

ADMISSION ARRANGEMENTS FOR RAINHAM MARK GRAMMAR SCHOOL (RMGS) FOR SEPTEMBER 2025

ADMISSION POLICY 2025

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

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.

Numbers

The maximum number of intended admissions for the year commencing 1st September 2025 will be 235 at age 11.

Before the application of oversubscription criteria, children with a statement of special 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 2025

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 2002 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/8535/secondary_admissions_scheme_2025_to_2026 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.

*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 / Free School Meals** – 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 particular 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. 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 January using the oversubscription criteria described in section 2 of this policy.

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 8-11, and Year 7 from the start of Term 3 (1 January 2026).

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. 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). The link to the In-Year "casual" admissions form can be found here: [RMGS Casual Admissions Form](#)

4. 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.

5. 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.

6. 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 distance between the home address and RMGS as measured by the Medway Council Geographical Information System and determined by Medway Local Authority

7. 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.

APPENDIX 1 SIF

Supplementary Information Form (SIF) for 2025 Admissions Pupil Premium / Free School Meals 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 2024, to notify us that you are applying for a Pupil Premium / Free School Meals place. This should be sent to admissions@rmgs.org.uk and marked September 2025 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) <i>if available</i>	
Declaration	I confirm the information supplied is true and accurate and I consent to checks being made.
Parent(s) / Carer(s) Signature	
Date	