



Determined Admission Arrangements for The Robert Napier School (part of the Fort Pitt Thomas Aveling Academies) for September 2018

Arrangements:

The Robert Napier School has adopted the following arrangements with respect to the admission of students to the school for the academic year 2018-2019:

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 2018 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).

d. 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 event of a tie within any criterion a-d (i.e. if two or more children have the same priority in any criterion), places will be allocated firstly to those living closest to the school, and then if there is a tie for this, random allocation supervised by an independent authority.

The Trustees will establish an Independent Statutory Appeal Panel to hear appeals against non-admission.

Waiting Lists

A waiting list will be maintained for one term in year 7. The Trustees will be advised by the Admissions Team of the Local Authority in the first instance, who will co-ordinate the waiting list for a fixed period of time, and in accordance with the published over-subscription criteria of the school. This will then be maintained by the school for the remainder of the time. Each additional name added to the waiting list will cause the list to be re-ranked.

Procedure for Admissions into Years 8 – 11

All applications for admissions for students in Year 8 – 11 will be referred to Medway LA admissions office. Students will be admitted if there is a vacant place in the relevant year group.

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 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.

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.