

## Admissions Arrangements for 2025-2026

Greenacre School is a non-selective all boys school for 11–18-year-old children.

The main principle of admission to Greenacre School is to maintain the character of the school as a local school serving its community. The school is an inclusive school that welcomes children from all backgrounds and abilities. There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

Home address: Proof of residence will be required by the co-ordinated scheme. The offer of a place will be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week. For clarity the school week runs from Sunday night to Thursday night inclusive.

### Admission into Year 7

Detailed information and guidance is published on the Medway Local Authority website here: [https://www.medway.gov.uk/info/200137/schools\\_and\\_learning/1061/applying\\_for\\_a\\_secondary\\_school\\_place](https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place)

The ability of a child or any special needs that s/he may have, plays no part in the admissions policy of this school.

Children due to be admitted during the Academic Year 2025/2026 are those born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014.

The Published Admission Number (PAN) for the year commencing September 2025 will be 160.

Places are offered to pupils with Education, Health and Care Plans (EHCP) where, following consultation with the Local Authority that the child's individual needs can be met, the school is named.

#### Oversubscription Criteria

Where the number of applications received via the Medway co-ordinated scheme exceeds the School's PAN, places will be allocated in the following priority order:

1. Looked after children, and all previously looked after children. The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to be applicants. As required by the Regulations of 2005 the school will give

the top priority in their oversubscription criteria to applicants on behalf of looked after children (A 'child looked after' is a child who is (a) in the care of the 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 the application to a school) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children previously in Care outside of England - Children who appear to Greenacre School 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. Current family association (a sibling in the school at the time of application and still attending in September 2025), 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.
4. Children of a member of staff working at the school, where the member of staff has been employed for two or more years.
5. Historical Sibling – Priority will be given to applicants with an older sibling who attended Greenacre School but has now left within the past 5 years. Sibling means children who live as a 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.
6. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Greenacre as their preferred school.
7. Residence in the Greenacre School access area. Please see **appendix A** for the map. This can also be found on the Medway Local Authority admissions page.
8. Nearness (see appendix B for definition from LA) of children's homes and ease of access to schools (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route. '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 Admissions & Transport') Evidence of residence may be required. Please see the definition of 'nearness' taken from the Local Authority co-ordinated scheme for secondary admissions 2025-26.

In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route. In the unlikely event that a tie breaker is required for oversubscription criteria 9 the relevant names will be issued with a number and drawn randomly by an independent witness (a governor) to decide which child should be given the place.

In cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by the Local Authority for a place at Greenacre School. The children will be ranked according to the schools over subscription criteria and not according to the date when the child's name was added to the list. The Local Authority will hold the waiting list until 31 December 2025 and contact those on the waiting list to advise them on how to then apply to the school as in-year admissions, if they wish to do so.

## **In-Year Admission**

The casual admissions process will follow Local Authority guidelines that aim to make an in-year admission placement within 10 school days. Parents can apply for an in-year admission at any time during the school year. Parents wishing to make an in-year admission should complete the Local Authorities' In Year Casual Application Form (IYCAF). This can be obtained from Medway Council's website. If no places are available at the time of application the parent has right to appeal and/or the option to be added to a waiting list, held by Greenacre School. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list. Any place that becomes available will be offered to the child at the top of the list. All vacancies will be allocated as they arise.

If a parent wishes to transfer their child from another school without moving home, the Headteacher will contact the Child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves, visit our school and meet with the Leadership Team before any place will be offered.

## **Admitting a child into a year group not for their birth year**

The school reserves the right to admit students into a year group that may not include the applicant's birth year group. If any parent wishes to make an application for their child to be admitted to an academic year outside of their child's birth year, the evidence to support the application must be compelling enough to demonstrate that the student is in such need of working below their age range without an EHCP being in place, or is of an ability that is above their age range but chooses not to attend a selective school that the student would not be set work relevant to their academic level.

## **Admission into Year 12**

Places will firstly be offered to children in Local Authority care. i.e. a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (As per Section 22 of the Children Act 1989 or who is subject of a care order under Part IV of the Act). Priority will be given to existing pupils transferring from Year 11. Pupils are admitted to the Sixth Form subject to the following:

- A formal application by pupil and a pupil interview to determine the courses to be studied
- Availability of a specific course or combination of courses

Pupils maybe offered a trial place in 6th form if the school deems it appropriate.

The school reserves the right to withdraw courses if there is insufficient student demand.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- Where it is discovered that the school offered the place on the basis of a fraudulent or intentionally misleading application.

The over-subscription criteria for pupils in Year 7 will also be applied for Year 12.

## **Admissions for Children an Education Health & Care Plan (EHCP)**

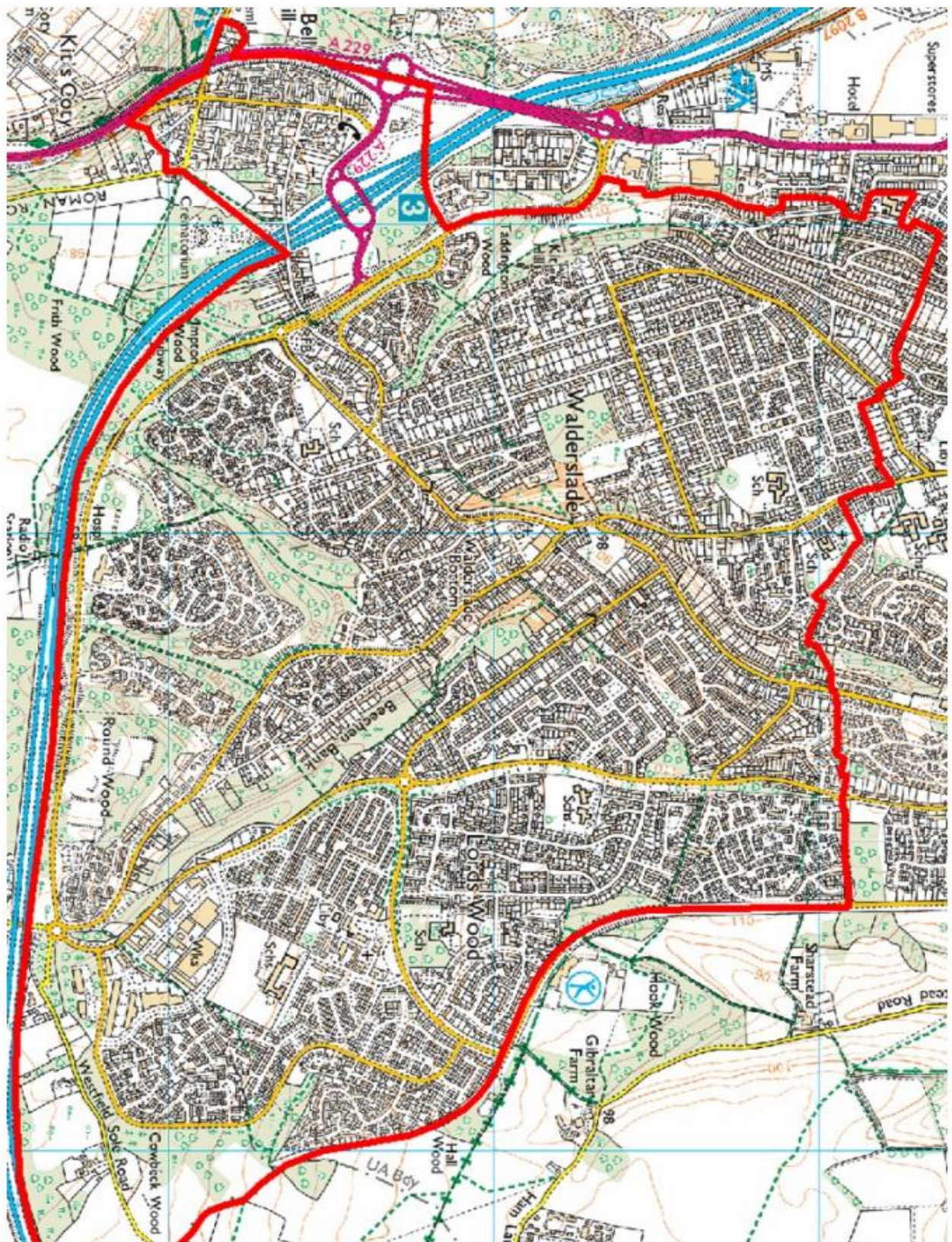
The admissions arrangements for children with Education, Health and Care Plans are the responsibility of Medway Council. For advice on arrangements to admit your child into school, you should contact your local SEN Officer through Medway Council.

## **Right of Appeal**

If having applied the oversubscription criteria, the school is unable to offer a place, parents will be contacted in writing and advised of the reason why a place could not be offered. Parents wishing to appeal should write to the Admissions Officer at the school, who will contact the Clerk to the Appeals Panel for the school. The Appeals Panel will then contact the parent with a hearing date at least 10 school days prior to the hearing.



Appendix A: Greenacre School access area as defined by Medway LA.





## Appendix B: Definition of 'Nearness' as per the LA

“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 Admissions & Transport.

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.

The end point:

- This will be either a pre-defined point within the school site or the centre point of the road adjacent 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-through, 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.
- 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.”

A **Beyond** SCHOOLS TRUST ACADEMY

The Walderslade & Greenacre Schools Partnership, 157 Walderslade Road, Walderslade, Chatham, Kent, ME5 0LP  
+44 (0) 1634 861593 | [office@wgsp.org.uk](mailto:office@wgsp.org.uk) | [Headteacher](#): Mrs Louise Campbell