

2012 Admissions Cover Sheet

School Name	Chatham Grammar School for Girls
Address	Rainham Road Chatham ME5 5EH
Telephone Number	01634 851262

The following documents form the schools 2012 admission arrangements.

As there are no changes from the previous year's arrangements, these are the final and determined arrangements that will be used for the admission of pupils in academic year 2012/13.

**CHATHAM GRAMMAR SCHOOL FOR GIRLS
PROPOSED ADMISSIONS POLICY
for SEPTEMBER 2012**



Chatham Grammar School for Girls will admit into

- ✓ **Year 7 at age 11 – A Planned Admissions Number of 142 girls** who are deemed to be of selective ability.
- ✓ **Years 8-11 only if there is a vacant place** - girls who are deemed to be of selective ability.
- ✓ **Years 12-13, girls and boys who satisfy certain entrance requirements.**

Procedure for Admissions into Year 7 at age 11

Chatham Grammar School for Girls follows the common procedure agreed with all Medway grammar schools and with the Medway Local Authority. In summary:

1. Detailed information and guidance about the Medway coordinated admission scheme will be published to parents in the Medway Admissions booklet *Admission to Secondary School: A Guide for Parents*. This booklet is issued through Medway primary schools to all parents at the beginning of Year 6.
2. All girls whose parents express a preference for Chatham Grammar School for Girls will be expected to have taken the common Medway Selection Tests. In exceptional circumstances where this is not possible, such as girls moving into Medway at a later date, equivalent tests will be arranged.
3. Parents must complete the Medway common application form (CAF) provided with the *Guide for Parents* via their child's primary school.
4. Places will be offered to 142 girls who are deemed by the test and review procedures to be of selective ability in that they are within the top 25% of the ability range of Medway children. Places will first be offered to girls having an agreed Statement of Special Educational Needs that specifically names Chatham Grammar School for Girls.
5. Offers and refusals of places will be posted to parents by the Local Authority, on behalf of the school, on 1st March 2012.
6. In the event of over-subscription, if the number of selective preferences received through the Medway coordinated admission scheme for Chatham Grammar School for Girls is more than the number of places available, the 142 places will be allocated in the following priority order:
 - (a) Girls who are in public care
 - (b) Rank order based on test scores.

- (c) In the event of two or more girls having equal ranking for the last place, the deciding factor will be the shortest safe walking distance from the home address to the school as measured by the Medway Council Geographical Information System
7. In respect of 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 a child's name to be added and where that parent has ranked the school higher on their CAF than the school they have been offered. This waiting list will operate until the start of the autumn term when the new rising Year 7 cohort is admitted. Thereafter, the Governors (as the Admissions authority) will maintain a waiting list until 31st October 2012.
8. The Governors will establish and publish arrangements for appeals against non-admission, including an independent statutory Appeals Panel.

Procedure for Admissions into Years 8-11

Individual girls will be admitted into Years 8-11 on the following basis:

- 1 There must be a vacant place in the relevant Year group.
- 2 Entry will be subject to tests administered by Chatham Grammar School for Girls to determine whether the girl will be able to cope with the academic workload.
- 3 Transfer will be subject to consultation with the Headteacher at the present secondary school.

Procedure for Admissions into Years 12-13

The number of additional Year 12 places available for students being admitted to the school for the first time will be 30.

Male and female students will be admitted to the Sixth Form up to on the following basis:

- 1 The minimum entry requirements of 5 GCSE grades A*-C (or the equivalent) must be satisfied. Offers of places will remain conditional until actual results are verified.
- 2 Students must undertake an available curriculum programme that is appropriate to full-time study. Students are not admitted on a part-time basis.
- 3 Course/subject entry requirements, which may vary with the chosen course of study, must be satisfied.
- 4 Course/subject choice discussion will take place with the student, and entry may be refused if admission would prejudice the fulfilment of school aims or seriously disrupt the provision of effective education to other students.

If there are insufficient places available in Year 12 for external candidates then places will be offered, in priority order, according to the following over-subscription criteria:

- (a) Students who are in public care.
- (b) In the event of two or more students having equal ranking for the last place, the deciding factor will be the shortest safe walking distance from the home address to the school as measured by the Medway Council Geographical Information System