



**FORT
PITT**
GRAMMAR
SCHOOL

Determined Admissions Policy

For September 2025

Reviewed annually Sept 2023 for 2025 intake

Admission in Year 7

Fort Pitt Grammar School follows the common procedure agreed with all Medway grammar schools and with Medway Local Authority. At present this policy is subject to approval by the Regional Schools Commissioner (RSC).

Context

- Information and guidance about the procedure is detailed in the Medway Admissions booklet "Admission to Secondary School". A copy of this is available from the primary school or from the Medway Admissions Team
- Parents/Carers expressing a preference for Fort Pitt Grammar School will have ensured their child has taken the Medway Selection Test
- Parents/Carers must complete the Medway Secondary Common Application Form (SCAF) in accordance with the Medway Coordinated Admission Scheme
- Offers and refusals of places will be managed by the Local Authority and results posted to parents/carers on behalf of Fort Pitt Grammar School
- For Sixth Form students wishing to join the school, the selection criteria is outlined at the end of this policy

Places available for Year 7 only: 150 places will be offered to children (boys and girls) deemed to be of selective ability by the Medway Test.

Oversubscription Criteria – Year 7 only

Where applications for admission of eligible children exceed the pupil admission number of 150, the following criteria will be applied in the order set out below, to decide which children who satisfied the selection requirements should be offered places:

1. Students in Public Care

Looked after children defined as being in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to Fort Pitt Grammar School. This applies also to those students who are previously looked after children who have ceased to be so due to being adopted or who have become subject to a child arrangement order or special guardianship order as defined in the Admissions code

2. Siblings

The sibling of a student who will still be attending the school at the time the student would be admitted. In this context "sibling" means children who live in the same house, including natural, adopted, step and foster siblings

3. Children of staff

Where the member of Fort Pitt staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of Fort Pitt staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Children residing within 2 miles of the school

This is measured by the Medway Council Geographical Information System

5. Children residing in one of the named parishes below.

These places will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System. The areas covered are:

- Allhallows
- Cliffe and Cliffe Woods
- Cooling
- Cuxton
- Frindsbury Extra (includes Wainscott and Upnor)
- Halling
- High Halstow
- Hoo St Werburgh (includes Chattenden)
- St James, Isle of Grain
- St Mary Hoo
- Stoke.

Please note that the prospective student's address must be where they are living at the time of the application and this will be checked. If the address is not the student's normal place of residence and an offer of a place has already been made, it will be withdrawn.

6. All other eligible children seeking a school place

These will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System.

Tiebreaker: In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Waiting List for Year 7

The Local Authority will be responsible for holding a waiting list for parents who request that their child be added and where that parent has ranked Fort Pitt Grammar School higher on the SCAF than the school they have been offered.

The Local Authority waiting list will operate until 31st December when the new Y7 cohort is admitted. The school will then operate the waiting list for Year 7 for the rest of the academic year using the oversubscription criteria described above.

The Local Governing Body will establish and publish arrangements for appeals against non-statutory admission, including an Independent Statutory Appeals Panel.

In-Year Admissions

- Places are offered, only if there are vacancies, to children of selective ability evidenced through previously passing the Medway Test.
- Students who have previously sat the Medway Test and been unsuccessful – will be required to submit evidence of work in core subject areas from their current school.
- Students who have not previously sat the Medway test will be required to take our age-appropriate standardised test in order to assess selective ability.
- Students who express a desire to be admitted out of the normal year group will be considered on a case-by-case basis and will be dependent on ability and fullness of the year group.

Admission in Year 12

This will depend on:

- A minimum of five good GCSEs including English and Mathematics at grade 5/4 will be required. For further clarification regarding specific subject entry requirements please refer to the sixth form prospectus
- Whilst existing Fort Pitt students who meet our entry requirements at the end of Year 11 are guaranteed a place, all offers will be conditional on final GCSE results. Evidence of these GCSE results will be required before admission
- Subject choice discussions will be conducted with a senior member of staff to ensure there is an appropriate full-time curriculum available. Students are not admitted on a part-time basis.

Oversubscription Criteria – Year 12

The same criteria are used in the cases of oversubscription as set out previously in Year 7 admission.

1. Students in Public Care

Looked after children defined as being in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to Fort Pitt Grammar School. This applies also to those students who are previously looked after children who have ceased to be so due to being adopted or who have become subject to a child arrangement order or special guardianship order as defined in the Admissions code.

2. Siblings

The sibling of a student who will still be attending the school at the time the student would be admitted. In this context “sibling” means children who live in the same house, including natural, adopted, step and foster siblings

3. Children of staff

Where the member of Fort Pitt staff has been employed for three years or more at the time at which the application for admission is made and/or where the member of Fort Pitt staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Students residing within 2 miles of the school

This is measured the Medway Council Geographical Information System

5. Students residing in one of the named parishes below.

These places will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System. The areas covered are:

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- Stoke.

Please note that the prospective student's address must be where they are living at the time of the application and this will be checked. If the address is not the student's normal place of residence and an offer of a place has already been made, it will be withdrawn.

6. All other eligible students seeking a school place

These will be allocated according to nearness of home to school, using the shortest, safe walking distance, measured by the Medway Council Geographical Information System.

Tiebreaker

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Entry into Year 13

It is recommended that in order to enter Year 13, students will have achieved at least three C grades in internal examinations at the end of Year 12. Each student must study at least three A Level courses or their equivalent.

Appeals

The school will abide by the School Admissions Code of Practice. Applicants refused admission are entitled to an appeal before an independent appeal panel. Appellants are encouraged to attend the hearing. Appeals should be made as soon as possible after parents have received the admission decision and before any date specified in the admission decision letter. Appeals are made to the independent appeal panel via the Clerk to the Governors.