

**Secondary School Admissions – September 2023**

**Next Steps for Parents/Carers**

Important information on:

* Accepting/refusing your school place offer
* Waiting lists and reallocation of school places
* School admission appeals

Please read this information carefully to help make decisions on your next steps now you have received your secondary transfer application outcome.

Any forms must be submitted by the deadlines advised in this guide and at [Medway Council website](http://www.medway.gov.uk/secondaryadmissions) .

We cannot guarantee forms received after published deadlines will be processed at the same time as those received on time.

If you have any questions after reading this guide please contact School Admissions:

School Admissions

Medway Council

##### Gun Wharf

##### Dock Road

Chatham

ME4 4TR

e-mail: admissions@medway.gov.uk

Tel: 01634 331110

Website: [www.medway.gov.uk/secondaryadmissions](http://www.medway.gov.uk/secondaryadmissions)

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###### ACCEPTING/REFUSING THE SCHOOL PLACE OFFERED

The deadline to accept/refuse offers is **within 10 school days of your offer**.

We advise you accept your offer even if you intend to ask for your child to be placed on the waiting list or appeal for another school. If you refuse your original offer and are not able to obtain an alternative place via the waiting list or appeal process, your child may be left without a school place.

**Do I have to complete the acceptance/refusal form?**

Yes.It is important that all school places offered are either accepted or refused directly with the offered school using the [Acceptance/Refusal Form](https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/4). This is so they have confirmation of which children have accepted places and will be starting with them in Year 7.

**What happens if I refuse the place offered?**

Once a place has been refused, the offer will be removed from your child’s record. This place will be available to another child from the waiting list.

**If I refuse the place and then change my mind, can my child have the original place back?**

No.Once a place has been refused it is immediately removed and your child will not have an automatic right to the place in the future.

If you do want your child considered again for the original school, then you must formally request to be considered on the waiting list for that school.

**What happens if I do not accept or refuse the place offered?**

If the school offered does not receive an acceptance or refusal from you by the deadline, they should contact you to try and get a response.

If no acceptance or refusal is received within a reasonable time, despite attempts by the school, the place will be withdrawn from your child and made available to be offered to another child from the waiting list.

**I have been offered a school which is outside of Medway – how do I accept my offer?**

Please visit the website of the local authority the school is located in e.g. if you have been offered a Kent school, visit Kent County Council’s website for information about how to accept your offer. The process of accepting your offer is set by the local authority the school is located in.

###### WAITING LISTS AND REALLOCATION

The deadline to request to be added to a waiting list for the first round of reallocation is **within 10 school days of your offer**..

If you would like to be added to waiting lists, submit a [waiting list request form](https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/5).

The School Admissions Team holds the waiting lists on behalf of all Medway secondary schools until 31 December 2023.

All waiting lists held by Medway Council will close 31 December 2023.

**Do I need to refuse the school place offered in order for my child to go on a waiting list for another school?**

No. You do not need to refuse the school place offered for your child to be placed on the waiting list for other Medway schools. You can accept the place offered to ensure that your child has a place secured and also request to go on the waiting list for other Medway schools.

If you do refuse the place offered and then change your mind, you will need to ask for your child’s name to be added to the waiting list for the original school.

Refusing the place offered does not give you a higher priority on a waiting list and we strongly advise that you do not refuse the place that has been originally offered when requesting to go on a waiting list. If a place is subsequently offered to your child from the waiting list, the original place will be released.

**Will my child be considered on the waiting list based on the date I ask for them to go on it?**

No.Waiting lists are held in accordance with the school’s oversubscription criteria, which can be found on each school’s page on our website.

A child’s position on the waiting list is not based on when the request to join the waiting list was received.

**How many waiting lists can I go on and for which schools?**

You can ask for your child to go on the waiting list for any of the Medway schools you named on your application that have not offered your child a place.

You can also request for your child to be placed on the waiting list of Medway schools that you did not originally name.

Your child can be considered on as many waiting lists for Medway schools as you wish and the request form allows you to name the schools in your order of preference.
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.

If your child has not been assessed as grammar via the Medway Test, you can add a grammar school to your application by naming it on a waiting list request form. The preference will be added to your application, giving you the right of appeal, but we will not be able to add your child to the waiting list.

**When will places start to be re-allocated (offered) from the waiting lists?**

**After 24 April 2023,** the School Admissions Team will start to re-allocate (offer) any places that have become available in Medway secondary schools since the national offer day.

These places can only be re-allocated to those children on the waiting lists which are in oversubscription criteria order.

**How long will my child be on the waiting list?**

The waiting lists held by School Admissions Team close on 31 December 2023.

Your child will remain on the waiting list until one of the following happens:

* you are offered a place at the school you are on a waiting list for
* you are offered a place at a higher named preference
* you ask to be removed from the waiting list
* the waiting lists closes, 31 December

If you are on a waiting lists 31 December, we will contact you to let you know it is closing and what you can do next. If you still wish to pursue a place after this time, you will need to reapply as an in-year admission.

**What will happen if my child is offered a place from a waiting list?**

If a place is offered to your child from the waiting list for one of the schools you have requested, the School Admissions Team will send you an offer in writing.

If the place offered is at the school that you have listed as your highest preferred school, we will automatically remove your child’s name from all other waiting lists.

If the place offered is not at the school you have listed as your highest preferred school, we will remove your child’s name from any lower named school waiting list, but they will remain on the higher named school waiting lists.

**What happens if I change my mind about being on a waiting list?**

If you are satisfied with the place offered or have changed your mind and no longer require your child’s name to be held on other waiting lists, please contact the School Admissions Team by email/letter as soon as possible to remove your child from the waiting lists.

If your child remains on waiting lists and a place can then be offered from those waiting lists, you will lose the place that was previously offered.

**If my child is offered a place from a waiting list, what happens to the original school place offered?**

Until the end of the school year, if you can be offered a place is offered from a waiting list then any other school place being held by your child is automatically withdrawn, even if you have previously accepted the place. That is why it is vitally important that you contact the School Admissions Team if you want to remove your child from any waiting list.

###### SCHOOL ADMISSION APPEALS

This section provides parents/carers with general information regarding the admissions appeals process.

The School Admission Appeals Code provides more detail on how the appeal process should be administered and what parents/carers can expect from the appeal process. This can be found on the [Department for Education website](https://www.gov.uk/government/publications/school-admissions-appeals-code).

Medway Council’s website also provides information on the [appeals process](https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/6) .

Medway secondary schools are their own admissions authorities therefore Medway Council is not responsible for, nor has any involvement in, the administration of their appeals process.

The deadline to submit an on-time admission appeal is **29 March 2023**.

**Why was my child refused a particular school?**

The Council aims to offer the highest named school on your application that can offer a place.

Each child has been considered against the highest possible criteria applicable to them for each school named on their application. If we were unable to offer one of your preferences, it will have been because:

* There were more preferences for the school than places available and your child did not rank highly enough against the school’s oversubscription criteria, compared to others who also applied to the school, to be offered a place.

Or

* The school is a grammar school and your child has not met the entry requirement of being assessed as grammar under the Medway Test arrangements.

**How do I lodge an appeal?**

Appeals must be made in writing to the clerk to the appeal panel for the school you are appealing to.

To submit an appeal, complete the [Appeal Request Form](https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/6) from our website and return it to the school(s) you are appealing for. School contact details are on the last page of this guide or can be found on the school website.

The deadline for on-time appeal requests is **29 March 2023**. Appeals submitted after that must be heard but may not be heard at the same time as on-time appeal requests.

**Which schools or academies can I appeal for?**

You have a right of appeal to any school named on your application form that has refused your child a place. You cannot appeal for a school that was not named on your application.If your child has not been assessed as grammar, you can still appeal for grammar schools as long as the school was named on your application.

**How many schools can I appeal for?**

You can appeal to any school named on your application form that has refused your child a place. You will need to complete a separate appeal form for each school.

Schools will not know that you have appealed for another school unless you tell them. The appeals for each school are independent of each other.

**Can I appeal for a school I did not originally name on my application?**

You can name a new school on your application using the waiting list request form (see waiting list section) and will have the right of appeal to that school if a place cannot be offered through the re-allocation processes.

**Can I provide more information once I have submitted my appeal form?**

The school you appeal for should notify you of the date of your hearing and the deadline for submitting further evidence that was not supplied with your initial appeal request.

It will be for the appeal panel to decide whether to accept any information or evidence provided after the deadline and you should be aware that it is possible that such material may not be considered or may result in your appeal hearing being adjourned.

**When will my appeal be heard?**

Appeals received by the deadline of 29 March should be heard within 40 school days of that date. Appeals submitted after 29 March should be heard within 40 school days of 29 March where possible, or within 30 school days of the appeal being lodged.

Schools should publish an appeals timetable on their website.

**What happens at an appeal?**

The clerk to the appeal panel will contact you before the appeal to tell you when your appeal is due to be heard and the deadline for submission of further information. The clerk will give you at least 10 school days’ notice of your appeal hearing. The clerk organises the appeal hearings, provides independent advice on the appeal process/admissions law for the panel and keeps the record of the hearing.

An independent appeal panel will hear your appeal and decide whether to uphold it. The panel is normally made up of 3 people who must be independent of the school, trust and local authority.

At the hearing, you can explain why your child should be given a place. A representative from the school will explain why a place could not be offered.

Once the panel has decided, the clerk will notify you in writing within 5 working days.

**Can I appeal for a place at a school outside of Medway?**

If you applied for a school outside of Medway and were unsuccessful, you still have the right of appeal for that school.

You will need to contact the admissions team for the local authority where the school is located or the relevant school to find out details of their appeal process. There is usually a time limit on this so it is best to do this as soon as possible.

**Where do I send my acceptance/refusal and appeal form?**

|  |  |  |
| --- | --- | --- |
| **School Name** | **Email** | **Address** |
| **Brompton Academy** | admissionsba@universityofkentacademiestrust.org.uk  | Marlborough Road, Gillingham, ME7 5HT |
| **Chatham Grammar** | admissionscg@universityofkentacademiestrust.org.uk  | Rainham Road, Chatham, ME5 7EH |
| **Fort Pitt Grammar School** | office@fortpitt.co.uk  | Fort Pitt Hill, Chatham, ME4 6TJ |
| **Greenacre Academy** | admissions@greenacre.medway.sch.uk  | 157 Walderslade Road, Chatham, ME5 0LP |
| **Holcombe Grammar School**  | office@holcombegrammar.org.uk  | Holcombe, Maidstone Road, Chatham, ME4 6JB |
| **The Howard School** | office@thehowardschool.co.uk  | Derwent Way, Rainham, Gillingham, ME8 0BX |
| **The Hundred of Hoo Academy** | admissions@hundredofhooacademy.org.uk  | Main Road, Hoo, Rochester, ME3 9HH |
| **Leigh Academy Rainham** | info@leighacademyrainham.org.uk  | Otterham Quay Lane, Rainham, ME8 8GS |
| **Maritime Academy** | office@maritimeacademy.org.uk  | Romany Road, Twydall, Gillingham, ME8 6JS |
| **Rainham Mark Grammar School** | office@rmgs.org.uk  | Pump Lane, Gillingham, ME8 7AJ |
| **Rainham School For Girls** | admin@rainhamgirls-tkat.org | Derwent Way, Rainham, Gillingham, ME8 0BX |
| **The Robert Napier School** | trns@robertnapier.org.uk  | Third Avenue, Gillingham, ME7 2LX |
| **The Rochester Grammar School** | office@rochestergrammar.org.uk  | Maidstone Road, Rochester, ME1 3BY |
| **Sir Joseph Williamson’s Mathematical School** | office@sjwms.org.uk  | Maidstone Road, Rochester, ME1 3EL |
| **St John Fisher Catholic School** | office@stjohnfisher.school  | City Way, Rochester, ME1 2FA |
| **Strood Academy** | admissions@stroodacademy.org  | Carnation Road, Strood, Rochester, ME2 2SX |
| **The Thomas Aveling School** | office@thomasaveling.co.uk  | Arethusa Road, Rochester, ME1 2UW |
| **The Victory Academy**  | admissions@thevictoryacademy.org.uk  | Magpie Hall Road, Chatham, ME4 5JB |
| **Walderslade Girls’ School** | wgsadmissions@sflt.org.uk  | Bradfields Avenue, Walderslade, Chatham,ME5 0LE |