

DETERMINED



Medway Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2016/17

Incorporating admission to Year 7 (secondary schools and academies), admission to Year 10 (Medway UTC only) and Secondary In-Year Admissions

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools/academies/UTCs in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools, Year 7 for secondary schools and Year 10 for UTCs) and also for all year groups throughout the academic year (In-Year Admissions)
- and
- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at www.medway.gov.uk/admissions.

Section 1 – Details of the Co-ordinated Admissions Scheme for Secondary Admissions 2016/17

Secondary schools and academies - Year 7 applications are for children born between 1 September 2004 and 31 August 2005.

Medway UTC - Year 10 applications are for children born between 1 September 2002 and 31 August 2003

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Tuesday 2 June 2015
Registration for the Medway test opens (paper and online). Online registrations open at 9am	Monday 8 June 2015
Student Services admission presentations for Year 5 parents/carers	Between Tuesday 9 and Friday 12 June 2015
Closing date for Medway Test registration	Friday 3 July 2015
Deadline for Medway Test Special Arrangements requests from schools	Friday 10 July 2015
Special Arrangements Panel meeting and decisions	Monday 13 July 2015
Secondary application forms, flyers, etc to primary and junior schools and UTC information booklets/applications published	By Friday 4 September 2015
Secondary and UTC applications open Online applications open at 9am	Monday 7 September 2015
Medway Test Date <i>The Medway Test is for admission to Medway grammar schools only. For grammar schools in another Local Authority, children must sit that local authority's test.</i>	Tuesday 15 / Wednesday 16 September 2015 (in schools for children in Medway primary/junior schools) Saturday 19 September 2015 (in school for Medway school that opt for Saturday testing and in test centres for children not in Medway primary/junior schools)
Assessment Decision Letters posted to parents/carers (e-mails sent after 4pm to those that registered online)	Friday 2 October 2015
Deadline for receipt of Medway Test Review requests	Friday 9 October 2015
Deadline for primary and junior schools to submit review work to the Council	Tuesday 13 October 2015 (10am)
Medway Test Reviews	Between Wednesday 14 and Friday 16 October 2015
Review decisions posted to parents/carers	By Friday 23 October 2015
Closing date for secondary and UTC applications (Online and SCAFs) – National Closing Date	Monday 2 November 2015 (31 October 2015 is a Saturday, therefore next working day)
First Inter-LA data exchange undertaken	From Monday 30 November 2015

Indication of preference/applicant numbers sent to all Medway secondary schools and UTC (via S2S website)	By Friday 11 December 2015
Ranking lists with full applicant details sent to all secondary schools and UTC for prioritising against their over-subscription criteria and necessary checks, etc (via S2S website)	By Monday 4 January 2016
Finalised ranked list returned to the Council by all secondary schools and UTC (via the S2S website)	No later 5pm on Monday 18 January 2016
Ranked lists imported to the admissions database.	By Friday 22 January 2016
Council to run the algorithm to determine the allocation of places	By Friday 29 January 2016
Inter-LA data exchange undertaken for offers (if applicable)	Approx' 1 to 12 February 2016
Details of pupils being offered sent to all Medway secondary schools and UTC (via S2S website)	By Monday 22 February 2016
Offer e-mails and letters sent to parents/carers National Offer Day	Tuesday 1 March 2016
Schools/UTC send out welcome letters	Not before Monday 7 March 2016
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Thursday 31 March 2016
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school/UTC	From w/c Monday 11 April 2016 until Monday 31 October 2016

In addition this scheme also:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools by the closing date for applications (2 November 2015) to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 11 April 2016, the Council considers applicants through the normal waiting list / In-Year procedures. Vacant places will be re-allocated (offered), in accordance with individual school's oversubscription criteria, to children who have requested to be placed on the waiting list. Waiting lists will be held until Monday 31 October 2016.

The Council expects that all schools/academies/UTC's and admissions authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection Act.

The school application process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

1.

Medway resident parents/carers can apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a paper application form.

Secondary paper applications (SCAFs) can be obtained from Medway primary/junior schools or from Medway Council.

UTC paper applications (UCAFs) can be obtained from the Medway UTC or from Medway Council.

The Council can only accept one application for each child. Only one of the above methods can be used, not both. If more than one application is received, the parent/carer will be contacted to agree which application is to be used. Until this is agreed none of the applications for that child can be processed.

2.

Online applications, SCAFs/UCAFs and supporting publications will:

- (a) Allow **Medway resident parents/carers to express up to six preferences** in priority order. Preferences can be expressed for Medway and non-Medway schools/UTCs (except special or independent schools).
Parents/carers must complete the application for their home Local Authority (i.e. the LA where they live)
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers will receive the offer of one school/UTC place only and that a place will be offered at the highest ranked preference, for which their child is eligible and where there is a place available, or if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper SCAFs/UCAFs must be returned to, in accordance with paragraph 8.

3.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all Medway resident parents/carers who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents/carers can use library and/or Internet café facilities.
- (b) The paper applications are readily available on request from the Council, Medway maintained primary/junior schools and the Medway UTC (for UTC applications only).

- (c) A composite prospectus of all Medway secondary schools and academies along with details how the admissions process works is readily available on request from the Council, Medway maintained primary and junior schools and is also available on the Medway Council website to read/print. and

A information booklet for the Medway UTC with details how the admissions process works is readily available on request from the Council, Medway UTC is also available on the Medway Council website to read/print.

4.

Only preferences expressed on a submitted online application or paper SCAF/UCAF are valid applications.

5.

A school/academy/UTC can ask parents/carers, who wish to express it as a preference, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school/academy or will be available via the Council's website as part of the relevant schools/academies/UTCs published admission arrangements.

SIFs must be returned to the relevant school/academy/UTC by the closing date for applications.

All schools/academies/UTCs that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

6.

Completion of a school's/UTCs Supplementary Information Form only does not constitute a valid application. **The school/UTC must be named on the parent/carer's application through their home local authority.**

7.

Applications must be submitted online or paper SCAFs/UCAFs returned to the Council or the child's Medway primary/junior school (SCAF only) by the closing date.

The Council will arrange for paper SCAFs to be returned from Medway primary/junior schools after the closing date for applications (2 November 2015).

NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.

8.

To help the Council ensure that everyone who needs to makes an application has done so, primary/junior schools may ask parents/carers for a note of their online application reference, or – if they have concerns – may ask Student Services to check whether an online application has been submitted.

Student Services will provide primary/junior schools with details (via the S2S website) of which of their children have applied online at various points during the application process. No preference information will be disclosed to the primary/junior schools, as this information is between parents/carers and the Council.

9.

The Council will co-ordinate the allocation of places and works in partnership with own admission authority schools/academies/UTCs to determine which applicants are to be offered a place at their school/academy.

The Council will only make the final decision about the offer or refusal of a place at a named preference where:

- (a) an applicant can be offered a place at more than one preference;
- (b) an applicant cannot be offered a place at any named preference and therefore has to be allocated a place at the nearest appropriate school to the home address.

Medway operate an 'Equal Preference' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers and the Council. The Council will look to offer a place at the highest named preference for which the child is eligible and where a place is available.

The Council will allocate places in accordance with paragraph 23.

Crown Servants:

For children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official confirmation of the posting, future address and date of posting (as defined in the School Admissions Code).

The Medway Test process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

10.

The Medway schools that require children to sit the Medway Test are listed below:

Chatham Grammar School for Boys	Rainham Mark Grammar School
Chatham Grammar School for Girls	Sir Joseph Williamson's Mathematical School
Fort Pitt Grammar School	The Rochester Grammar School

In addition to these, The Howard School will also provide places for children assessed as suitable to admission to a Medway grammar school and children will be placed into the grammar stream after places have been allocated.

NB:

The Medway Test is for admission to Medway grammar schools only and the Kent Test is for admission to Kent grammar schools only. The results of either test are not transferable between authorities, although individual schools/academies may determine to accept the test assessment from another authority as part of their published admission arrangements.

11.

Parents/carers wishing their children to sit the Medway Test are required to register with the Council (either online or using a paper registration form) during the registration period, as detailed above.

Following the determination of the arrangements for the delivery of the Medway Test, each Medway primary/junior school will be asked to decide on the individual testing arrangements for their school and the Council will make all necessary arrangements to administer the Medway Test in accordance with the school's decision.

Special Arrangements for access to the Medway Test

Parents/carers must discuss with the school about requesting special arrangements. Requests can **only** be considered if requested by the child's current school. Parents/carers cannot submit a request directly.

The decision of the panel is final. Any request received after 10 July 2015 may not be processed.

12.

Late registrations to sit the Medway Test will only be allowed in exceptional circumstances* (e.g. serious illness, bereavement, late move to the area, etc). A letter explaining the reasons for the late registration must accompany any late registration request.

Late registrations for exceptional circumstances and for families who have just moved into the area will be accepted up until Friday 7 August 2015.

*The decision on whether a reason for late registration is acceptable will be at the discretion of the Student Services Management Team.

Any late registrations received after 7 August 2015 will not normally be able to be tested until after the allocation of places on 1 March 2016. Following a review of the number of late requests received, the Council may decide to undertake late testing prior to 1 March 2016.

13.

The Medway Test comprises of three papers. These are:

- English (extended writing task)
- Mathematics (multiple choice paper)
- Verbal Reasoning (multiple choice paper)

14.

Children unable to sit the Medway Test on the scheduled date(s) due to illness should provide a medical certificate to Student Services and will be offered an alternative date to sit the test prior to the allocation of places.

15.

Once all three papers have been marked, the raw scores are converted by locally standardised scores. These standardised scores will be weighted to reflect the child's age

when they sat the test. The English and Mathematics scores are doubled and the added to the Verbal Reasoning scores to provide a total weighted score.

The minimum total weighted score to be assessed as suitable for admission to a Medway grammar school is set each year.

This minimum score is set at the 23rd percentile of the Medway cohort (i.e. Year 6 children resident in Medway and/or attending a Medway maintained school).

Pupils from out of area who achieve the minimum score or above will also be assessed as suitable for admission to a Medway grammar school.

16.

Medway Test assessment decision letters will be sent to **all** parents/carers who registered their child for testing on the determined date. Parents/carers who registered online will also be sent an e-mail advising basic detail of their child's assessment decision after 4pm on this date.

17.

Where a child does not achieve the minimum score required, parents/carers can ask for the assessment decision to be reconsidered at an academic review.

For each review case, samples of work from the last two terms of Year 5 and the first term of Year 6 will be requested from the child's current school in the following areas:

- English (extended writing)
- Mathematics (problem solving)
- Science (investigation)

A series of panels will consider all review requests. The review panels are made up of senior representatives from Medway grammar schools and Medway primary/junior schools.

The review process will identify a number of children (usually equivalent to up to 2% of the Medway cohort) who will then be assessed as suitable for admission to a Medway grammar school.

18.

If they wish to request a review, parents/carers **must** submit the request (using the form provided with the assessment decision letter) and it **must be received** by Medway Council Student Services by the deadline date.

Primary/junior schools will be requested to submit review work by 10am on the published date.

19.

Review decisions will be sent to parents/carers by letter on the published date (as shown above). No review decisions are sent via e-mail.

The school allocation/offer process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

20.

The Council will advise all Medway secondary schools/academies and the UTC of an indication of the number of preferences expressed for them (these figures may not be the final preferences). Any necessary inter-LA data exchange will have been completed prior to provision of this data.

Schools/academies/UTCs will only be advised the number of each preference (1st-6th) and not any pupil specific data.

Also by this date the Council will provide Medway primary/junior schools with a full list of their pupils who have applied for Year 7 places.

21.

The Council will advise all Medway secondary schools/academies and the UTC of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to prioritise against their over-subscription criteria. **This list is known as 'the ranking list'.**

This data will not specify which preference the school/academy/UTC has been named, as this is not relevant to the application of oversubscription criteria.

The Council will have already undertaken distancing for all applicants to all schools. Any issues arising from these checks must be reported to the Council no later than Monday 18 January 2016.

Only children who appear on the ranking list can be considered for places on the relevant offer day. No child can be added to the ranking list by the school/academy/UTC for any reason.

Ranking lists will be sent by the Council via the S2S/secure access website to comply with data protection and information governance procedures.

22.

All Medway secondary schools/academies/UTC **must** return completed ranking lists, ranked in priority order in accordance with their over-subscription criteria, to the Council by the date specified above for consideration in the allocation process.

Any school/academy/UTC that offers governors places or operates banding must clearly identify and rank eligible applicants in the appropriate column on the ranking list.

Completed ranking list must be returned via the S2S/secure access website to comply with data protection and information governance procedures.

23.

The Council will import all completed ranking lists to the admissions database and run the algorithm to determine the allocation of places:

- Where the child is eligible for a place at only one of the named schools, that school will be offered

- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference
- Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy

24.

The Council will inform secondary schools/academies/UTCs of the pupils who will be offered places at their school and inform primary/junior schools of the destinations of their Year 6 pupils.

By the date specified above Medway Council will have completed any data exchange with other local authorities to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

Offer and destination lists will be sent via the S2S/secure access website to comply with data protection and information governance procedures.

25.

On the offer day determined above, the Council will:

- (a) send an offer e-mail after 4pm to those **Medway resident parents/carers** who have applied online and provided an e-mail address.
- (b) send **all Medway parents/carers** school offer letters (by 1st class post). The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the SCAF as a higher preference than the school offered.
 - Information about the right of appeal against the decision to refuse places at other named schools.
 - Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools/academies can send out their welcome letters no earlier than the date shown above. This is to ensure that parents/carers have received their formal offer from the Council ahead of receiving any letters from the relevant school/academy.

The appeal and waiting list/reallocation processes

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

26.

By the deadline date for acceptance/refusal of places, parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail to the school (parents/carers will be provided with a pro-forma to complete and return to the school offered).

The Council will request details of all refusals received by schools/academies/UTCs to be sent to the Student Services Team by close of business on Friday 1 April 2016.

Parents/carers must also submit requests to be included on a school's waiting list by this date. Requests must be submitted to the Council and parents/carers can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form). The only exception is that a child cannot be considered on the waiting list for a Medway grammar school if they have not been assessed as grammar.

Parents/carers must also submit any appeal request by this date. At this stage parents/carers can only appeal for the schools that they originally named on their application form.

To ensure that the process is made easier for parents/carers, a standard appeal form for any school they named will be included with the offer letter (for those schools/academies that have agreed to use such a form). Appeal requests for Academies, Foundation and VA schools and the Medway UTC must be lodged with the Clerk of the Governors at the relevant school/academy.

27.

From the date specified in the above table, the Council will undertake the first tranche of the reallocation of any vacant places for all schools/academies.

Only children who have requested to be placed on the waiting list for a school/academy can be considered for vacant places at this time.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

After this time reallocation will become an ongoing process as vacant places become available until the Council waiting lists close on Monday 31 October 2016.

28.

Waiting Lists

Parents/carers may ask for their child's name to be kept on a waiting list should places become available from the beginning of the reallocation period until the waiting lists close.

If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.

In accordance with the School Admissions Code, waiting lists will be held by the Council (on behalf of the relevant admissions authority) until 31 October 2016, being the end of the first term in the academic year 2016/17. After this time the 'Council waiting list' will close and schools/academies may choose to hold their own list for casual admissions.

Also after the 'Council waiting list' has closed, parents/carers must re-apply for places under the Casual (In-Year) admission procedures.

Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child's name has been on the list.

Any place that becomes available must be offered to the next child on the waiting list, who has the highest eligibility under the published oversubscription criteria.

The handling of late applications

Please note: late applications cannot be made online. All late applicants must complete a paper SCAF and return it direct to the Council.

29.

By Friday 13 November 2015

As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted to be processed as on time, provided they are received by the Council by this date.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances can be considered by the Student Services Management Team.

Exceptional circumstances may include serious illness, bereavement, late move to the area, etc.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

The decision on whether a reason for late application is acceptable will be at the discretion of the Student Services Management Team.

If it is decided that the reason for late submission is not exceptional, the application will be held until after allocation on 1 March 2016 and will be considered at re-allocation.

30.

After Friday 13 November 2015

all applications received (for whatever reason) will not be considered for places on 1 March 2016.

They will be held pending and included in the ongoing reallocation of vacant places as defined above and after consultation with the relevant admission authority for the named schools/academies/UTCs.

The child's name will automatically be placed on the waiting list for any schools/academies they named as a higher preference than the school/academy actually offered. Parents/carers can still request to be added to waiting list for other schools/academies under the above detailed waiting list processes.

Section 2 – Over-subscription Criteria and Published Admission Numbers for Medway secondary schools, academies and the Medway UTC.

All Medway secondary schools are either Foundation or Voluntary Aided schools or Academies. This means that they are their own admission authorities and, as such, are responsible for the consultation and determination of their own admission arrangements, oversubscription criteria and published admission numbers.

The Medway UTC is also its own admission authority.

Medway Council has no responsibility in the setting of individual admission arrangements, oversubscription criteria or published admission numbers for any Medway secondary school, academy or UTC.

All Medway schools, academies and UTCs must comply with the provision of the Council published co-ordinated admission scheme.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Definitions and Notes

Where a Medway secondary school or academy has not clearly defined any of its oversubscription criteria the following definition is to be used.

Looked after children/Previously looked after children:

Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

Please note that the Council may ask for a copy of the adoption/residence order to validate this criterion.

Sibling:

Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings.

Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling must be attending the named school at the time of application and at the time the younger child would start (September 2015).

Medical/health reasons:

Medical evidence must be provided to the Student Services-Admissions Team. This evidence must demonstrate a specific link between the child's medical conditions and needs and how the named school can meet these needs.

Distance:

Unless otherwise stated in a school/academy published oversubscription criteria, the distance calculated is the shortest available walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by Medway Council's Student Services – Admissions within the Medway Council Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (the seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road. In rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property, this will be used.

The end point – A pre defined centre point of the road adjacent to the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available walking route known to the Medway GIS using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS, an alternative route will be used. 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 developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Section 3 – Information regarding Secondary In-Year (casual) Admissions and Fair Access Protocols

In-Year (casual) Admissions:

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Entry is to year groups 7-11 during the academic year and outside of the transfer process.

Under the provisions of the School Admissions Code (February 2012), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admission for the offer year 2013/14 and all subsequent years.

As all Medway secondary schools and academies are their own admission authority they may choose to administer their own in-year admissions. Details of which Medway secondary schools and academies administer their own in-year admission process will be published on the Medway Council website.

Details of the centrally co-ordinated process will be published on the Medway Council website (www.medway.gov.uk/admissions). Any school not listed as administering their own in-year admissions will be part of the centrally co-ordinated processes.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school and parents/carers must be advised of their right of appeal if a school named on the application cannot offer a place.

Fair Access Protocols:

Medway Council administer the locally agreed Fair Access Protocols for unplaced children who meet the relevant criteria on behalf of all Medway secondary schools and academies.

The Council will ensure that there is a fair distribution across all Medway schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

The placing of children who fall under the Fair Access Protocols will take place at the fortnightly meeting of the Fair Access Panel to ensure places are allocated as quickly as possible. The panel will decide on the school/academy to recommend, based upon the factors below and any extenuating circumstances put forward by schools/academies, parents/carers/carers or others involved with the individual being placed.

Full details of the agreed Medway Fair Access Protocols will be published on the Medway Council website (www.medway.gov.uk/admissions).