HOLCOMBE
GRAMMAR SCHOOL

2027/28 Admissions Cover Sheet

School Name	**Holcombe Grammar School**
Address	**Holcombe** **Letchworth Avenue** **Chatham** **Kent ME4 6JB**
Telephone number	**0333 360 2130**
Status	**Academy** (member of the Thinking Schools Academy Trust)
Date of determination	1st September 2027

Holcombe Grammar School Admissions
Policy 2027/28

Year 7 Admissions Arrangements

The arrangements for coordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents 'Admission to Secondary School', a copy of which will be available with the Headteacher or from the admissions team at the Education Office. The main points are summarised below:

- Parents complete the Medway common application form (CAF) in accordance with the Medway Co-ordinated Admission Scheme.
- The Local Authority will administer the test (Medway) on behalf of the governors of Holcombe Grammar School.
- The Local Authority will then act as clearing house for the administration of pupils' preferences.
- Following the tests, selective and non-selective decisions are posted to parents by the Local Authority. Offers and refusals of places will be posted to parents by the Local Authority, on behalf of the school.
- The school will also post decisions of the governors on admission to parents / carers and details of the right of appeal against the governors' decision.

The school's published admission number from 1st September 2027 is 180.

Only applications from those achieving the pre-set standard determined by the Medway testing arrangements (deeming them to be of selective ability) will be considered. Further details of the tests can be found on the Medway local authority website.

Where the Academy is named on a student's Statement of Special Educational Needs or Statutory Education, Health and Care Plan, and the student has fulfilled the entry requirements, the student will be admitted by the Academy.

If the number of applications for admission to the academy is greater than the Published Admissions Number (PAN) of 180, places will be allocated to students deemed selective in the Medway test in the following priority order:

- 1st - Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order (i*n the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours), and/or children* who appear to the Admission Authority to have been in state care outside of England but ceased to be so as a result of being adopted only. *

  *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".

[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

- 2nd - Children who, at the time of the admission, have a sibling who attends the Academy (Holcombe Grammar School). For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the academy, the other child/children will be offered place above PAN.

[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

- 3rd - Children who attend any of the following Thinking Schools' Academy Trust Medway primary schools: The Gordon Children's Academy, New Horizons Children's Academy, All Faiths Children's Academy, Cedar Children's Academy
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[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

- 4th - Children of staff employed by the Academy (Holcombe Grammar School): following the criteria above, priority will be given to the child of a person (1) who has been employed by the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the academy to fill a vacant post for which there is a demonstrable skills shortage.

[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

- 5th - Child's health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend "Holcombe Grammar School".

[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

- 6th - Children who live closest to the school. Distance will be based on the shortest distance from home to school, as per the Medway co-ordinated scheme. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

[If the School reaches PAN and becomes oversubscribed within this point in the priorities for allocation, places will be allocated on the basis of distance. Distance will be based on the shortest distance from home to the school as per the Medway Co-ordinated scheme]

Waiting List

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Holcombe Grammar School will be responsible for holding a waiting list for parents who request their child's name be added from 1st September 2027.

Applications for admission outside the normal admissions round – in-year applications (all year groups).

Any application for admission to the Academy which is outside the normal admissions round should be made direct to the school and the school will administer its own entrance testing arrangements and assessment for admission which will be age- related. No other selection process will be valid. * *11+ testing is only valid for entry to year 7 within the co-ordinated scheme dates.* If more applications are received than there are places available, the oversubscription criteria in 1 to 6 above will apply.

Children with statements of special educational needs, where the Academy is named, will be offered a place over PAN. The Academy reserves the right to discuss this with relevant agencies.

Application for admission outside the normal age range

Any parent wishing to place a child in the school in a year group different to their chronological age should first contact the school to explain the situation and the rationale underpinning the decision. The school will, in accordance with the Schools Admissions Code, consider all such requests and will respond to the parent on whether such an application would be accepted. If an application was submitted, it would be processed in line with the admission arrangements and the relevant test and, if applicable, oversubscription criteria applied.

Post 16 Admission Arrangements

Priority will be given to existing students transferring from Year 11 who have met the academic entry requirements for the academy (published in the Sixth Form prospectus and on the website). Following the transfer of internal Year 11 students into the Sixth Form, all remaining places will be allocated to students who have met the entry requirements for the Sixth Form and their particular courses of study (specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment will be published in the academy's Sixth Form prospectus and website).

The Holcombe Grammar School will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on Holcombe Grammar School roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

The Academy (Holcombe Grammar School) operates a Sixth Form for a total of 400 students. 200 places overall will be available in Year 12 (the Year 12 'capacity'). The admission number for Year 12 is 50. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 150 of the Academy's own year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 200.

The Academy will admit any pupils with a statement of SEN or with an Education, Health and Care plan naming the Academy who have met the entry requirements outlined above.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

Post 16 Oversubscription Criteria

Following the transfer of internal students from Year 11, all remaining places will be allocated to external applicants who have met the entry requirements for the Sixth Form and their particular courses of study. Where there are more eligible external applicants (i.e. that satisfy the academic entry requirements outlined above) seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank external candidates until the overall figure for the year group is reached:

1st - Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order.

2nd - Children who have attended any other TSAT secondary academy in Medway, i.e. The Victory Academy or The Rochester Grammar School.

3rd - Children who, at the time of the admission, have a sibling who attends the Academy (Holcombe Grammar School). For this purpose, "sibling" means a whole, half or step- sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered a place above PAN.

4th - Children of staff employed by the Academy: following the criteria above, priority will be given to the child of a person (1) who has been employed by the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Academy to fill a vacant post for which there is a demonstrable skills shortage

5th - Child's health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend "Holcombe Grammar School".

6th - Children who live closest to the school. Distance will be based on the shortest distance from home to school, as per the Medway co-ordinated scheme. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

Right of Appeal

Offers will be made with the requirement that entry requirements specified on the Academy's (Holcombe Grammar School) website and in its Sixth Form prospectus are achieved in the final examinations prior to entry to the Sixth Form. All offers made to external applicants are conditional upon students meeting the grade criteria specified and will only become firm offers upon the confirmation of actual GCSE results. Offer letters will be made before the end of March 2027. Offers will be confirmed once the school has been notified of GCSE results in August 2027.

All Year 11 transfers into the Sixth Form must meet the entry requirements specified on the Academy's (Holcombe Grammar School) website and in its Sixth Form prospectus.

Where external applicants have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other students failing to meet the required entry levels.

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

Distance criterion

Where it is necessary to prioritise applications, the criterion will be prioritised based on the shortest distance from the child's home to school. Distances will be measured as per the Medway Co-ordinated scheme.

Child's Home Address

A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence. If a child resides between split parents for different parts of the week the parents must agree and nominate one of their addresses to be used for the application.