



**FORT PITT**  
GRAMMAR SCHOOL

# **DETERMINED ADMISSIONS POLICY**

**FOR SEPTEMBER 2026**

A **Beyond** ACADEMY  
SCHOOLS TRUST

## Admission in Year 7

Fort Pitt Grammar School follows the common procedure agreed with all Medway grammar schools and with Medway Local Authority.

### Context

- Information and guidance about the procedure is available from the primary school or from the Medway Admissions Team
- Parents expressing a preference for Fort Pitt Grammar School will have ensured their child has taken the Medway Selection Test
- Parents 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 on behalf of Fort Pitt Grammar School

### Places available for Year 7 only:

150 places will be offered to children 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. This will operate until 31<sup>st</sup> August when the new Y7 cohort is admitted. The school will then operate the waiting list for Year 7 for the academic year using the oversubscription criteria above.

The Local Governing Body will establish 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 girls deemed to be of selective ability evidenced through age-appropriate testing in years 8-11.
- The Medway Test result stands for Year 7 and so any tests taken will be for admittance



into Y8 and beyond. They are designed for each key stage, therefore an application should only be made once per key stage (KS3 = Year 8 or 9 and then KS4 = Year 10 or 11). Whilst we realise life does provide challenges it is also preferable not to move students in Year 11 – the final year of their studies.

- For those moving into the area during Y7 with no experience of the Medway Test – an age-appropriate test will be arranged at our earliest convenience to ensure proof of selective ability.

### **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.
- Evidence of the final GCSE results and appropriate age (16 on the first day of September in the academic year to be admitted) which is a condition of admission. For those students where GCSE results are not available (international students) – the proof of an equivalent standard of certification is required and alongside that an entrance test may be required to verify ability levels.
- Subject choice discussions, which 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**

Priority will be given to existing students transferring from Year 11 who have met the academic entry requirements for the school. Following the transfer of internal Year 11 students into Year 12, all remaining places will be allocated to students who have met the overall entry requirements and their subject specific entry requirements. The same criteria are used in the cases of oversubscription as set out previously in Year 7 admission.

#### ➤ **Students in Public Care**

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## **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.

