

Fort Pitt  
Grammar School



Determined  
Admissions Policy

*For admission September 2019  
and reviewed annually*

## Admission in Y7

Fort Pitt Grammar School follows the common procedure agreed with all Medway grammar schools and with Medway Local Authority.

### Context

- Information and guidance about the procedure is detailed in the Medway Admissions booklet "Admission to Secondary School". A copy of this is available from primary schools or from the Medway Admissions Team
- Parents expressing a preference for Fort Pitt Grammar School should ensure their daughter has taken the Medway Selection Test
- Parents must complete the Medway Secondary Common Application Form (SCAF) in accordance with the Medway Coordinated Admission Scheme
- Offers and refusals of places will be managed by the Local Authority and results posted to parents on behalf of Fort Pitt Grammar School
- For Sixth Form students wishing to join the school the selection criteria is outlined at the end of this policy

### Places available

Year 7: 120 places to be offered for girls deemed to be of selective ability by the Medway Test or the Review process undertaken by Medway.

### Admission in Y8, Y9, Y10 and Y11

Years 8-11: Places are offered, if available, to girls of selective ability. If qualifying selection test results are not available, Fort Pitt Grammar School will use standardised tests to assess ability and may ask for work to be submitted from the current school to contribute towards this assessment.

### Oversubscription Criteria – Year 7

Where applications for admission of eligible girls exceed the Published Admission Number of 120, the following criteria will be applied in the order set out below, to decide which girls who satisfied the selection requirements should be offered places:

1. **Looked After Children/ Children in public care** - as defined in the Medway Coordinated Admissions Scheme – this includes adopted and previously Looked After Children
2. **Students with an Educational Health Care Plan (EHCP)** - where Fort Pitt Grammar School is specifically named

**3. Siblings**

The sibling of a student who will still be attending the school at the time the new student would be admitted. In this context “sibling” means children who live in the same house, including natural, adopted, step and foster siblings

**4. Fort Pitt Thomas Aveling (FPTA) academies students or siblings**

Students who attend a school or who have a sibling in a school within the FPTA Academies. In this context “sibling” means children who live as siblings in the same house, including natural, adopted, step and foster siblings

**5. Children of staff**

Where the member of staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**6. Girls residing within 2 miles of the school**

This is measured by the Medway Council Geographical Information System

**7. Girls residing in one of the named parishes below**

These places will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System

- Allhallows
- Cliffe and Cliffe Woods
- Cooling
- Cuxton
- Frindsbury Extra
- Halling
- High Halstow
- Hoo St Werburgh
- St James, Isle of Grain
- St Mary Hoo
- Stoke

Please note that the prospective student’s address must be where they are living at the time of the application and this will be checked. If the address is not the student’s normal place of residence and an offer of a place has already been made, it will be withdrawn.

**8. All other eligible girls seeking a school place**

These will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System.

**Tiebreaker:** In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## Waiting List

The Local Authority will be responsible for holding a waiting list for parents who request their daughter's name be added and where that parent has ranked Fort Pitt Grammar School higher on the SCAF than the school they have been offered.

The Local Authority waiting list will operate until 31<sup>st</sup> December when the new Y7 cohort is admitted. The school will then operate the waiting list for Year 7 for the rest of the academic year using the oversubscription criteria described above.

The Local Governing Body will establish and publish arrangements for appeals against non-statutory admission, including an Independent Statutory Appeals Panel.

## Admission in Y12

The school PAN (Published Admission Number) of 120 students remains, of which up to 25 students may be external who satisfy the entrance requirements in the section below.

- A minimum of five good GCSEs including English and Mathematics at grade 5/4 will be required. Entry requirements for each course will be published in the Sixth Form Prospectus
- Whilst existing Fort Pitt students who meet our entry requirements at the end of Year 11 are guaranteed a place, entry to particular courses will be conditional on final GCSE results
- Subject choice discussions will be conducted with a senior member of staff to ensure there is an appropriate full-time curriculum available. Students are not admitted on a part-time basis

## Oversubscription Criteria – Year 12

Where applications for admission of eligible students exceed the PAN of 120, the following criteria will be applied in the order set out below, to decide which students who met the entry requirements should be offered places:

- 1. Looked After Children/ Children in public care** - as defined in the Medway Co-ordinated Admissions Scheme – this includes adopted and previously Looked After Children
- 2. Students with an Educational Health Care Plan (EHCP)** - where Fort Pitt Grammar School is specifically named
- 3. Siblings**  
The sibling of a student who will still be attending the school at the time the new applicant would be admitted. In this context “sibling” means children who live in the same house, including natural, adopted, step and foster siblings
- 4. Fort Pitt Thomas Aveling (FPTA) academies students or siblings**  
Students who attend a school or who have a sibling in a school within the FPTA Academies. In this context “sibling” means children who live as siblings in the same house, including natural, adopted, step and foster siblings

**5. Children of staff**

Where the member of staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**6. Students residing within 2 miles of the school**

This is measured by the Medway Council Geographical Information System

**7. Students residing in one of the named parishes below**

These places will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System

- Allhallows
- Cliffe and Cliffe Woods
- Cooling
- Cuxton
- Frindsbury Extra
- Halling
- High Halstow
- Hoo St Werburgh
- St James, Isle of Grain
- St Mary Hoo
- Stoke

Please note that the prospective student's address must be where they are living at the time of the application and this will be checked. If the address is not the student's normal place of residence and an offer of a place has already been made, it will be withdrawn.

**8. All other eligible students seeking a school place**

These will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System.

**Tiebreaker**

In the unlikely event that two or more prospective students in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**Entry into Year 13**

It is recommended that in order to enter Year 13, students will have achieved at least C grades in internal examinations at the end of Year 12. Each student must study at least three A Level courses or their equivalent.

**Appeals**

Applicants refused admission are entitled to an appeal before an independent appeal panel. The appeal system will abide by the 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.

**Consultation on Admission Arrangements for  
Fort Pitt Grammar School (FPGS) for September 2019**

Should you have any comments on the proposed arrangements for admission to Fort Pitt Grammar School for September 2019 please return the following information to the address below by 31<sup>st</sup> January 2018.

Comments on the proposal:

Full name:

If comments are made on behalf of an organisation please state below:

Organisation name: \_\_\_\_\_

Position within organisation: \_\_\_\_\_

Please respond to:  
Clerk to the Governors  
Fort Pitt Grammar School  
Fort Pitt Hill  
Chatham  
Kent  
ME4 6TJ

e-mail address: [fpgsclerk@fortpitt.medway.sch.uk](mailto:fpgsclerk@fortpitt.medway.sch.uk)