

IN YEAR ADMISSIONS AND APPEALS

The method to apply for a place at Holcombe Grammar School, if you wish to move your child during an Academic year, is called the Casual Admission Process.

Please complete the admission Form and return it by email to <mailto:admissions@holcombegrammar.org.uk> . Please refer to Admissions Arrangements before completing this form.

When we have received your completed form, your child will be invited to sit an entrance test to determine if they are of selective school ability. If your child is in Year 6 or 7 and has already sat the Medway Test, and was successful, the result will be valid for 12 calendar months, after which they will be invited to sit the school entrance test.

If your son is successful in the entrance test and therefore reached the required academic standard and if a place is available in the year group, a place will be offered. If your child is successful, but a place is not available in the year group, due to oversubscription, you will be notified and the child put on a waiting list.

If an offer is not given, due to oversubscription or your child not reaching the required academic standard, you have the right to appeal. To request an admission appeal please refer to the notes Appeals Information and complete the [Secondary School Appeal Form](#).

Parents will be notified of the outcome of the casual admission no more than 15 days from receipt of the application form. Please note that, as set out in the School Admission Appeal Code 2012, section 5, para 5.1, parents can only appeal once for a place in the same school in the same academic year.