The Capstone School

Admissions Arrangements for 2028-2029

Introduction

The Capstone School is a co-educational school providing education for boys and girls between the ages of 11 and 18.

The principal aim of admission to The Capstone School is to maintain the character of the school as a local school serving its community. The Capstone School is an inclusive school that welcomes children from all backgrounds and abilities.

Admission to the school is not dependent upon any voluntary contribution. Where the number of applications exceeds the number of places available, places will be allocated in accordance with the oversubscription criteria set out within these admissions arrangements.

Home Address

Proof of residence will be required in accordance with the co-ordinated admissions scheme. An offer of a place may be withdrawn if the required proof of residency is not provided or where information provided as part of an application is found to be fraudulent or intentionally misleading.

Where a child lives for part of the week with one parent and part of the week with another parent or family member, the home address will be considered to be the residence where the child spends at least three nights of the school week each week.

For the purposes of these admissions arrangements, the school week runs from Sunday night to Thursday night inclusive.

Admission into Year 7

Detailed information and guidance regarding applications for secondary school places is published by Medway Local Authority.

The ability of a child, or any special educational needs that they may have, plays no part in the admissions criteria for The Capstone School.

Children due to be admitted during the academic year 2028 – 2029 are those born between **1 September 2016 and 31 August 2017**.

The **Published Admission Number (PAN) for Year 7 for September 2028 is 340**.

The Capstone School, 157 Walderslade Road, Walderslade, Chatham, Kent, ME5 0LP
(formerly known as The Walderslade & Greenacre Schools Partnership)
+44 (0) 1634 861593 | office@wgsp.org.uk | Headteacher: Mrs Louise Campbell

Children with an Education, Health and Care Plan (EHCP) that names The Capstone School will be admitted in accordance with the relevant statutory requirements.

Oversubscription Criteria

Where the number of applications received through the Medway co-ordinated admissions scheme exceeds the school's Published Admission Number, places will be allocated in the following priority order:

1. Looked After and Previously Looked After Children

Looked after children, previously looked after children and children who appear to The Capstone School to have been in state care outside England and ceased to be in state care as a result of being adopted will receive the appropriate priority.

A looked after child is a child who is in the care of a Local Authority or is being provided with accommodation by a Local Authority in the exercise of its social services functions.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

2. Current Family Association

Priority will be given to children who have a sibling attending The Capstone School at the time of application and who will still be attending the school in September 2028.

For the purposes of these arrangements, a sibling includes children who live as a brother or sister within the same household, including natural siblings, adopted siblings, foster siblings and step-siblings.

Extended family members, for example cousins living within the same household, do not qualify as siblings.

3. Children of Staff

Priority will be given to children of The Capstone School staff in either or both of the following circumstances:
a) 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; **and/or**
b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

4. Historical Sibling

Priority will be given to applicants with an older sibling who attended the school but has left within the previous five years.

The definition of sibling given above will apply.

5. Child's Health Reasons

Priority may be given on specific medical grounds where appropriate medical evidence is provided demonstrating a particular health reason that requires the child to attend The Capstone School.

6. School Access Area

Priority will be given to children whose home address falls within The Capstone School's designated school access area.

The relevant access-area map will be provided within **Appendix A** and/or made available through the Medway Local Authority admissions information.

7. Nearness of Children's Homes and Ease of Access to School

Remaining places will be allocated according to the nearness of the child's home to The Capstone School and ease of access to the school.

Where a tie occurs within an oversubscription criterion, priority will be given to the child living closest to the school, measured using the shortest available route.

Distances and routes will be calculated using the relevant geographical information system (GIS) used by School Admissions and Transport.

Evidence of residence may be required.

Where two or more applicants cannot otherwise be separated using the published criteria and distance measurement, an appropriate random allocation process witnessed independently will be used to determine which child is offered the place.

Waiting Lists

Where The Capstone School is oversubscribed, parents/carers may request that their child's name is placed on the waiting list.

Children on the waiting list will be ranked in accordance with the school's published oversubscription criteria and not according to the date on which the child's name was added to the list.

The Local Authority will hold the waiting list until **31 August 2028**. Parents/carers wishing their child to remain on a waiting list after this point will need to follow the school's in-year admissions arrangements.

In-Year Admissions

Parents/carers may apply for an in-year admission at any point during the school year.

The in-year admissions process will operate in accordance with the relevant Local Authority arrangements. Parents/carers wishing to make an in-year application should complete the appropriate application documentation provided by Medway Local Authority.

Where no place is available, parents/carers will have the right of appeal and may request that their child's name is added to the waiting list.

Waiting lists will be maintained in accordance with the school's published oversubscription criteria. The length of time that a child's name has been on the waiting list will not give them additional priority.

Where a vacancy becomes available, it will be offered to the child who has the highest priority according to the oversubscription criteria at that time.

Where a parent/carer wishes to transfer their child from another school, The Capstone School may contact the child's current school to obtain relevant information to support an effective transition.

Admission Outside the Normal Age Group

Parents/carers may request that their child is admitted to a year group outside their normal age group.

Any such request will be considered on its individual circumstances and in accordance with the applicable admissions requirements.

Parents/carers should provide any supporting evidence they wish the school to consider when making its decision.

Admission into Year 12

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Priority will be given to looked after and previously looked after children in accordance with the relevant admissions requirements.

Priority will also be given to existing pupils transferring from Year 11 into The Capstone School Sixth Form, subject to meeting the requirements for their chosen programme of study.

Admission to the Sixth Form will be subject to:

- A formal application;
- The availability of the particular course or combination of courses requested; and
- Any published academic entry requirements applicable to the chosen programme of study.

The school reserves the right to withdraw individual courses where there is insufficient student demand.

Where applications from eligible external applicants exceed the number of places available, the school's published oversubscription criteria will be applied.

An offer of a place may be withdrawn where:

- A parent/carer or applicant fails to respond to an offer within the required period;
- Important changes to information supplied as part of the application have not been disclosed; or
- The offer was obtained through a fraudulent or intentionally misleading application.

Children with an Education, Health and Care Plan (EHCP)

The admission arrangements for children with an Education, Health and Care Plan are administered through the appropriate statutory process.

Parents/carers seeking advice about admission for a child with an EHCP should contact the relevant Local Authority SEN service.

Right of Appeal

Where The Capstone School is unable to offer a place, parents/carers will be notified and provided with information explaining their right of appeal.

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Parents/carers wishing to appeal against the refusal of a place should follow the appeals procedure provided with the decision.

Appeals will be considered by an independent appeal panel in accordance with the relevant statutory requirements.

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