



Consultation Admission Arrangements for The Robert Napier School (part of the Fort Pitt Thomas Aveling Academies) for September 2019

Please find below our draft documentation for consultation on the admission arrangements for The Robert Napier School. Any comments about the proposed arrangements should be made in writing to the clerk to the Local Governing Body, Miss Carol Wrate, care of The Robert Napier School, Third Avenue, Gillingham, ME7 2LX or e-mailed to admissions@robertnapier.org.uk, by 8th December 2017. The consultation period lasts from the 16th October 2017 to 8th December 2017, with the final arrangements being published by the 28th February 2018. Following consultation, The Robert Napier School proposes to adopt the following arrangements with respect to the admission of pupils to the school for the Academic Year 2019-2020 and these will be posted on the school website.

Arrangements:

The Robert Napier School has adopted the following arrangements with respect to the admission of students to the school for the academic year 2019-2020:

Into Year 7 at age 11
Into Years 8-11 if there is a vacant place
Into Year 12 at age 16

Procedure for admission into Year 7

Detailed information and guidance will be published in the Medway Local Authority booklet '**Admission to Secondary School: A guide for parents**'. Applications should be made using a common application form (CAF) and returned to the primary school Headteacher by the due deadline.

The age of admission is 11 years. The planned admission number (PAN) for the academic year commencing September 2019 and thereafter will be 180. Offers of places will be posted to parents/carers by the Local Authority, on behalf of the Trustees. Places will first be offered to children with Educational Health and Care Plans in which The Robert Napier School is named.

Oversubscription Criteria

If the number of applications for admission to the school received via the Medway coordinated scheme is greater than the published admission number, applications will be considered against the criteria set out below.

- a. Children in public care, or previously looked after
- b. Current family association (i.e. elder brother or sister in the school at time of application who will still be attending when the applicant child is admitted). This means:
 - A natural brother or sister (including adopted siblings)
 - Step brother or sister
 - Foster brother or sister
 - Those who live as brother or sister in the same house
- c. Siblings from children attending any other school belonging to the Trust at time of application who will still be attending when the applicant child is admitted.

d. Children of staff (where the member of staff has been employed for three years or more within the Fort Pitt Thomas Aveling Academies Trust at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).

e. Nearness of children's home/distance* to The Robert Napier School. Applicants are prioritised in order of nearness to the school. The distance calculated is the shortest available safe walking route known to the geographical information software (GIS) used by the Student Services Admissions Team. This geographical information software may not know all footpaths that are in existence, and certain new roads may not be known. Where a footpath or new road is not known to the software, an alternative route will be used. Where a child's home is situated on a new road, the distance calculated will begin from the nearest available known road plotted in the software. New developments may be subject to this. In certain cases, it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances, the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

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.

Procedure for Admissions into Years 8-11, and Year 7 after the normal September admissions round:

All applications for admissions for pupils in Years 8-11, and for Year 7 received after the normal September admissions round, may be made direct to the school by completing a casual admission application form. Information with regard to the availability of places will be shared regularly with the Local Authority.

Parents will be informed of their right to appeal against the refusal of a place. The Local Authority will, on request, provide parents with information about places available in all schools within its area.

All applications will be considered, and decisions made, by the Admissions Authority of the The Robert Napier School. A vacancy will be deemed to have arisen if the number of children on roll in the Year Group is less than the published admission number (PAN) for that year. Any additional children admitted will be at the discretion of the Headteacher.

Oversubscription Criteria for Year 8 and Above

- 1) Children in 'Public Care'.
- 2) Those with siblings on roll at the time of application, living in the same household.

 'sibling' means brother or sister, step brother or sister, foster brother or sister and those who live as brother or sister'.
- 3) Nearness to The Robert Napier School. Nearness is the shortest available walking route along which a child, accompanied as necessary, can walk with reasonable safety to the school's main reception. It is measured using Medway Council's Geographical Information System.

Procedure for Admissions into Year 12

In addition to students applying for Sixth Form places from Year 11, up to 50 additional students may be admitted for the first time in Year 12 up to the Planned Admission Number, providing the following criteria is met:-

- Advanced Level Courses: The minimum entry requirements of 5 subjects grade 4 (or the equivalent) are met. Offers of places will remain conditional until actual results are verified. Course entry requirements for specific advanced courses are published in the Sixth Form Prospectus.

Note: Looked after Children and previously Looked after Children have priority for admission to the sixth form.

Oversubscription Criteria

The oversubscription criteria for students in Year 8 and above will also be applied for Year 12 students. Where there is a tie break situation (e.g. Students living the same distance* away from the school), the place will be offered by random selection, conducted by an independent authority. Admissions are subject to a vacancy existing on the course for which the student is applying.

Waiting Lists:

No waiting lists will be held for Years 7-13. In respect of Rising Year 7, as set out in the co-ordinated scheme, the Local Authority will be responsible for holding a waiting list for parents who request their child's name to be added. This waiting list will operate until 31 December 2019 and will be ranked in the same order as the published over-subscription criteria.

Appeals:

If you are not offered a place at our school, you have the right to appeal to an Independent Appeal Panel. Appeal papers will be forwarded on request to all those parents who named The Robert Napier School on their preference list but were unsuccessful in gaining a place. Please ensure that those are returned to the Clerk to the Appeal Panel at the school. The closing date on the appeal application form must be adhered to.

Late Applications:

Will be handled as detailed in the Medway Co-ordinated Admission Scheme.

Definitions and notes

***Distance** – the distance calculated is the shortest available walking route known to the Medway GIS, using the centre point of streets and available walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road, the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this. In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances, the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point: - The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home. (The seed point is a grid reference for the property taken from the Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property, this will be used.

The end point: - A predefined centre point of the road adjacent the school site or a predefined centre point within the school site. In this case, the school's main reception. The same end point is used for all distance calculations to the school.