

THE HOWARD SCHOOL ADMISSIONS PROCESS 2025

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The arrangements for coordinated admissions in Medway will be set out in detail in the Medway Local Authority (LA) booklet for parents/carers 'Admission to Secondary School', a copy of which will be available from the Head of School or from the Admissions Team at Medway LA. The Planned Admission Number (PAN) is 250. Offers of places will be posted to parents/carers by the LA on behalf of the school. Places will be offered first to children with Educational Health and Care Plans (EHCP) in which The Howard School is named.

2 OVER-SUBSCRIPTION CRITERIA

If the number of preferences for The Howard School received via the Medway coordinated scheme is more than the number of places available, places are allocated in the following priority order:

- i. Looked After Children or previously looked after children as defined in the Medway coordinated admission scheme.
- ii. At the time of application where a child has a brother/sister including adopted siblings, stepbrother/sister, foster brother/sister and those who live as a brother/sister in the same house currently attending the school and will still be on roll at the time of entry.
- iii. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
- iv. Where the child resides within the access area. Priority given to those nearest the school.
- v. Nearness of child's home. Distance will be measured by the shortest available safe walking route between home and school as measured by Medway Council's Geographical Information System.
- vi. Children of Trust staff.

Tiebreaker

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

3 THE APPLICATION FORM

The Medway common application form (CAF) should be used for all coordinated applications. For applications for admissions to The Howard School for admissions for pupils in Years 8 — 11 and for Year 7 received after 1 January 2026 should be made on the school's application form.

4. WAITING LISTS

Waiting lists will be held for Years 7 — 13 by the school. In respect of rising Year 7, as set out in the coordinated scheme, the LA will be responsible for holding a waiting list. Children are entered on the waiting list according to the oversubscription criteria. This waiting list will be operated by the LA until 31st December 2025.

5. PROCEDURE FOR ADMISSIONS INTO YEARS 8 -11 AND YEAR 7 AFTER 1st JANUARY 2026.

All applications for admissions for pupils in Years 8 — 11 and for Year 7 received after 1 January 2026 should be made directly to the school. The Academy Trust will consider all such

applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. Should a student be considered to be hard to place under Medway's Fair Access Protocols, the admission request will be referred to Medway to be considered by the Fair Access panel, rather than follow the normal admissions process.

If more applications are received than there are places available, the oversubscription criteria shall apply. Please see the oversubscription section for more details. Parents/Carers whose application is turned down shall be entitled to appeal.

However, within the exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. Children with statements of special educational needs where the school is named and agreed to be an appropriate placement, will be offered a place over PAN. The school must be in a position to meet the needs outlined in the statement / EHCP. Each case will be considered on an individual basis. Looked After Children, or those previously Looked After, will also be given priority.

There will be a right of appeal to an independent appeals panel for students refused admission.

Admission Arrangements The Howard School (6th Form) 2025

Admission: Students who meet the entry requirements will be accepted. The number of additional Year 12 places available for male and female students being admitted to the school for the first time will be 80.

Overview of course levels and additional course information can be found on the school website.

AS/A Levels Applied/BTec (Level 3)/Diplomas	At least 5 9-4 passes (or equivalent) at GCSE, usually including English and/or Mathematics. There may also be further requirements for specific subjects
English / Mathematics GCSE	We recognise the importance placed on these GCSE subjects. It will be essential for students to retake English or Maths if they have not achieved a 4/5-9 grade.
Religious Education	This is delivered through conferences during the year. There will be guest speakers, discussion groups and debates and subjects will be topical, involving moral issues — attendance is compulsory.