

Transfer to Secondary School 2024 - Medway Test Results

Parent/Carer Information and Guidance for Pupils Assessed as Non-grammar

1. The Medway Test is to assess children for entry to the Medway grammar schools only. These schools are:

| | |
|--------------------------|---|
| Holcombe Grammar School | Sir Joseph Williamson's Mathematical School |
| Chatham Grammar | The Rochester Grammar School |
| Fort Pitt Grammar School | Rainham Mark Grammar School |

In addition, The Howard School is a bi-lateral school with a designated grammar section.

2. The Medway Test is made up of three papers (writing test, mathematics & verbal reasoning test and verbal skills test). The tests are marked individually and the results are standardised.
3. Standardisation means that each child's score can be compared with those achieved by other children in the group and an allowance made for age so that the youngest are not at a disadvantage.
4. The standardised scores are weighted. The weighted scores are then calculated to provide a total weighted score using the following formula:
- 2 x writing test standardised score *plus*
 - 2 x mathematics & non-verbal reasoning standardised score *plus*
 - 1 x verbal skills standardised score

The below is for example only:

| | Standardised Score | Weighted Score | |
|---|--------------------|------------------|-------|
| <i>Writing</i> | 119 | (119×2) | = 238 |
| <i>Maths & non-verbal reasoning</i> | 117 | (117×2) | = 234 |
| <i>Verbal skills</i> | 122 | (122×1) | = 122 |
| <i>Total weighted score</i> | | | = 594 |

5. Each year a minimum total weighted score is determined based on 23% of children attending Medway maintained schools in the year group. This sets the score needed to be assessed as grammar. For September 2024 admissions, the minimum total weighted score required to be assessed as grammar is **492**.
6. All children attending Medway maintained schools whose score is above the minimum total weighted score will be assessed as grammar.
7. In addition, all children who attend non-Medway schools or Medway independent schools whose score is above the minimum total weighted score will also be assessed as grammar.
8. All children who have taken the tests and achieved scores that are below the minimum score will be deemed non-grammar at this stage*

***see page 2 for information about the academic review process**

Medway Test Results Academic Review Process

All review requests must be received no later than 10am on Monday 9 October 2023.

Review requests received after this time will not be processed due to the time constraints of the review process.

We are unable to acknowledge receipt of the R1 Review Request form due to the large volume of requests received in this process.

What is an academic review?

The academic review process allows a child's schoolwork to be looked at to determine whether your child is of grammar ability, even when the Medway Test scores have determined your child to be assessed as non-grammar.

Can I ask for an academic review for my child?

If your child has been assessed as non-grammar and you feel that this does not reflect their ability, you can request for an academic review to be undertaken. Children assessed as grammar cannot request an academic review.

What do I need to do first?

We strongly recommend that you read this guidance, information available in our [digital information guide](#) and discuss your decision with your child's primary school Headteacher or class teacher before submitting your request.

Ultimately it is your decision as to whether or not you proceed to the next stage and request a review.

How do I request a review?

To request an academic review you must complete the "Review Request Form (R1)". This is available to download from our [website](#).

You can provide your reasons in the box provided on the form, but this is for context only and is not considered in the review decision making process. The decision of the panel is based only on the schoolwork provided by your child's school.

Additional information sent with your request form will not be considered by the review panel. The review is of academic schoolwork only.

Return your form to: medwaytest@medway.gov.uk or Medway Test Team, School Services, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR

Requests must be received no later than 10am on Monday 9 October 2023

If you submit a review request, we ask that you advise your child's school so that they can prepare your child's schoolwork books to be submitted when requested by Medway Council to enable the review panel to make a decision.

If your child's school does not supply the schoolwork requested by Medway Council by the time required, the review will not take place for your child. This does not stop you pursuing an admissions appeal in March 2024, as explained below.

For a full review to take place, Medway Council requires schoolwork books from Term 5 and 6 of year 5 and Term 1 of year 6 in the 5 subjects listed below. If schoolwork in all/some of the correct subjects is provided but is not the full required set of work, the review will still go ahead and it is unlikely that your child will be reviewed as grammar.

If schoolwork for the wrong subjects only is provided, the review will not go ahead.

It is a parent/carer decision to request for an academic assessment review. Therefore, it is the responsibility of the parent/carer to ensure that the required schoolwork in the correct subjects and school terms are submitted to Medway Council for the review.

What happens after your request form is received?

When we receive the request form, we will contact your child's school to ask them to submit the schoolwork. The school must provide Medway Council with the following information:

- a) Your child's KS1 results, Year 3 and Year 4 end of year data and actual attainment at the end of Year 5 and predicted attainment at the end of Year 6.
- b) A recommendation as to the most appropriate type of secondary school for your child (i.e. grammar or non-grammar)
- c) A selection of your child's schoolwork books in writing, mathematics, science, humanities/topic work/curricular and reading work from Term 5 and 6 of Year 5 and Term 1 of Year 6.

Important to note:

- Where your child's school does not provide the workbooks as specified above, it will be up to the parent to provide the workbooks to Medway Council. If this is not possible, a review of work cannot take place.
- The review panel will not look at or take into account any documents, statements, photocopied or scanned work submitted in addition to the above including any test or practice papers. The review is of schoolwork only.

My child is Elective Home Educated what work should I submit?

When we receive the request form, we will ask you to submit the following:

- a) A selection of your child's work that illustrates independent learning in the following five areas of learning: writing, mathematics, science, topic (humanities) and reading.
- b) Only work that your child has produced from 1 April to the closing date of the work request will be accepted.
- c) Form R2.1 EHE Section A with details of your child's attainment grades where this information is available.
- d) Work will be accepted in paper form e.g. loose sheets, work books, exercise books etc. Work produced electronically must be printed with the date when it was produced.
- e) Work must be independently produced by your child and can include autonomous and self-directed learning approaches.
- f) The review panel will not look at or take into account any documents, statements, photocopied or scanned work submitted in addition to the above including any test or practice papers.

Who considers the review requests?

The review panel is made up of senior educationalists from Medway grammar and primary/junior schools. They consider each child's work individually.

The review panel makes a decision based on the academic evidence provided by the school. Only the academic work is presented to the review panel along with your Review Request Form (R1).

When will I know the review decision?

The result of the review will be notified to you in writing by Friday 20 October 2023.

What is the likelihood of my child being assessed as grammar at a review?

The full Medway Test assessment procedure seeks to assess 25% of the cohort of children in Year 6 in Medway maintained schools as grammar.

- 23% are assessed as grammar directly from their Medway Test scores
- Up to 2% may be found to be grammar from the academic process.

Last year (for 2023 admissions) the review panel considered academic work for 204 pupils and 15 of these were subsequently assessed as grammar. Decisions are based on the academic work provided, so we may not achieve up to 2%.

A grammar assessment through the academic review process only changes your child's assessment. It does not alter their test score, because this process is not a re-mark.

What happens if the review panel does not decide for my child to be assessed as grammar?

If the review decision is that your child's schoolwork does not support a grammar assessment you can still appeal for a Medway grammar school after national offer day (1 March 2024), as long as you name it on your secondary school application.

Can I only lodge a school admission appeal if I have requested a review?

No

You may submit an admission appeal for a Medway grammar school irrespective of whether you have requested a review or not, as long as you have named it as a preference on your secondary school application

When can I lodge my school admission appeal?

School admission appeals cannot be submitted until after school offers are made on 1 March 2024.

Full details of how to appeal will be published in March 2024. This guidance note should be read in conjunction with the [School Admission Appeals Code](#).

Is there any difference to the way a school admission appeal is considered if I have had a review?

The table on the next page provides brief detail on the way an Independent Appeal Panel considers a case if a review has been undertaken or not:

| Route taken | Evidence considered at the admission appeal |
|--|--|
| <p>Appeal when an Academic Review has been undertaken</p> | <p>Where a local review process has been followed the Independent Appeal Panel cannot make its own assessment of your child's academic ability but must consider whether your child's review was carried out in a fair, consistent and objective way.</p> <p>Only in cases where there is insufficient evidence that this has been done may the Independent Appeal Panel then consider any factors you contend may have affected your child's performance and evidence you wish to submit to support your claim that your child is of the required academic standard.</p> |
| <p>Appeal when an Academic Review has not been undertaken</p> | <p>If you chose to not request an academic review and to go straight to an admission appeal the Independent Appeal Panel should consider any factors that you believe may have affected your child's performance.</p> <p>The Independent Appeal Panel may then need to consider any clear evidence you present to support your claim that your child is of the required academic standard.</p> <p>This evidence may include school reports giving attainment information and/or a letter of support from your child's current or previous school clearly indicating why your child is considered to be of grammar school ability.</p> <p>Please note that representatives of schools being appealed for are not allowed to provide a letter supporting your appeal or to attend the appeal hearing with you.</p> |