

# ADMISSION TO SECONDARY SCHOOL

# SEPTEMBER 2024 ENTRY

## WAITING LIST REQUEST

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| IMPORTANT:  Please read the information on pages 2-3 and at [www.medway.gov.uk/secondaryadmissions](http://www.medway.gov.uk/secondaryadmissions) before submitting this form. Please ensure you understand the box on page 3.  Your completed waiting list form must be returned to the School Admissions Team within 10 school days of your offer..  Please return your form by email to [admissions@medway.gov.uk](mailto:admissions@medway.gov.uk) or by post to:  School Admissions, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR. |

|  |  |
| --- | --- |
| Child ID (as shown on your offer) |  |
| Child’s name |  |
| Child’s gender |  |
| Child’s date of birth |  |
| Child’s home address *(if you have moved since you applied, please provide proof of your move)* |  |
| School offered |  |
| Parent/Carer title and name |  |
| Parent/Carer telephone no. |  |
| Parent/Carer email address |  |

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

|  |  |
| --- | --- |
| School 1 |  |
| School 2 |  |
| School 3 |  |
| School 4 |  |

|  |  |
| --- | --- |
| **Parent/Carer signature\*** |  |
| **Parent/Carer name** |  |
| **Date** |  |

*\* I have read and understood the information about waiting lists on pages 2 and 3*

###### **WAITING LISTS AND REALLOCATION**

The deadline to request to be added to a waiting list for the first round of reallocation is 28 March 2024. You can submit a waiting list request after that date and we will process it after the first round of reallocation.

If you would like to be added to waiting lists, submit a waiting list request form **within 10 school days of your offer.**

The School Admissions Team holds the waiting lists on behalf of all Medway secondary schools until 31 December 2024. All waiting lists held by Medway Council will close 31 December 2024.

Do I need to refuse the school place offered 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.

Refusing the place offered does not give you a higher priority on a waiting list. We strongly advise that you do not refuse your offer.

We advise you accept your offer to ensure your child has a place secured even if you want to go on the waiting list for other Medway schools.  
  
If you refuse the place offered, the offer will be withdrawn from your child. If you change your mind about the refusal, you will need to ask for your child’s name to be added to the waiting list for the original school. There is no guarantee you would get the place back.

If you are offered a place from a waiting list, your 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 must legally be held in order of the school’s oversubscription criteria, which can be found in the individual school’s admissions policy on their 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.\*   
  
If you live in Medway, 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 22 April 2024, 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.

How long will my child be on the waiting list?

The waiting lists held by School Admissions Team close on 31 December 2024.

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.

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

If you can be offered a place from a waiting list, any other school place being held by your child will be automatically withdrawn from your child and reallocated to another child, even if you have previously accepted the place.

Do not request to be added to the waiting list unless you agree for us to withdraw your child’s current offer if a place becomes available on the waiting list.

You must contact the School Admissions Team if you want to remove your child from any waiting list or no longer want to change their school offer.

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 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.