

1.

TIMETABLE

7 June 2010	Admission booklet published via Primary schools. Registration for testing opens
2 July 2010	Closing date for registration for Medway tests
25 September 2010	Medway test
8 October 2010	Parents informed of the test results
15 October 2010	Deadline for review requests
25/26 October 2010	Reviews
27 October 2010	Parents informed of the results of review
31 October 2010	Deadline for receipt of common application form
3 December 2010	First exchange of information with neighbouring and other authorities
10 December 2010	Details of preferences and sibling details sent to schools
14 January 2011	Information checks returned from schools and other admission authorities
1 March 2011	Offer of school place posted to parents
WB 21 March 2011	Vacant places are re-allocated

2. APPLICATIONS MADE AT THE NORMAL TIME

- (i) The local authority will publish the admission booklet via primary schools on Monday 7 June 2010.
- (ii) Parents who wish their children to sit the Medway tests will be invited to register for the test by Friday 2 July 2010.
- (iii) The Medway tests will take place on Saturday 25 September 2010. Results of the tests will be posted to parents on Friday 8 October. Further details of the test process is at appendix 1.

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- (iv) Parents whose children do not attain the required score for entry to a grammar school can ask for a review of that decision. Deadline for review requests is Friday 15 October 2010.
- (v) Parents are invited to name up to 6 schools in order of preference. Application forms must be returned to the child's primary school (or completed on-line) by Sunday 31 October. As the national closing date this year is a Sunday, applications returned to the child's primary school by Monday 1 November 2010 will be accepted. Supplementary documentation required by admission authorities (e.g. baptismal certificates) should be sent directly to the named school.
- (vi) The following information will be supplied by 10 December 2010:-
 - The local authority will send to secondary schools details of all preference numbers, together with sibling details.
 - Primary schools will be sent pupil lists for checking.
 - Foundation and Voluntary Aided schools will additionally receive the following information about all applicants:
 - Name
 - Address
 - Criteria as included on the application form*(NB The above will be "raw data" prior to checking by the LA)*
 - The local authority will also send details of preferences received for schools in other local authority areas to the relevant local authority by 3 December 2010.
- (vii) All relevant schools will check the sibling information of all applications. Foundation and Voluntary Aided schools will additionally check other relevant information. Any issues arising to be raised with the local authority by Friday 14 January 2011.
- (viii) Schools with "Governor places" or where a specific aptitude is sought must inform the local authority of successful applicants by Friday 14 January 2011.
- (ix) The local authority will send to Foundation and Voluntary Aided schools a second list of applicants, subsequent to checking, on Friday 21 January 2011. This should be returned to the LA by Friday 28 January 2011.
- (x) All preferences are treated equally, and will be ranked according to the published oversubscription criteria.
- (xi) The local authority will send all schools a final list of successful applicants on Monday 21 February 2011 prior to the despatch of offer letters, for information, and for Foundation and Voluntary Aided schools to undertake a final check and agreement.
- (xii) The local authority will co-ordinate the ranked lists and offer each parent a place at the school highest on their list of preferences that can accept them. This will be on behalf of governing bodies where the local authority is not the admission authority. Offer letters will be posted on Tuesday 1 March 2011.
- (xiii) Where it is not possible to offer a Medway parent a place at any of the schools listed on the application form, the local authority will offer a place at the nearest appropriate school with a vacancy.
- (xiv) Parents can ask for their child's name to go on a waiting list for a place at any appropriate school. Requests need to be submitted by Monday 14 March 2011. Waiting lists will be ranked according to the oversubscription criteria for all pupils, including those who did not

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originally name the school on their application form. Vacant places will be allocated in the week commencing Monday 21 March 2011. Vacant places arising after reallocation will be allocated immediately.

- (xv) Parents can request a formal appeal against the decision to refuse to admit a child to any school listed on the application form. They will be informed of their right of appeal by the local authority on Monday 1 March 2011. Appeals should be sent directly to the relevant admission authority. The deadline for appeal requests is Monday 15 March 2011.

3. LATE APPLICATIONS / CHANGES OF PREFERENCE / ADDRESS

- (i) From parents resident in the area who have not applied by 31 October 2010 or those moving to area who have not applied by 11 December 2010 or who have moved after this date:

These will be dealt with after all other places have been allocated. Where a Medway grammar school is sought testing will not take place until after 1 March 2011.

- (ii) From families moving into area, including service families, or those resident in area but with exceptional reasons for late application (bereavement or serious illness):

Applications and changes to preferences will be accepted up until 11 December 2010. The last test prior to allocation will be week commencing 14 December 2010.

Places will be allocated to service families in advance if accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address. A Unit postal address, or if appropriate, a "quartering area" address will be accepted in the absence of a new home postal address.

Places will be allocated to clergy families in advance if accompanied by an official diocesan letter declaring a relocation date and intended address.

- (iii) Where no application form is received from parents resident in the area by Monday 1 March 2011:

Parents will be offered a place on re-allocation day of the nearest appropriate school with a vacancy.

- (iv) No changes of preferences will be accepted after 31 October 2010.
- (v) Changes of address where evidence is provided will be accepted up until 11 December 2010.
- (vi) Requests for a change of preference or late applications received after re-allocation in March 2011 will be dealt with as follows:
 - o If the requested school has spaces, then a place will be allocated
 - o If the requested school is full then a place will be refused and if a new application a place will be allocated by the LA. The parents will be able to ask to go on the waiting list and will have the right to appeal for a place at the school.

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APPENDIX 1 – TEST / SELECTION PROCESS

- (i) The tests are open to any children who wish to gain admission to a Medway grammar school. Parents can register for their children to take the tests. Parents will need to apply to sit the tests by Friday 2 July 2010.
- (ii) The tests will comprise:
 - English extended writing task
 - Mathematics multiple choice paper
 - Verbal Reasoning multiple choice paper
- (iii) Tests will be taken on Saturday 25 September 2010. Children unable to take the test on this date who meet the following criteria will be offered an alternative date to take the test prior to allocation:
 - a. Children who have registered for the test by the 2 July 2010
 - b. Families moving into area, including service families who have submitted their application by 3 December 2010
 - c. Families resident in area but with exceptional reasons for late application (bereavement or serious illness) who have submitted their application by 3 December 2010
- (iv) Once the tests have been marked, the raw scores will be converted to locally standardised scores. These scores will be weighted, with the English and Mathematics scores doubled, to provide a total weighted score.
- (v) The cut off score will be set at the 23rd percentile of the Medway cohort. This means children resident in the Medway local authority area. Pupils from outside Medway who achieve the cut off score will also be deemed eligible for a place in a Medway grammar school.
- (vi) Parents of children who did not achieve the cut off score, can ask for the assessment decision to be reviewed. For each review case, samples of work will be requested from the primary school in the following areas:
 - English extended writing
 - Mathematics problem solving
 - Science investigation

A series of panels will consider all review requests. The review process will identify a number of children equivalent to 2% of the in area cohort who will be deemed selective.