

**Chatham Grammar Admissions - September 2024**  
**Useful information**

**Key Dates for Secondary Admissions 2024**

<b>Date / Deadline</b>	<b>Action</b>
Thursday 1 June 2023	Registration for the <a href="#">Medway Test (11+)</a> opens.
Friday 30 June 2023	Registration for the Medway Test closes.
Tuesday 4 July 2023	Closing date for special arrangements requests from schools.
9am on Monday 4 September 2023	Secondary school applications open.
Tuesday 12 and Wednesday 13 September 2023	Medway Test dates for children who attend Medway primary and junior schools.
Saturday 16 or Sunday 17 September 2023	Medway Test date for children from non-Medway schools. One day will be allocated to each child who attends a non-Medway primary or junior school.
Tuesday 3 October 2023	Results of the Medway Test.
10am on Monday 9 October 2023	Closing date for receiving Medway Test review requests.
4pm on Tuesday 10 October 2023	Deadline for primary and junior schools to submit review work to Medway Council.
Thursday 12 October 2023	Medway Test school work reviews.
Friday 20 October 2023	Review decisions posted to parents and carers.
5pm on Tuesday 31 October 2023	Secondary school applications close.
Friday 1 March 2024	Offers sent to parents and carers.
Thursday 28 March 2024	Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted.
Monday 22 April 2024	Re-allocation of school places and processing of late applications.
Tuesday 31 December 2024	End of admissions process and waiting lists close.

## Useful Links

Chatham Grammar Website: <a href="https://www.chathamgrammar.org.uk/">https://www.chathamgrammar.org.uk/</a>
Chatham Grammar social media platforms – please like and follow to receive details about our upcoming free admissions workshops  Facebook - <a href="https://www.facebook.com/chathamgrammar/">https://www.facebook.com/chathamgrammar/</a>  Twitter - <a href="https://twitter.com/chathamgrammar">https://twitter.com/chathamgrammar</a>  Instagram - <a href="https://www.instagram.com/chagrammar/">https://www.instagram.com/chagrammar/</a>
Chatham Grammar Admissions Team email <a href="mailto:Admissionscq@universityofkentacademiestrust.org.uk">Admissionscq@universityofkentacademiestrust.org.uk</a>
Chatham Grammar In Year Admission Form <a href="https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/5d5e7d97a7f56a0001ace3a1/1566473623676/inyearadmissionsform.pdf">https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/5d5e7d97a7f56a0001ace3a1/1566473623676/inyearadmissionsform.pdf</a>
Chatham Grammar Appeal Form – Main Round (Year 6 students, for Year 7 Secondary Transfer) <a href="https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/6346e7bf152acc467f271fbe/1665591231778/Appeals%2Bform%2B-%2BTransfer%2Bto%2Bsecondary%2Beducation%2Badmissions%2B2023%2B%282%29.pdf">https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/6346e7bf152acc467f271fbe/1665591231778/Appeals%2Bform%2B-%2BTransfer%2Bto%2Bsecondary%2Beducation%2Badmissions%2B2023%2B%282%29.pdf</a>
Chatham Grammar Appeal form – In Year Admissions <a href="https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/5d7aaedfef559237d586ece5/1568321247728/AppealsformInyearcasualadmissions2019.pdf">https://static1.squarespace.com/static/5d4890fc6403d700018b0e6f/t/5d7aaedfef559237d586ece5/1568321247728/AppealsformInyearcasualadmissions2019.pdf</a>
Brompton Academy website: <a href="https://www.bromptonacademy.org.uk/">https://www.bromptonacademy.org.uk/</a>
Brompton Academy Admission Team email <a href="mailto:admissionsba@universityofkentacademiestrust.org.uk">admissionsba@universityofkentacademiestrust.org.uk</a>
Brompton Academy Fair Banding Test registration <a href="https://www.bromptonacademy.org.uk/fair-banding-test">https://www.bromptonacademy.org.uk/fair-banding-test</a>
Medway Test Registration <a href="https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11/2">https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11/2</a>
Medway Secondary Admissions information pages <a href="https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/3">https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/3</a>
Medway contact email addresses  For Medway Test enquiries: <a href="mailto:medwaytest@medway.gov.uk">medwaytest@medway.gov.uk</a>  For general admissions enquires: <a href="mailto:admissions@medway.gov.uk">admissions@medway.gov.uk</a>
Kent Test registration link <a href="https://www.kent.gov.uk/education-and-children/schools/school-places/kent-test#tab-1">https://www.kent.gov.uk/education-and-children/schools/school-places/kent-test#tab-1</a>

# Chatham Grammar Admissions - September 2024

## Frequently Asked Questions

*Please note that these responses are given specifically in the context of Chatham Grammar Admissions. Whilst many of the responses are generic and can apply to any Medway secondary school, we would recommend that you check with individual schools where appropriate e.g. in the case of number of places being offered, oversubscription criteria and appeal dates*

### **Q: How many spaces will be on offer for September 2024 entry?**

A: On national allocations day, we will offer 150 places to students assessed as selective in Medway or Kent

### **Q: What are the over subscription criteria should more than 150 students apply for those places?**

A: Full details of our oversubscription criteria can be found on our website under admissions determined arrangements <https://www.chathamgrammar.org.uk/welcome> but in summary, places will be offered to students assessed as selective in the following order

- a) Children in public care / children who have previously been in public care or children with an EHCP where Chatham Grammar School for girls has been named, the academy has been consulted and it has been agreed.
- b) Current family association at Chatham Grammar
- c) Children of staff at Chatham Grammar
- d) Distance from student's home

### **Q: How do I apply for a place at Chatham Grammar?**

A: If you live in Medway, you will apply through Medway Council's coordinated admission scheme, and must name us as one of your preferences in order to be eligible for an offer. Your application can be submitted online (recommended) or in paper format.

*NOTE: If you live outside of Medway you can still name Chatham Grammar as a preference on your Local Authorities' application form (for example Kent, Bexley, Bromley, Essex, Greenwich)*

### **Q: What is selective?**

A: A selective assessment is obtained by sitting the 11+ test.

### **Q: Can my child sit any 11+ test?**

A: No. Chatham Grammar only accept a selective assessment from either the Medway or Kent Test (11+)

*NOTE: Currently Chatham Grammar is the only selective school in Medway that accepts both the Kent & Medway assessment for entry*

### **Q: What is the Medway Test?**

A: The Medway test is designed to assess 23% of the students who take it as selective and therefore eligible for places in a grammar school. The Medway Test assesses students in the areas Extended Writing, Maths and Verbal Reasoning. The cut off mark (pass mark) is not known until all tests have been completed, marked and the highest performing 23% identified.

A more detailed explanation of the Medway Test is available on Medway's website at [https://www.medway.gov.uk/info/200137/schools\\_and\\_learning/1049/medway\\_test\\_11](https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11)

**Q: What is the Medway Test pass mark?**

A: Each year the pass mark is not known until all tests have been marked and the top performing 23% have been identified. The pass mark for entry in 2023 was 488.

**Q: How do I sit the Medway Test?**

A: Registration for the Medway Test for September 2024 entry opened on 1 June and closed on 30 June 2023. Medway test registrations can be made at <https://admissions.medway.gov.uk/ParentPortal/Website/>

**Q: When is the Medway Test?**

A: The Medway test took place in September 2023.

**Q: If I miss the Medway Test or registration for any reason, can I sit a late test with Medway or Chatham Grammar?**

A: No. There is no provision for late testing within Medway or via Chatham Grammar.

**Q: I am having technical difficulties with the Medway Test registration portal. Can staff at Chatham Grammar reset my password or tell me if my registration has been submitted correctly?**

A: Unfortunately, Chatham Grammar do not have access to the Medway Test registration portal. We would recommend that you try registering for the test as soon as possible and contact the Medway team at [Medwaytest@medway.gov.uk](mailto:Medwaytest@medway.gov.uk) if you experience any difficulties.

**Q: What is the Kent Test?**

A: The Kent Test has a slightly different format to the Medway Test. The first paper for Kent is a combined English & Maths paper. The second paper is reasoning and contains verbal and non-verbal reasoning. There is also an extended writing exercise, but this is only marked if a Head Teacher Assessment is required.

A more detailed explanation of the Kent Test is available on Kent's website at <https://www.kent.gov.uk/education-and-children/schools/school-places/kent-test#tab-3>

**Q: What is the Kent Test pass mark?**

A: The Kent Test pass mark is also reviewed each year, so is not yet known. For entry in September 2023 it was a total score of 332, with no individual score below 108.

**Q: How do I sit the Kent Test?**

A: Registration for the Kent Test for September 2024 entry was during June 2023. Kent test registrations can be made at <https://www.kent.gov.uk/education-and-children/schools/school-places/kent-test#tab-1>

**Q: When is the Kent Test?**

A: The Kent test took place on 7 September 2023.

**Q: When will I receive my child's assessment decision?**

A: Medway test decisions were sent to parent/carers on Tuesday 3 October 2023.

**Q: My child was not assessed as selective in the Medway or Kent test. What can I do?**

A: For the Medway test you may request a review of the assessment decision. The deadline for academic review applications is Tuesday 10 October 2023. Your child's primary school will submit review work to the council to be assessed. Review decisions will be communicated to parent/carers by Friday 20 October 2023.

There is no academic review process for the Kent test. Primary schools receive the results of the Kent test at the beginning of October, and they have the right to apply for a "Headteacher Assessment" for children who have not reached the pass standard. This is carried out on a confidential basis without parent/carers being informed.

**Q: My child is assessed as non-selective following the Academic Review or Headteacher Assessment. What now?**

A: You have the right of appeal for any school that you list as a preference on your secondary application form, so if you are confident that your child is working at a selective level, then you should still name Chatham Grammar as one of your six preferences, but should also name at least one non-selective school that you would be happy for your child to attend.

**Q: Would naming Chatham Grammar as a preference if my child has been assessed as non-selective be a waste of a preference?**

A: You only have the right to appeal for a school listed as a preference, so must name Chatham Grammar on your application if you wish to appeal a non-selective decision.

*NOTE: There are two main types of appeal. One is a selective appeal, in which you will provide evidence to an independent panel showing how your child is working at a selective level; the second is an appeal because your named school is full. Here you will provide evidence to show why the school should still offer a place to your child. In each case the appeal will be heard, and the decision made, by an independent appeals panel*

**Q: What is the deadline for submitting my Secondary Admissions application?**

A: No later than 5pm on Tuesday 31 October 2023. This date is the National closure date and therefore will be the same for every local authority.

*NOTE: This date is after you have received your child's assessment and any review decisions.*

**Q: When will I receive my offer of a place?**

A: National offer day is Friday 1 March 2024.

*NOTE: if you have applied online, you will receive an email with your offer, if you have applied in paper format your offer letter will be posted on this date so you might not receive it for a day or two after this date.*

**Q: What happens next?**

A: Your offered school will contact you with next steps guidance, and an acceptance form which must be returned by Thursday 28 March 2024. If you have changed address since submitting your application in November, please make your offered school aware of your new contact details.

*NOTE: Schools are not permitted to send you their welcome letters before Monday 4 March 2024. If Medway have confirmed your place, you will be on our list.*

**Q: What can I do if I have not been offered a place at Chatham Grammar?**

A: If your child was not assessed as selective, then your application will show the status WITHDRAWN next to your preference for CG.

If your child was assessed as selective, but your child was not ranked in the top 150 students according to our oversubscription criteria, then your application will show the status NOT OFFERED next to your preference for CG.

At this point you may submit an appeal. The appeal form can be found on our website and must be returned directly to the school by Thursday 28 March 2024.

*NOTE: If you have been offered an alternative school that you listed as a preference you should accept this place by Thursday 28 March 2024. This ensures that should your appeal (which will not be heard before 28 March) is not upheld (i.e., you are not offered a place) then you still have a school place secured for your child. Accepting a place is not a final decision, and you can still refuse the place later should your appeal be successful.*

**Q: Am I eligible to appeal for a place at Chatham Grammar?**

A: If you named us as a preference on your coordinated admission form, then yes. You can appeal for any school that you named as a preference.

**Q: Does it matter if my child was assessed as non-selective or did not sit the test?**

A: No. If you have named Chatham Grammar as a preference you can appeal. If your child is currently assessed as non-selective or did not sit the test, this is called an Assessment Appeal

**Q: Where can I find the appeal form for Chatham Grammar?**

A: Our appeal form is available to download from our website in the Admissions area. Or in hardcopy from Reception.

It can also be emailed to you, to request this you should contact [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk)

**Q: What should I do with my form once it is complete?**

A: Please return by email to [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk) or by post to Admissions, Chatham Grammar, Rainham Road, Chatham, Kent ME5 7EH

**Q: What is the deadline?**

A: The academy will not be able to accept your appeal before 1 March 2023 and appeals must be received by the academy no later than **Thursday 28<sup>th</sup> March 2024** in order to be considered on-time.

**Q: Can I still appeal after this date?**

A: Yes, but your appeal will be considered "Late". This means it will be considered after on-time appeals.

**Q: I did not name Chatham Grammar as a preference initially, but now want to appeal. My child is already assessed as selective.**

A: If your child is already assessed as selective via the Medway or Kent 11+, then you can apply for a place on our waiting list and do not need to appeal. Medway families should complete the waiting list form available on the Medway Admissions website and return directly to Medway Admissions by Thursday 28 March 2024. Families living outside of Medway should contact their home LA for guidance on how to join the waiting list and their deadlines as this process varies. You can join as many waiting lists as you choose.

**Q: What happens when I join the waiting list?**

A: From 22 April 2024, Medway Admissions will begin a process of re-allocation. This means that available spaces, either because of vacancies or refusals, will be given to students on the waiting lists. If you have joined more than one waiting list, and are offered more than one place, then you can choose to accept your highest available preference. The re-allocations process may vary in other local authorities, so please contact them directly for the correct information.

**Q: I did not name Chatham Grammar as a preference initially, but now want to appeal. My child is not assessed as selective in Medway or Kent.**

A: You will follow the same process as above (for students who are already selective) however, when re-allocation happens, you will not be offered a place, but will then have the right of appeal. Please note that whilst this route is technically allowed, it will mean that your appeal is automatically "Late" and so will be considered after on-time appeals.

**Q: When will Chatham Grammar appeals be heard?**

A: Each year, all schools in Medway must publish their appeal dates on their websites by the end of February. These dates are a guide and may be extended if more appeals than estimated are received. Chatham Grammar will be hearing their appeals at the beginning of May.

**Q: Do I have to send all my evidence with my appeal form?**

A: No. The form initiates the appeal in the first instance, and evidence can follow.

**Q: I don't know what to write?**

A: Unfortunately, we are not able to advise you on what to write for your appeal. Schools must be independent of the process. Your appeal will be personal to you and should explain why you think your child is working at a level suitable for selective education, or why the schools should take them if they are full and should include any mitigating circumstances that you would like considered.

**Q: Can you tell me what evidence will make an appeal successful?**

A: No. We are not allowed to tell you and we recognise that not all Primary Schools have the same documents available, so we do not prescribe a list. The evidence you provide should support what you are saying in your appeal. For example, showing your child is working at a selective level.

**Q: Are you allowed to give me any guidance?**

A: We can't comment on an individual basis, but evidence that we have seen before can include:

- i. A letter from the Primary Headteacher (please note that Headteachers are not obliged to provide this, and will often only do so if they support an appeal)
- ii. KS1 Results
- iii. KS2 Mock Results
- iv. Termly Reports
- v. Any documents that relate to any mitigating circumstances you have declared.

We do not recommend that you ask Primary Schools to copy work and books.

**Q: When will I know the outcome of my child's appeal?**

A: All on-time appeals will receive written notification within 5 working days of the last hearing.

**Q: What happens next?**

A: If your child is offered a place via appeals, then we will get in touch once we have received our notification (which will be at the same time as you do) with your welcome pack and admissions forms. Once you have accepted our offer, you should let the school you previously accepted, know that you no longer require the place.

For all other queries, please email [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk)

**Q: What do I do if I need more information about Academic Reviews or Appeals?**

A: If you would like follow us or like us on our social media platforms you will be able to see when we publish dates for our Free Admissions workshops.

**Q: How do I like and follow Chatham Grammar on social media?**

A: Our platform links are

Facebook - <https://www.facebook.com/chathamgrammar/>

Twitter - <https://twitter.com/chathamgrammar>

Instagram - <https://www.instagram.com/chagrammar/>

**Q: What do I do if these FAQs haven't answered my query?**

A: If you have a general or Chatham Grammar specific admissions query that has not been answered by our workshop or these frequently asked questions then please contact our Admissions Team at [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk) and we will respond to your enquiry as soon as possible.

If you have queries that are specific to another school, such as their over subscription criteria, or where to find their forms, please contact those schools directly.