



THE
**ROBERT
NAPIER**
SCHOOL

Admissions Policy (2025)

*Created: **Autumn 2023***

*Reviewed & Approved by: **Governing body***

A **Beyond** ACADEMY
SCHOOLS TRUST

Determined Admission Arrangements for The Robert Napier School (part of the Beyond Schools Trust) for September 2025

The Robert Napier School proposes will adopt the following arrangements with respect to the admission of pupils to the school for the Academic Year 2025-2026.

Arrangements:

The Robert Napier School wishes to adopt the following arrangements with respect to the admission of students to the school for the academic year 2025-2026:

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

Medway resident parents/carers can apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a paper application form (SCAF), which can be collected from Medway Council's office at Gun Wharf, Dock Road, Chatham, ME4 4TR.

The Council can only accept one application for each child. Only one of the above methods can be used, not both.

A Digital Information Guide (composite prospectus) of all Medway secondary schools and academies along with details how the admissions process works is readily available on the Medway Council website to read/print and hardcopies of which will be available upon request for collection from Medway Council's Office at Gun Wharf (see above address).

The age of admission is 11 years. The planned admission number (PAN) for The Robert Napier School for the academic year commencing September 2025 will be 180. Offers of places will be posted to parents/carers by the Local Authority, on behalf of the Trustees. Places will be offered first to children with Education, Health and Care Plans (EHCP) 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 Admission Scheme is greater than the published admission number, applications will be considered against the criteria set out below.

a) Looked After Children/ Previously Looked After Children.¹

¹ As defined in the School Admissions Code September 2021, paragraph 1.7 and the Medway Co-ordinated Scheme for Secondary Admission Academic Year 2025/2026

Definitions of Looked After Children/Previously Looked After Children:-

School Admissions Code (Sept 2021)

1.7 All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children¹⁵ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted¹⁶.

Previously looked after children are children, who were looked after but ceased to be so because they were adopted¹⁷ (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

15 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

16 A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

17 This includes children who were adopted 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).

18 Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

19 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Medway Co-ordinated Scheme for Secondary Admissions Academic Year 2025/26: -

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear to Medway Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

*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). *Medway Council may require a copy of the adoption order / child arrangements order / special guardianship order to validate the application of this criterion.*

- b) Current Family Association, i.e. an older sibling² who is on the roll of the school when the application is made, living in the same household, and who must still be attending at the point of entry**

Medway Co-ordinated Scheme for Secondary Admissions Academic Year 2025/26: -

² 'Sibling' means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. (Extended family, for example cousins, living in the same house do not qualify as siblings). The sibling must be attending the named school at the time of application and at the time the younger child would start (September 2025).

- c) Nearness of children's homes³**

³ *The Governors of The Robert Napier School have adopted Medway Council's criteria for measuring the nearness of children's homes to the school when allocating places. Distance* will be measured by the shortest available safe walking route between home and school, as measured by Medway Council's Geographical Information System and as defined in the Medway Co-ordinated Admission Scheme. See Definitions and Notes section below.*



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, must be made direct to the school.

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 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) Looked after children/Previously looked after children.

(As defined in the School Admissions Code September 2021, paragraph 1.7 and the Medway Co-ordinated Scheme for Secondary Admission Academic Year 2025/2026)

- 2) Those with siblings on roll at the time of application, living in the same household.

(‘sibling’ means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins living in the same house do not qualify as siblings).

- 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 external students



may be admitted in Year 12 up to the Planned Admission Number which is 180, 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:

Waiting lists will be held for Years 7-13 and the published over-subscription criteria applied. Each added child will require the list to be ranked again in line with the published oversubscription criteria. In respect of Rising Year 7, as set out in the Medway Co-ordinated Admission 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 31st December 2025 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.

Distance Definitions and Notes

Medway Co-ordinated Scheme for Secondary Admissions Academic Year 2025/26: -

Distance* - All distances and routes calculated are the purposes of prioritising the



application for admissions only and there is no expectation that a child should use this to walk to school.

Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Services.

The start point:

- The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).
- This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.
 - 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 property developments may be subject to this.

The end point:

- This will be either a pre-defined point within the school site or the centre point of the road adjacent to the school site.
- The same end point is used for all distance calculations to the school concerned.

Routes/Footpaths:

- The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).
- Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system an alternative route will be used.

*Created: **Autumn 2023***

*Review Cycle: **Created annually***

*Next Review date: **Autumn 2024***

*SLT Responsibility: **Headteacher***

*Approval Level: **Governing body***

*Reviewed & Approved by: **Governing body Autumn 2023***