

THE HOWARD SCHOOL ADMISSIONS PROCESS for the academic year 2028 – 2029

1 THE ADMISSIONS PROCESS 2028

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 Principal 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. Children who have parents working within the trust.
Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- iv. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
- v. Where the child resides within the access area. Priority given to those nearest the school.
- vi. All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.

Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Admissions.

The start point: The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).

This may not always be the postal address road, in circumstances where an alternative road or footpath is nearer to the seed point of the property.

Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New property developments may be subject to this.

The end point: This will be either a pre-defined point within the school site or the centre point of the road adjacent the school site.

The same end point is used for all distance calculations to the school concerned.

Routes/Footpaths: The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).

Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system.

Where a route is not known to the GIS system an alternative route will be used.

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 September 2028 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 31 August 2028.

5. PROCEDURE FOR ADMISSIONS INTO YEARS 8 -11 AND YEAR 7 AFTER 1st JANUARY 2029.

All applications for admissions for pupils in Years 8 — 11 and for Year 7 received after 1 January 2029, 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.

SIXTH FORM ADMISSION POLICY **2028-2029**

The Howard School Sixth Form is co-educational Sixth Form, admitting a significant number of our internal Year 11 students as well as students who are studying for GCSEs at other schools (externals).

Internal and External students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

Admission for first entry to The Howard Sixth Form in September 2028

The Sixth Form will recruit on the basis of 140 student places in Year 12.

The Published Admission Number (PAN) for external students is 40, however, this figure could decrease or be exceeded in the event that internal numbers exceed or fall short of the required number required to produce an overall total figure for Year 12 of 140 students.

We reserve the right to change academic offers if numbers for each subject do not meet the threshold.

Students must attend or inform the school on results day of their intention to accept the place offered to them at interview or their place will be offered to other applicants, either internally or externally

Entry Criteria - Level 3

Students must have achieved a total of at least 5 GCSE passes at grade 4, including a 4 or better in Mathematics and English Language or English Literature, in order to qualify to enrol in the Howard Sixth Form. Where a student has failed to obtain a grade 4 in Mathematics or English Language / Literature places to the Sixth Form alongside having to re-take a subject will be considered on a case by case basis and will be required to re-take this subject alongside their three A Level choices. Students additionally need to satisfy the entry requirements of their chosen A level subjects (minimum of three), which are detailed in the Sixth Form Prospectus.

In addition, applicants' wider school performance will be taken into consideration when deciding to award a place in The Howard Sixth Form. Examples could include but are not limited to:

- Previous Behaviour record
- Previous Attendance record
- Attitude to learning
- Any other information which could hinder the wider success of other students in the Sixth Form

Appropriate Courses

Students who select The Howard School as first choice will be offered an interview and a conditional offer of a place at the school for September 2028, where entry criteria is on track to be met. Preferred choice of subjects will be discussed and it is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met in order for students to be confirmed a place at The Howard Sixth Form.

Internal Applicants

All internal students who request a place and who meet the academic criteria of the Policy will be offered a conditional place. Students **MUST** choose **THREE** subjects. There is the possibility to select a fourth subject, Extended Project Qualification (EPQ) in Year 13.

Priority for places for qualified applicants will be:

1. Internal applicants – students enrolled in Year 11 at The Howard School for Boys. Internal applicants transfer to Year 12 provided they have met the entry criteria.
2. External applicants that have applied and who placed The Howard as first choice and subsequently have been offered a conditional place, alongside having met the entry criteria.
4. Internal applicants who have met the entry criteria and course requirements of their chosen 3 A Levels, however, need to re-take either Mathematics or English Language
3. Late applicants who have not previously applied or been offered a conditional place (subject to places being available) and who have met the entry requirements.

Applications

- 1) Applications to The Howard Sixth Form can be made via an online form by scanning the QR code in the Sixth Form prospectus or by visiting The Howard School website.
- 2) The closing date for application forms is typically the end of January 2027.
- 3) The Sixth Form aims to allocate each applicant who has placed The Howard School as first choice an interview within 8 weeks of the application deadline. After that meeting and course choices have been confirmed a final offer letter will be sent by the end of April 2027. Unsuccessful candidates will be confirmed by the end of April 2027 and offered the opportunity to remain on our waiting list. These offers will be conditional on a student achieving the entry criteria and will be confirmed following GCSE results day

Late applications

Applications received after the closing date (24/01/27) will be considered in date order and a place offered if spaces remain on their chosen course.

Oversubscription Criteria

If there are more applicants than we have places available on any course who have met the academic criteria for entry, we will prioritise pupils based on the following:

1. Children in Local Authority Care or Previously in Local Authority Care who meet the entrance requirements
2. Children who were designated as receiving 'Pupil Premium' in the calendar year before admission to the Howard Sixth Form (a letter of confirmation from the previous school will be required) and who meet the entrance requirements.
3. GCSE or Equivalent KS4 Academic performance - This will be measured by ranked average performance points score in the applicant's best 8 qualifications
4. Distance - Where average performance points scores are the same, students will be further ranked by distance from home to school (with the nearest given the highest ranking).
5. Random Selection - A random selection will be applied should two or more applicants have the same average performance points score and the same distance from home to school.

Appeals

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

If you require any further information, please do not hesitate to contact the school on 01634 388765.

Waiting list

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. It will operate for those not offered a place by 1st September and for those applying for a place after this date. It will operate until 31st September. It will be organised in accordance with the oversubscription criteria above and if a place becomes available a fresh independent sequencing of pupils will take place.