



Thinking Schools Academy Trust  
***“Transforming Life Chances”***



The Victory Academy  
Admissions Policy  
2026/27

**Policy Holder:** Wendy Reeve

**Position:** Attendance Improvement Manager & Admissions

**Date Ratified:** March 2025

**Review Date:** March 2026

## **The Victory Academy Admissions Policy 2026/27**

### **Year 7 Admission Arrangements**

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

- 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. Parents will be informed on 1 March 2026.
- The school will also post to parents decisions of the governors on admission and details of the right of appeal against the governors' decision.

The school's published admission number is 240.

Where the Academy is named on a student's Education, Health and Care Plan, the student will be admitted by the Academy. The Academy is committed to ensuring that all SEND students have access to the same opportunities as other students. The Academy has facilities for students with disabilities including lift access, accessible bathroom facilities in all of the Academy blocks. All students are encouraged to take full part in the everyday activities of the Academy. The SENCo will put in place additional support if required to enable every student to have the opportunity to take advantage of outside visits and field trips. Timetable and any other reasonable adjustments can be arranged if necessary to ensure full access to the curriculum.

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of applications for admission to the Academy is greater than the Published Admissions Number (PAN) of 240, places will be allocated in the following priority order:

1<sup>st</sup> Children In Care and all children who have been previously in care, but following being in care became subject to an adoption order, child arrangement order or special guardianship order<sup>\*\*</sup>. <sup>1</sup> and/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.\*

*[If the school reaches PAN and becomes oversubscribed within this point in the priorities for allocation, random selection will be used to prioritise applications]*

2<sup>nd</sup> Children who, at the time of the admission, have a sibling who attends the Academy (Victory Academy). For this purpose, "sibling" means a whole, half or step-sister or brother, 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

---

*\*\*1 in the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours*

*\*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".*

multiple births or siblings in the same year group, where there is only one place available in the Academy, 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, random selection will be used to prioritise applications]*

3<sup>rd</sup> Children who attend any of the following Thinking Schools Academy Trust's 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, random selection will be used to prioritise applications]*

4<sup>th</sup> Children of staff employed by the Academy: following the criteria above, priority will be given to the child of a person (1) who has been employed at the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Academy 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, random selection will be used to prioritise applications]*

5<sup>th</sup> 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 Victory Academy.

*[If the school reaches PAN and becomes oversubscribed within this point in the priorities for allocation, random selection will be used to prioritise applications]*

6<sup>th</sup> Children who live closest to the school. Distance will be based on the shortest distance from home to school, using 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, random selection will be used to prioritise applications]*

### **Waiting List**

All parents who have been refused a place at the school 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 oversubscription 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.

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added until 31 December.

Notwithstanding a child's place on the waiting list, if the local fair access protocol identifies the academy as offering a suitable place for a child, i.e. one who falls within the scope of the protocol, then he or she will be offered a place.

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

The Academy will consider all applications. Should a student be considered to be hard to place under Schools Admission Code 2021 paragraph 3.17, 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 criteria section for more information. Parents/Carers whose application is turned down shall be entitled to appeal.

Children with statements of special educational needs, where the Academy is named, will be offered a place over PAN. The Academy 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 decision. The school will, in accordance with the School Admissions Code, consider all such requests and will respond to the parent on whether such an application would be accepted. If an application was submitted, it would be processed in line with the admission arrangements and the relevant test and, if applicable, oversubscription criteria applied.

### **Children from Overseas**

Children entering the country for the first time will need to provide proof of British citizenship, EEA nationality or appropriate leave to remain in the UK. Documentation should ideally be included with the application.

### **Post 16 Admission Arrangements**

Priority will be given to existing students transferring from year 11 who have met the academic entry requirements for the academy (published in the Sixth Form prospectus and on the website). Following the transfer of internal year 11 students into the Sixth Form, all remaining places will be allocated to students who have met the entry requirements for the Sixth Form and their particular courses of study (specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment will be published in the academy's Sixth Form prospectus and website).

Victory Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on Victory Academy school roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

Victory Academy operates a Sixth Form for a total of 300 students. 150 places overall will be available in year 12 (the year 12 'capacity'). The admission number for year 12 is 20. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 130 of the academy's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 150.

The academy will admit any pupils with a statement of SEN or with an Education, Health and Care plan naming the academy who have met the entry requirements outlined above.

When the Sixth Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/ permitted to progress.

### **Post 16 Oversubscription Criteria**

Following the transfer of internal students from Year 11, all remaining places will be allocated to external applicants who have met the entry requirements for the Sixth Form and their particular courses of study. 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:

1<sup>st</sup> Children In Care and all children who have been previously in care, but following being in care became subject to an adoption order, child arrangement order or special guardianship order\*\*. and/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.\*

2<sup>nd</sup> Children who have attended any other TSAT secondary academy in Medway, i.e. Holcombe Grammar School or The Rochester Grammar School.

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

4<sup>th</sup> Children of staff employed by the Academy: following the criteria above, priority will be given to the child of a person (1) who has been employed at the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Academy to fill a vacant post for which there is a demonstrable skills shortage.

5<sup>th</sup> 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 Victory Academy.

6<sup>th</sup> Children who live closest to the school. Distance will be based on the shortest distance from home to school, using 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 is over-subscribed from within any of the above categories, then a system of random selection will be used to prioritise applications.*

### **Right of Appeal**

Offers will be made with the requirement that entry requirements specified on the academy's (Victory Academy) website and in its Sixth Form prospectus are achieved in the final examinations prior to entry to the Sixth Form. All offers made to external applicants are conditional upon students meeting the grade criteria specified and will only become firm offers upon the confirmation of actual GCSE results. Offer letters will be made before the end of March 2026. Offers will be confirmed once the school has been notified of GCSE results in August 2026.

All year 11 transfers into the Sixth Form must meet the entry requirements specified on the academy's (Victory Academy) website and in its Sixth Form prospectus.

Where external applicants have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other students failing to meet the required entry levels.

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code.

The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

**Distance criterion**

Where it is necessary to prioritise applications, the criterion will be prioritised based on the shortest distance from the child's home to school. Distances will be measured using 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 Academy 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.