

ADMISSION TO SECONDARY SCHOOL – SEPTEMBER 2019

**WAITING LIST REQUEST**

**IMPORTANT:**

Please ensure you have read the information overleaf and the 'Next Steps for parents/carers' information at [www.medway.gov.uk/admissionsnextsteps](http://www.medway.gov.uk/admissionsnextsteps) before completing and submitting this form.

Please complete this form in BLOCK CAPITALS

<b>Child's Name</b>			<b>(Boy/Girl)</b> please delete
<b>Child's Date of Birth</b>		<b>Child ID</b> (as shown on your offer letter)	
<b>Home Address*</b>	<p style="text-align: right;"><b>Post Code:</b></p> <p><i>*(If this differs from the address on your original application form, please provide proof of move with this waiting list form)</i></p>		
<b>Parent/Carer Name</b>	<b>Title: Mr / Mrs / Miss / Ms / other</b> _____ please delete		
<b>Telephone No.</b>			
<b>Email address</b>			
<b>School Offered</b>			

Please add my child to the waiting list for a place at the following school(s)

<b>School 1</b>	
<b>School 2</b>	
<b>School 3</b>	
<b>School 4</b>	

<b>Signed*</b>	
<b>Name</b> (please print)	
<b>Date</b>	

***\*By signing this form you agree for your child to be added to the waiting lists for the schools named above and confirm you have read and understood the important information overleaf***

**COMPLETED FORMS MUST BE RETURNED TO:**

**SCHOOL ADMISSIONS AND TRANSPORT TEAM  
MEDWAY COUNCIL, GUN WHARF, DOCK ROAD, CHATHAM, ME4 4TR**

## IMPORTANT INFORMATION ABOUT WAITING LISTS

- You do **not** need to refuse your current offer of a school place in order for your child to be placed on the waiting list for other Medway schools
- No child is automatically placed on a waiting list other than where the school advises Medway Council School Admissions and Transport that they have also appealed for a place
- Other than in the above circumstance, for your child to be considered on a waiting list you must complete the 'Waiting List Request' form.
- Your child's place on the waiting list will be determined according to the school's oversubscription criteria rather than the date you submitted your waiting list request
- Your child can only be placed on the waiting list for a grammar school if they have been assessed as grammar under the Medway Test procedures

### Waiting List Offers

- If a place can be offered to your child from a waiting list, Medway Council will contact you in writing to offer this place
- A waiting list offer will **automatically replace** any previous offer of a school place
- If a place is offered to your child from the waiting list, we will remove your child from the waiting lists of any schools you have named as a lower preference, but they will remain on the higher named school waiting list(s)

### If you change your mind

- The waiting lists are held by Medway Council until 31 December 2019 – if you are satisfied with the place offered and/or have changed your mind and no longer require your child's named to be held on the waiting list(s) please contact Medway Council's School Admissions and Transport Team in writing (email/letter) to remove your child from waiting lists
- If your child remains on a waiting list and a place can be offered, you will lose any place that has been previously offered

If you have any questions please contact:

School Admissions and Transport Team  
Medway Council  
Gun Wharf, Dock Road  
ME4 4TR  
[admissions@medway.gov.uk](mailto:admissions@medway.gov.uk)