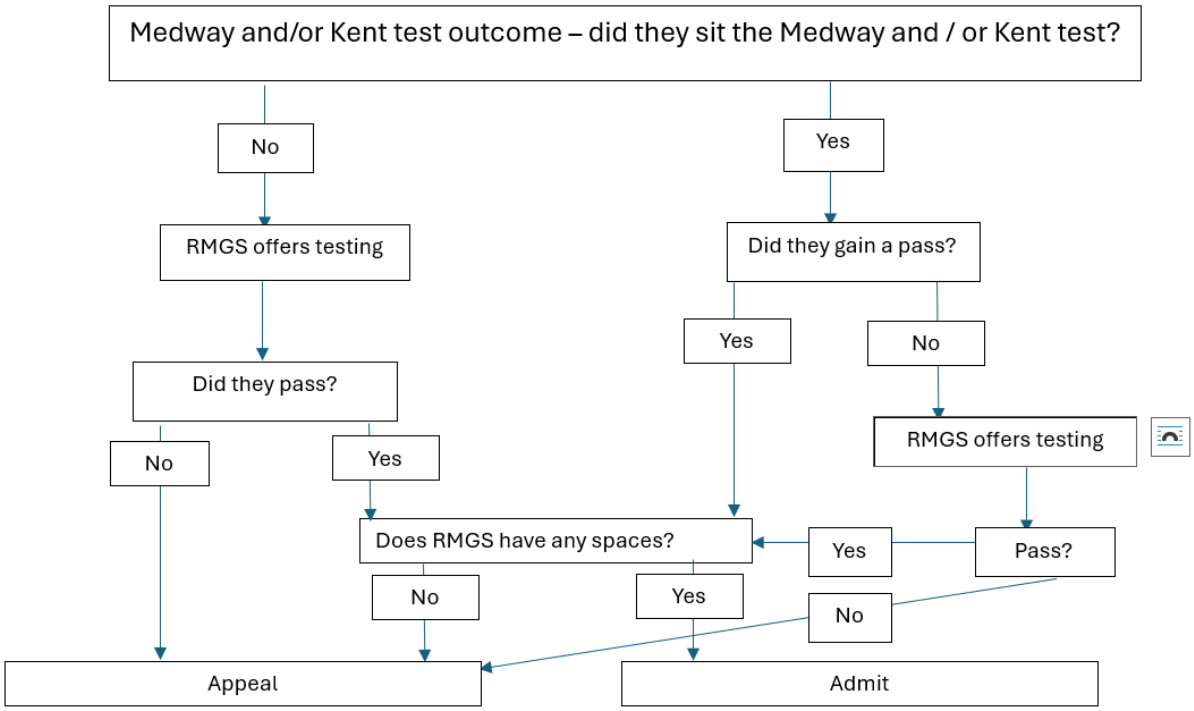
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Appendix 2

Section 3 - In-Year 'Casual' Admissions Flowchart

In-Year 'Casual' Admissions for Years 7-11

RMGS firstly checks with Medway and/or Kent LEA if the child took the Medway and/or Kent test in Year 6



For Public Consultation

Appendix 3

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

Calculating a Best-8 Point Score (minimum required is 44)

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 achieved grade 4 or above in both Mathematics and English Language and have achieved grade 5 in English Literature. They therefore satisfy requirement 4.i. which requires grade 5 or above in either Mathematics, English Language or English Literature. (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 4.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.

Level 2 National Diploma GCSE equivalence

Distinction Star = 8.5
Distinction = 7
Merit = 5.5
Pass = 4

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