



# Determined Admissions Policy

*For Admissions  
September 2023*

*Reviewed annually Sept 2022*

## 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 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 expressing a preference for Fort Pitt Grammar School will have ensured their daughter 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
- 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:** 150 places will be offered for girls deemed to be of selective ability by the Medway Test or the Review process undertaken by Medway.

### Oversubscription Criteria – Year 7

Where applications for admission of eligible girls exceed the pupil admission number of 150, the following criteria will be applied in the order set out below, to decide which girls 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 through adoption order\* or who have become subject to a child arrangement order\* or special guardianship order as defined in the Admissions code. This including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*\*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

## **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. Fort Pitt Thomas Aveling (FPTA) Junior Academies**

Students who have attended a school within the FPTA Academies namely, Balfour Junior Academy and Phoenix Junior Academy

## **4. 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

## **5. Girls residing within 2 miles of the school**

This is measured by the Medway Council Geographical Information System

## **6. Girls 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.

## **7. All other eligible girls 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 their daughter's name 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 31<sup>st</sup> 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 girls 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,

## **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 oversubscription criteria is applied in the same way for sixth form students as lower down the school and is listed below:

- 1. Students in Public Care**
- 2. Siblings**
- 3. Children of staff**
- 4. Students residing within 2 miles of the school**
- 5. Students residing in one of the named parishes below.**
- 6. All other eligible students seeking a school place**
- 7. Tiebreaker**

**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.