



Determined Admissions Policy for September 2025

Person responsible for this document:	
Wendy Walters	
Reviewed by:	Date:
Wendy Walters	November 2023
Approved by:	Date:
CG Governors and Full Trust Board	November 2023
Cycle of Review:	Annually
Next Review Date:	November 2024
Reviewed Policy Ratified by Trustees and Governors	November 2023

1. The Admissions Process

The arrangements for co-ordinated admissions in Medway will be set out in detail on the Medway Council online website under the heading Admissions Arrangements 2025 and applications should be made via the Secondary Common Application Form (SCAF) which can be found either online at www.medway.gov.uk/admissions or by using a paper application form (SCAF), which can be collected from Medway Council's office at Gun Wharf, Dock Road, Chatham, ME4 4TR.

Chatham Grammar is a selective Academy. Applicants must be assessed as grammar through the Kent and/or Medway Test processes to be considered eligible for a place.

The Planned Admission Number (PAN) is 150. Offers of places will be posted to parents/carers by the Local Authority (LA), on behalf of the University of Kent Academies Trust. Places must first be offered to those children with Education, Health, Care Plans (EHCP) in which the Academy is named.

Consideration of applications

Year 7: 150 places to be offered for students deemed to be of selective ability, Chatham Grammar will admit students to Year 7 for September 2025 subject to Regional Academy Commissioner approval.

As the Year 7 September 2025 cohort moves up each academic year, boys can be admitted into that year group and those following it.

Year	Year group boys can join
September 2025	7
September 2026	7 and 8
September 2027	7, 8 and 9
September 2028	7, 8, 9 and 10
September 2029	7, 8, 9, 10 and 11

Individual students deemed selective, will be admitted into Years 8 through to 11 if there is a vacant place in the relevant group. Chatham Grammar will use Cognitive Ability Tests in conjunction with assessments from the current or most recent School attended to assess these admissions if qualifying selection test results are not available. The CAT4 testing supplied by GL Assessment, administered via an online testing platform, will be used for this selection process. The CAT4 tests students across four distinct "batteries"; verbal, quantitative, non-verbal and spatial as compared to the national average.

Oversubscription Criteria – Year 7

Where applications for admission of eligible students exceed this number, the following criteria will be applied in the order set out below, to decide which students who satisfied the selection requirements should be offered places:

After the automatic admission of Children in Care but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order), and after the automatic admission of students with EHCPs where

Chatham Grammar is named on the EHCP (after the Academy has been consulted and it has been agreed), the criteria shall be applied in the order in which they are set out below.

They will be prioritised on the basis of criteria a-c below (in order):

- a) Current family association (i.e., siblingⁱ) attending Chatham Grammar at the time of application who will still be attending when the applicant student is admitted and has been deemed selective.
- b) Students, deemed selective, of staff at Chatham Grammar (where the member of staff has been employed for one year or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- c) Nearness of student's homeⁱⁱ. In the unlikely event that two or more students in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which student should be given the place.

2. Procedure for Admissions into Years 8 – 11

The Academy is responsible for its own in-year applications and for applications for year groups other than the normal point(s) of entry.

The Academy will consider all such applications of students and if the year group applied for has a place available the Academy will admit the student, if deemed selective, unless the applicant has significant behavioural or attendance issues (other than at the normal admission point i.e., Year 7) and therefore falls under the criteria for referral to the Local Authority Fair Access Panel. If more applications are received than there are places available, the oversubscription criteria above (or for Post-16 places), below shall apply.

Parents/carers whose application is turned down will be informed of their right to appeal against the refusal of a place.

The Academy will on receipt of an in-year application notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area.

Students, deemed selective, will be admitted into Years 8 – 11 on the following basis:

- a) The availability of a vacant place in the relevant year group.
- b) Entry by GL cognitive ability tests and review of student's work by the Principal to determine whether the student will be able to cope with the academic workload.

3. The Appeals Process

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy.

The Appeal Panel will be independent of the Academy and will be comprised of a minimum of three members who will include:

- a) At least one independent lay person (someone without personal experience in the management of any School/Academy or provision of education in any School/Academy except as a School Governor or in another voluntary capacity); and
- b) At least one independent person who has experience in education, and who is acquainted with educational conditions in the local area, or who are parents/carers of registered students at a School/Academy

Parents/carers have the right to attend the Appeal Panel meeting in person, and to make an oral representation; that is, to clarify or supplement their written appeal. The Parent/carer may be accompanied by a friend or adviser. Parents/carers may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

The arrangements for appeals will be in line with the Code of Practice on Academy Admission Appeals published by the Department for Education.

The letter sent to parents/carers notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent/carer with a written statement detailing reason(s) why it has not been possible to allow the student to attend the Academy and will explain the parents/carers right of appeal. The notification will specify the date by which an appeal must be made, such date to be at least 14 days from the date on which the notification is posted. An application for an appeal hearing which arrives after the due date will normally only be considered where the parent/carer can demonstrate that there was a reasonable cause for the appeal not to be made in time.

Parents/carers wishing to appeal against an admission decision by the Academy should write to the Clerk to the Appeal Panel at the address given in the admission decision letter from the Academy. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing. The Appeal Panel will have the discretion to refuse to admit late evidence. Any materials presented by the Academy to the Clerk will be sent in advance to the parents/carers and materials presented by the parents/carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Parents/carers will be given 10 days' notice of the appeal hearing unless they agree to a shorter period of notice. Where a parent/carer fails to attend an Appeal Panel hearing for which 10 days' notice has been given (or a shorter period if the parents/carers have given their prior agreement), the Clerk will offer a second hearing and provide 10 days' notice of that appeal hearing, unless parents/carers agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents/carers in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

4. Operation of waiting lists

In respect of rising Year 7 students, as set out in the co-ordinated scheme, the LA will be responsible for holding a waiting list for students whose parents request that their child's name be added. This waiting list will operate until the end of December 2024. Thereafter, Chatham Grammar will maintain a waiting list.

Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant, they will be allocated to young people on the waiting list in accordance with the oversubscription criteria.

Chatham Grammar will establish and publish arrangements for appeals against non-admission, including an independent statutory Appeals Panel.

5. Post-16 Admissions

Chatham Grammar is part of the UKAT CG Sixth Form, with 150 places available in Year 12 (the Year 12 'capacity').

5a. Scope

The University of Kent Academies Trust Sixth Form aims to offer a wide range of high quality academic and vocational qualifications which require certain minimum grades at GCSE. This policy is in place to ensure that all students accepted into the UKAT sixth form are placed on appropriate courses where they are most likely to succeed. For this reason, we ask all students attend a meeting with a member of the UKAT Sixth Form Team to discuss the most suitable courses of study based on their expected GCSE results.

5b. Entry from Year 11 to Year 12

Entry to the UKAT Sixth Form is conditional on students achieving certain results in GCSE or Level 2 qualifications. Each course carries their own specific requirements, displayed annually in the UKAT Sixth Form Prospectus. The UKAT Sixth Form Team reserve the right to consider individual entrants on merit and in conjunction with subject leaders, for internal applicants.

5c. Timetable / Course Load

The UKAT Sixth Form is a full-time Post-16 provision and as such all students are expected to study a minimum of 3 A levels, based on merit and GCSE outcomes it may be acceptable for a student to study 4.

The Extended Project and Additional Mathematics courses, offered at Post-16 do not equate to a full A level and therefore must be studied in addition to a minimum of 3 A level courses.

5d. GCSE English and Mathematics at Post-16

Students that have not attained a grade 4 or better in English and/or Mathematics at GCSE will be required to re-take the course in the sixth form up until the point at which a grade 4 or better is attained. These are the only level 2 qualifications available within the UKAT Sixth Form.

5e. Oversubscription Criteria

In the event the UKAT Sixth Form is oversubscribed, and further places are unable to be provided, the following oversubscription criterion will be applied.

Order of Priority	Notes
<p><u>Group 1:</u> Children in Care and children who were children in care and ceased to be due to adoption. This includes those learners that were subject to a residence order or special guardianship order.</p> <p>Students with an EHCP that have named Chatham Grammar as their named Academy on the EHCP will gain automatic admission where the Academy has been consulted, can meet the students' needs and the student has met the entry criteria for the relevant courses.</p>	<p>This criterion applies to all children in care, including those who are or have previously been in the care of another local authority.</p>
<p><u>Group 2:</u> Internal applicants from a University of Kent Academies Trust Year 11 cohort.</p>	
<p><u>Group 3:</u> Young people who will have a sibling on a UKAT Academy roll in September 2023 and they are anticipated to meet the entry criteria for the Post-16 courses.</p>	<p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carers partner where the child for whom the Academy place is sought is living in the same family unit at the same address as the sibling.</p>
<p><u>Group 4:</u> Students of staff within UKAT, where the member of staff has been employed for one or more years and the student meets the minimum entry criteria for the course.</p>	
<p><u>Group 5:</u> Remaining offers will be allocated in rank order to those students who have the better performance predicted at GCSE for their subject specific requirement.</p>	

All admissions are subject to a vacancy existing on the course for which the student is applying and students meeting the entry criteria for the courses they are applying to. The Governors and Trust Leaders may, in exceptional circumstances, refuse admission to any individual student if, in their view, to admit that student would prejudice the fulfilment of the Academy's aims or seriously disrupt the provision of effective education of other students.

Addendums

ⁱ For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or by adoption, and any step or foster brother or sister who lives permanently with the child for whom the application is being made at the date of the application.

ⁱⁱ Distance will be measured by the shortest available safe walking route between home and Academy as measured by the council's geographical information system. Those living closer to the Academy will receive the higher priority. Medway Council's Geographical Information System measures the start point, end point and distance of each route in the following way.

The start point

The centre point of the road closest to the centre point of the student's home address. The centre point of the students' address is a grid reference taken from Ordnance Survey Mapping.

The end point

The centre point of the road or path closest to a defined point on the Academy site represented by a grid reference for the Academy defined within the geographical information system. The same end point is used for everybody.

The distance

The shortest available route between the start and end point using the centre point of streets and any other available safe walking routes. In a situation where there is no available safe walking route between a child's home and the Academy, an appropriate route on the road network will be used, purely to prioritise admission. In these circumstances there would be no expectation that the walk should be the one taken, or that it is a 'safe walking route.'

It is important to note that any roads that have been built recently (particularly in new developments) may not be included on the network. If this is the case, the measurement will start from the nearest available road on the network from the property.

In the event that a decision to offer a place has to be made between two applicants who cannot otherwise be separated, allocation will be made by a random draw.