2027-28 Admissions Cover Sheet

School Name	**The Rochester Grammar School**
Address	**Maidstone Road** **Rochester** **Kent ME1 3BY**
Telephone number	**033336 02120**
Status	**Academy** (member of the Thinking Schools Academy Trust)
Date of determination	**5th February 2026**

ADMISSION ARRANGEMENTS TO THE ROCHESTER GRAMMAR SCHOOL
2027-28

1. **Admission arrangements Year 7 - 11**

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

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

The School will admit girls into Years 7 to 11. The School's published admission number is 205 for pupils entering Year 7 in 2027.

Only applications from those assessed as grammar ability through the Medway Test will be considered. Further details of the tests can be found on the Medway local authority website.

Where the School is named on a student's Statutory Education, Health and Care Plan, and the student has fulfilled the entry requirements, the student will be admitted by the School.

Distance criterion

Where it is necessary to prioritise applications by distance, the criterion will be prioritised based on the shortest distance from the child's home to the 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 School 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.

2. Oversubscription criteria for September 2027:

If the number of applications for admission to the School is greater than the Published Admissions Number (PAN) of 205, 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 *(in the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours),* 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 - Pupils eligible for Pupil Premium*. Places will be allocated in priority order using the criterion below:

i. Children currently registered as eligible for Targeted Free School Meals
ii. Children who have been registered as eligible for free school meals at any point in the last six years
iii. Children whose parent(s) are serving in the regular UK armed forces
iv. Children of ex regular UK armed forces personnel who were serving in the last 3 years
v. Children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

***Parents/guardians will be required to provide evidence of eligibility (complete the Supplementary Information Form in Appendix 1 and return to The Rochester Grammar School) and the School may request confirmation from the applicant's home local authority.**

[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, at the time of the admission, have a sibling who attends the Academy (RGS). For this purpose, "sibling" means a whole, half or step-sister, 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 (RGS), 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]

4th - Children who attend any of the following Thinking Schools Academy Trust's Medway primary schools: New Horizons Children's Academy, The Gordon Children's Academy, All Faiths Children's Academy and Cedars Children's Academy.

[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 - Children of staff employed by the School: following the criteria above, priority will be given to the child of a person (1) who has been employed at the School for two or more years at the time the application was made and/or (2) where the person was employed by the School 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]

6th - 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 "The Rochester 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]

7th - Children who live closest to the School. Distance will be based on the shortest distance from home to the 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]

3. Waiting List/In-year Applications

All parents 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.

The Rochester Grammar School will be responsible for holding a waiting list for parents of prospective Year 7 who request their child's name be added until 31 December after the September of admission.

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

Any application for admission to the School which is outside the normal admissions round should be made direct to the School and the School will administer its own entrance test (to be deemed selective) for admission which will be carried out according to a published

calendar of dates. 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 above will apply.

Children with an Education, Health and Care (EHC) planwhere the academy is named, will be offered a place in accordance with point 6 of the oversubscription criteria. The School 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 request. The School will, in accordance with the Schools Admissions Code, consider all such requests and will respond to the parent on whether the request is accepted.

If a request for consideration of a place outside of the chronological age group was accepted, and an application for a place in that year group was submitted, it would be processed in line with the admission arrangements and the relevant test and, if applicable, oversubscription criteria applied.

The Rochester Grammar School (RGS)

Applications for Year 12 Entry

Post 16 Admission Arrangements

Priority will be given to existing RGS students transferring from Yr11 who have met the academic entry requirements for the school. All remaining places will be allocated to external students who have met the overall entry requirements and the subject entry requirements. The PAN for external applicants is 20. This is the minimum number of external students the school will admit if they meet the entry criteria. The capacity for external candidates will increase depending on the number of existing students transferring into Y12.

Minimum entry requirements for studying A Levels will be 4 GCSEs at grades 6-9, including grade 5 in Mathematics and either English Literature or Language. The Rochester Grammar School will also publish academic entry requirements for each A Level course available based upon GCSE grades. Students failing to meet the grades for their preferred A Level course options will be offered alternative A Level courses if available.

International Applicants are expected to evidence that they have met both the overall entry requirements and subject requirements through iGCSE results or through gaining a Statement of Comparability from UK ENIC to compare any national qualifications obtained outside the UK with GCSEs.

It is expected that applicants will be in Year 11 in the year of application.

The School will admit any pupils with a statutory Education, Health and Care plan naming the academy who have met the entry requirements outlined above.

Post 16 Oversubscription Criteria

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 (i*n the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours), 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".

2nd - Children who attend any Thinking School Academy Trust Medway Secondary School (Holcombe Grammar School and The Victory Academy).

3rd - Children who, at the time of the admission, have a sibling who attends the School (RGS). For this purpose, "sibling" means a whole, half or step-sister, 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 (RGS), the other child/children will be offered place above PAN.

4th - Children of staff employed by the School: following the criteria above, priority will be given to the child of a person (1) who has been employed at the School for two or more years at the time the application was made and/or (2) where the person was employed by the School 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 "The Rochester 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.

If the Sixth Form becomes oversubscribed within any of the above points in the priorities for allocation, places will be allocated on the basis of distance.

Offers and Appeals

All offers made will be conditional on GCSE results and subject to external students providing evidence of having met these requirements.

Anyone not holding a conditional offer, who have met our entry criteria can apply once they have received their GCSE results and will be added to our waiting list and subject to the oversubscription criteria if necessary.

If it has not been possible for you to be offered a place in the Sixth Form, you have the right to appeal against this decision to an independent appeals panel in accordance with the School Admission Appeal Code. These appeals are only for admission into the Sixth Form rather than to appeal individual subject entry requirements which are set by the school.

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 School 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.

Late admissions

The deadline for applications into Year 12 is 1st October of that academic year. Any applications received after this deadline will be considered after all on-time applications and a place may be offered if all conditions set out in the bullet points below are satisfied.

- There are available spaces
- Where spaces exist on the preferred courses; and
- The provision of effective education to the child or others in the cohort is not compromised.

Appendix 1

Supplementary Information Form: Pupil Premium Admission Priority

Academies (including free schools) are allowed to give priority in admissions to pupils attracting the Pupil Premium payment to schools.

The following pupils attract the Pupil Premium:

- Children registered as eligible for Targeted Free School Meals;
- Children who have been registered as eligible for free school meals at any point in the last six years
- Children who have been looked-after by a local authority continuously for more than six months
- Children whose parent(s) are serving in the regular UK armed forces
- Children of ex regular UK armed forces personnel who were serving in the last 3 years.
- Children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

If more pupils apply to the School than there are places available, we (The Rochester Grammar School) will give priority to all the above categories of children under the 'Pupil Premium criterion' within our admission arrangements. If we have enough places, every child will be admitted. If we do not have enough places, 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.

Children who are looked after do not need to be given priority under the Pupil Premium criterion, as they are already given highest priority in the admission arrangements alongside previously looked-after children. All other pupils eligible for the pupil or service premium will be given equal priority for admission.

If you think that your child falls into one of these categories, please tick the relevant box on the following form. These children will be considered under 'Pupil Premium priority' within our published admission arrangements. **Please note, there are further notes on the back page of this policy to guide you.**

The Rochester Grammar School

SUPPLEMENTARY INFORMATION FORM (SIF)

ADMISSION – SEPTEMBER 2027

Please select one of the following categories:

Categories	**Tick**
Category 1: My child is entitled to be registered as eligible for Targeted Free School Meals	
Category 2: My child has been registered as eligible for free school meals within the past six years	
Category 3: One or both of my child's parents is serving in the regular UK armed forces, are ex regular UK armed forces personnel who were serving in the past 3 years, or the child's parent(s) died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS). If parents are separated or divorced, in order to qualify under this criterion the parent in the services, or who was in the services within the past 3 years must be the prime carer for the child. *(If successful, evidence will be required when submitting Admission Forms.)*	

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth	Current Primary School

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		

If you are applying under Category 1 and 2, please complete the following information:

Your eligibility to receive free school meals will be reviewed on a regular basis and current Free School Meals eligibility will be checked by the Local Authority.

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth		
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Number		
Mobile Number		
Current Address	Postcode:	Postcode:
Previous Address **(if moved within last 12 months**)	Postcode:	Postcode:

DECLARATION

I agree that you will use the information I have provided to check my claim for Targeted Free School Meals and will contact other sources as allowed by law to verify my entitlement.

I certify that the information given on this form is correct to the best of my knowledge and belief. I understand that all information given may be checked with the Benefits Agency and that the submission of incorrect information may result in legal action.

Signed (parent/guardian):	
Print name:	
Date:	

Please return the completed Supplementary Information Form (SIF) to:
The Principal's PA, The Rochester Grammar School, Maidstone Road, Rochester, Kent, ME1 3BY by no later than 31 October 2026.

How the information in this form will be used

The information you provide in this form will be used by the school to confirm receipt of one of the listed welfare benefits.

The information will also be used in relation to pupils in Year 3 or above to decide whether they are eligible for Pupil Premium.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to Pupil Premium. The information may also be shared with other Council departments to offer benefits and services.

Notes:

Category 1:
We will assess whether your child is eligible to be registered for Targeted Free School Meals (and so attract the pupil premium).

For the purposes of the school's admission policy you are considered to be entitled to free school meals if you or your child receive any of the following:

Income Support
income-based Jobseeker's Allowance
income-related Employment and Support Allowance
support under Part VI of the Immigration and Asylum Act 1999
the guaranteed element of Pension Credit
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Category 2:
You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a predecessor school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

Category 3:
Any documentary evidence from your regiment/unit confirming one or more parents are a currently serving member of the regular UK armed forces, that they were serving within the last 3 years or that the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS), owing to their parents dying while serving in the UK Armed Forces. If parents are separated or divorced, evidence should be supplied to show that the prime carer for the child is serving in the military or was within the last 3 years.