

The secondary school application and offer process

When can I apply?

- Medway residents can apply from 9am, Monday 6 September 2021
- Applications close at 5pm, Sunday 31 October 2021

Who do I apply to?

- If you live in Medway, you apply to Medway Council
- If do not live in Medway, you must apply to your home local authority (e.g. if you live in Kent, you apply to Kent County Council).

What Schools can I apply for?

- You can apply for any secondary schools you wish (apart from special schools) irrespective of where they are. The important thing is that you must apply to your home local authority.

How do I apply?

Medway residents can apply online at www.medway.gov.uk/onlineadmissions

Online admissions is the quickest, easiest and safest way to apply for your secondary school place. If you provide your email address when applying online you will:

- Receive confirmation your application has been received
- Receive details of the school offered on the offer day.

or

Please contact us at admissions@medway.gov.uk if you require a paper application form

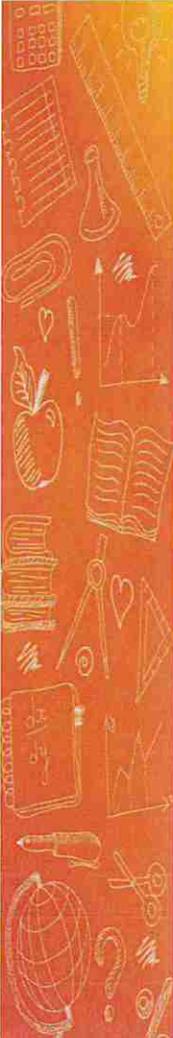


How many schools can I apply for?

- **Medway residents** can name up to 6 preferences
- You do not have to name 6, but it is important to understand that the more schools you name the more chance you've got of receiving the offer of a school place for one of your preferences
- Naming only one school does not give you a greater chance of gaining a place

Is my preference order important?

- Medway operates an equal preference scheme
- The order of your preferences is between the council and you
- Schools will not be told which preference you name them at the time of application or offer. They may need a copy of the application for any subsequent appeal
- Medway will look to offer your child a place at the highest named school that can offer a place and for which you child is eligible
- No school places are offered because the school is named as first preference
- All places are offered based on the oversubscription criteria for the school.



What happens if I miss the closing date?

- Late applications will only be allowed in exceptional circumstances or for 'good reason' (e.g. serious illness, bereavement, late move to the area, etc.)
- A letter explaining the reasons for the late application must also be provided
- As far as reasonable practicable, late applications for 'good reason' will be accepted up until **no later than 5pm on Monday 15 November 2021**
- The decision on whether a reason for late application is acceptable will be at the discretion of the School Admissions and Transport Management Team.

Any late application received after the above date or not accepted by the School Admissions and Transport Management Team will be held pending until after 1 March 2022 and will be processed at re-allocation.

When will I find out my child's school offer?

Medway residents:

- Secondary school places are offered on **Tuesday 1 March 2022**
- Medway residents who have applied on time will be advised of their offer by Medway Council at this time
- Medway residents who apply online, and provide an e-mail address will be sent an e-mail **after 4pm on the offer day**
- Those that apply on paper will be sent a letter on this date
- The correspondence you receive will include details of what to do next.

Non-Medway residents:

- If you live outside of Medway, and apply for a Medway schools, you will receive your offer from your home local authority
- After the offer date, you will be able to obtain information on what you can do next regarding Medway schools from the Medway Council website.



How do Medway work out what priority my child has for a place at the schools I have named?

- All school places are offered in accordance with the individual school's published oversubscription criteria
- School Admissions and Transport work in partnership with each school to ensure that all applicants are prioritised (ranked) correctly against the published oversubscription criteria
- No school places are offered based on which preference the school is named.

How do Medway work out which school is to be offered to my child?

- Medway operates an equal preference scheme, which means that school places are not offered based on which preference you name the school
- Your application will be considered and prioritised against the named school's oversubscription criteria
- When school places are being offered, Medway Council will look to offer your child a place at the highest named school where a place can be offered and for which they are eligible
- You will only receive the offer of one school on 1 March 2022.



Will I definitely be offered a named preference?

- We cannot guarantee that we can offer a place at one of your named schools
- It will depend on how oversubscribed the schools named are and where your child is prioritised against the schools over-subscription criteria
- For 2021 admissions on 1 March 2021:
 - ~ 96.18% of Medway children received the offer at a school named on their application
 - ~ 78.78% received the offer of a place at their first preference school.

If my child is grammar, will I definitely be offered a grammar school?

Every effort is made to ensure that a grammar assessed child is offered a grammar school. However, this is not always possible because either:

- A non-grammar school is offered because it is a higher named preference
- Or
- There are no vacant grammar places available to be offered



What happens if you can't offer my child at a school named on my application?

The council has a duty to ensure that a school place is offered on 1 March 2022 to every Medway child who has applied on time for a school place.

If we are not able to offer a place at one of your preferences, we will allocate place at the nearest 'appropriate' school to your home address that has vacancies.

'Appropriate' in this process means a Medway grammar school for children assessed as grammar (under the Medway Test processes) and a Medway non-grammar school for children assessed as non-grammar.



Do I need to accept or refuse the school place offered?

You must accept or refuse the place offered on 1 March 2022 by **Weds 30 March 2022**. Details of how to do this will be advised at the time of offer.

If I am not happy with the school place offered, what can I do?

Full details of the next steps you can take following the school offer made on 1 March 2022 will be available at that time.

There are various options available. These are:

- To go on the waiting list for any of the schools named on your original application*
- To request to be considered for a Medway school for the first time (via the waiting list process)
- To lodge an appeal for any of the schools named on your application but not offered. This includes Medway grammar schools, even if your child has not been assessed as grammar. Appeals are considered by an Independent Appeal Panel (not the school itself).

**Please note that you can only request to go on the waiting list for a Medway grammar school if your child has been assessed as grammar under the Medway Test procedures.*



All of this information and much more can be found in the Secondary Admissions digital information guide on our website:

www.medway.gov.uk/admissions

click on the secondary admissions link

Answers to most queries you might have can be found on our website. However, if you would like to speak with us, our contact details are:

School Admissions & Transport Team
Medway Council
Gun Wharf
Dock Road
Chatham
Kent

admissions@medway.gov.uk

or

medwaytest@medway.gov.uk

01634 331110

