

**PRIMARY, INFANT AND JUNIOR SCHOOL ADMISSIONS –
SEPTEMBER 2017**

NEXT STEPS FOR PARENTS/CARERS

Important information on:

- **ACCEPTING/REFUSING THE SCHOOL PLACE OFFERED**
- **WAITING LISTS AND REALLOCATION**
- **SCHOOL ADMISSION APPEALS**

Please read this information to assist you in making your decisions about the next steps to take now that your child has been offered a primary, infant or junior school place for September 2017.

Please ensure that you submit any request/response in relation to these processes in accordance with the dates/timescales shown on the actual form.

It cannot be guaranteed that any late request/response will be processed at the same time as those received on time.

If, after reading the following information, you have any questions regarding these processes please contact Medway Council Student Services-Admissions Team on the below details:

Medway Council
Student Services-Admissions Team
Gun Wharf, Dock Road
Chatham, ME4 4TR

e-mail: admissions@medway.gov.uk
Tel: 01634 331110, Fax: 01634 331614
Admissions WebPages: www.medway.gov.uk/admissions

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ACCEPTING/REFUSING THE SCHOOL PLACE OFFERED

Do I have to complete the acceptance/refusal form?

- Yes, it is vitally important that all school places offered are either accepted or refused directly with the relevant school/academy. This is so that they are completely aware of which children have accepted places and will be starting with them in September 2017.

What happens if I refuse the place offered?

- Once a place has been refused, it will be removed from your child's record and will then be available to be offered to another child who has requested to be considered from the waiting list.

If I refuse the place and then change my mind, can my child have the original place back?

- No, once a place has been refused it is immediately removed and your child will not have an automatic claim on it in the future. If you do want your child considered again for the original school, then you must formally request to be considered on the waiting list for that school/academy.

What happens if I do not accept or refuse the place offered?

- If the school/academy offered does not receive an acceptance or refusal from you by the deadline, they should contact you to try and get a response. If they are unable to do so or still fail to get a response, they will advise Medway Council Student Services-Admissions Team who will attempt to contact you further.

It is important to note that if no acceptance or refusal is received within a reasonable time, despite attempts by the school/academy and Medway Council Student Services-Admissions Team then the place may be withdrawn from your child and made available to be offered to another child from the waiting list.

WAITING LISTS AND REALLOCATION

Medway Council Student Services-Admissions Team hold the waiting lists on behalf of all Medway primary, infant and junior schools and academies until the end of the second term of the academic year starting September 2017.

All waiting lists held by Medway Council will close on Sunday 31 December 2017.

Do I need to refuse the school place offered in order for my child to go on a waiting list for another school?

- No, you do not need to refuse the school place offered in order for your child to be placed on the waiting list for other Medway schools/academies. You can accept the place offered in order to ensure that your child has a place secured and request to go on the waiting list for other Medway schools/academies.

Please note: If you do refuse the place offered and then change your mind, we cannot guarantee that your child will be able to have the original offer back. If there are no places available, their name can be placed on the waiting list for the original school/academy.

Refusing the place offered does **not** give you a higher priority on a waiting list and we strongly advise that you do not refuse the place that has been originally offered when requesting to go on a waiting list. If a place is subsequently offered to your child from the waiting list, the original place will be released.

Will my child be considered on the waiting list based on the date I ask for them to go on it?

- No, waiting lists are held in accordance with the schools oversubscription criteria, as detailed on the individual school/academy and Medway websites and in the Medway 'Admission to primary School' booklet.

A child's position on the waiting list is not based on when the request to join the waiting list was received.

My child is transferring from Year 2 in an infant school to Year 3 in September; can I go on a waiting list for a primary school?

- No, the process for transfer from Year 2 in an infant school to Year 3 is for admission to **junior schools only**. Therefore you can only request to go on the waiting list for junior schools and Student Services-Admissions Team do not hold waiting lists for Year 3 in primary schools.
- If you do wish your child to be considered for a Year 3 place at a primary school for September 2017, you will need to apply as a casual admission. Please be aware that you cannot do this until mid-June 2017, as casual admission places for September cannot be reserved in advance. If you do wish to apply now you will be applying for a Year 2 place for immediate start. Please contact Student Services-Operations Team on 01634 331155 if you would like more advice or information about casual admissions.

How many waiting lists can I go on and for which schools?

- You can ask for your child to go on the waiting list for any of the Medway schools/academies you named on your application that have not offered your child a place.

You can also request for your child to be placed on the waiting list of Medway schools/academies that you did not originally name.

Your child can be considered on as many waiting lists for Medway schools/academies as you wish and the request form allows you to name the schools in your order of preference.

No child is automatically placed on a waiting list, other than where they have also

appealed for a place at the school/academy. For your child to be considered on a waiting list, you must complete the 'Waiting List Request' form.

When will places start to be re-allocated (offered) from the waiting lists?

- **After 24 May 2017**, Medway Council Student Services-Admissions Team will start to re-allocate (offer) any vacant places that have become available in Medway primary, infant and junior schools and academies since the initial offer day.

Please note: These places can only be re-allocated to those children on the waiting lists and in accordance with the published oversubscription criteria for the relevant school/academy.

How long will my child be on the waiting list?

- The waiting lists held by Medway Council Student Services-Admissions Team **close on 31 December 2017.**

If you still wish to pursue a place after this time, you will need to reapply as a casual admission.

Some schools/academies may choose to continue to hold a waiting list for a longer period after the initial waiting lists have closed and you will have to contact them direct to discuss this further.

What will happen if my child can be offered a place at one of the schools they are on the waiting list for?

- If a place can be offered to your child from the waiting list for one of the schools/academies you have requested, Medway Council Student Services-Admissions Team will send you a formal offer letter.

If this place offered is at the school/academy that you have listed as your highest preferred school, we will automatically remove your child's name from all other waiting lists.

If this place offered is not at the school/academy you have listed as your highest preferred school/academy we will remove your child's name from any lower named school/academy waiting list, but they will remain on the higher named school/academy waiting lists.

What happens if I am satisfied with the school offered (even though my child is on other waiting lists) or I change my mind about my child being on a particular school/academy waiting list?

- If you are satisfied with the place offered or have changed your mind and no longer require your child's name to be held on other waiting lists, please contact Student Services in writing to remove your child from all other waiting lists.

Please note: If your child remains on waiting lists and a place can then be offered from those waiting lists you may lose the place that has previously been offered following further re-allocation.

If my child is offered a place from a waiting list, what happens to the original school place offered?

- Up until the end of the school year (July 2017), if a place is offered from a waiting list then any other school place being held by that child is **automatically withdrawn**, even if you have previously accepted the place. That is why it is vitally important that you contact Medway Council Student Services-Admissions team if you want to remove your child from any waiting list.

After the end of the school year and until the waiting lists close (31 December 2017), Medway Council Student Services-Admissions team will contact parents/carers before any offer is made to ensure that they still wish the offer to be made or whether they are happy with the school place their child has.

SCHOOL ADMISSION APPEALS

This section is to provide parents/carers with general information regarding the admissions appeals process.

The School Admission Appeals Code provides more detail on how the appeal process should be administered and what parents/carers can expect from the appeal process. This can be found on the Department for Education (DfE) website (www.education.gov.uk).

Please be advised that some Medway primary, infant and junior schools/academies are their own admissions authorities and therefore Medway Council is not responsible for, nor has any involvement, in the administration of the appeals process for these individual Medway schools/academies. A full list is provided at the end of this leaflet.

Why was my child refused a particular school?

- The Council has a duty to ensure that all Medway parent/carers receive a single offer of a school place. Wherever possible, this will be the highest named school/academy on your application that is able to offer a place.
- If we have been unable to offer a place at any of the schools/academies you named and you are Medway resident, we will have allocated a place at the nearest appropriate school/academy with a vacancy.
- Your child will have been considered against the highest possible criteria applicable to them for each school/academy named on your application. The details of the oversubscription criteria for each Medway primary, infant and junior school/academy can be found in the Medway 'Admission to Primary School' booklet, on the Medway website (www.medway.gov.uk/admissions) or the individual school/academy website.
- The Council has a duty to comply with parental preference wherever possible, unless there were more preferences for the school than there were places available. Places are offered to children in accordance with the school's oversubscription criteria, which means the children offered a place had a higher eligibility than your child when considered against the oversubscription criteria and the school was already full to its published admission number when your child's application was considered.
- If the school(s) that has/have refused your child a place have a Published Admission Number which is a multiple of 30 then the most likely reason your child could not be offered a place is on the basis of Infant class size legislation (please see below for more detail).
- If you wish to have further detail on the specific reasons for the refusal of a place for your child, so that you can prepare your appeal submission accordingly, please contact Student Services - Admissions Team on admissions@medway.gov.uk or 01634 331110.

Which schools or academies can I appeal for?

- You have a right of appeal to any school/academy named on your application form that has refused your child a place. **You cannot appeal for a school that was not named on your application.**

How many schools can I appeal for?

- You can lodge appeals for more than one school as long as you have named each school/academy on your application. You will need to complete a separate appeal form for each school/academy.

Each school will not know that you have appealed for another school unless you advise them. The appeals for each school are completely independent of each other.

Can I appeal for a school I did not originally name on my application?

- No. You can request for your child to be placed on the waiting list of any Medway school (as detailed above) and will have the right of appeal to that school if a place cannot be offered through the re-allocation processes.

Can I appeal for a place at a school/academy outside of Medway?

- Yes, if you applied for a school/academy outside of Medway and were unsuccessful you still have the right of appeal for that school/academy.
- You will need to contact the admissions team for the Local Authority where the school is located (e.g. Kent County Council) or the relevant school/academy to find out details of their appeal process.

There is usually a time limit on this and it is suggested you do this as soon as possible.

Can I provide more information once I have submitted my appeal form?

- When receiving notification of the date of your appeal hearing, you should also receive a deadline date for the submission of any further evidence that was not supplied with your initial appeal request.

It will be for the appeal panel to decide whether or not to accept any information or evidence provided after the deadline date and you should be aware that it is possible that such material may not be considered or may result in your appeal hearing being adjourned.

Can someone represent or support me at the actual appeal hearing?

- If you wish you can be accompanied or represented by a friend, interpreter or signer who may speak on your behalf. You must ensure that your friend/representative does not have any conflict of interest with the Council or the school being appealed for. The majority of parent/carers choose to represent themselves.

Your child's current school can provide support (either in person or in writing) if they wish to. You can discuss this with them if you feel it would be of assistance to your appeal.

Please note: representatives from the school/academy being appealed for are not permitted to support individual appeals for places in their school in any way. This includes attending the appeal hearing to support parents/carers or submitting letters of support, as this would create possible conflicts of interest and unfairness to other appellants.

Who considers my appeal?

- Your appeal will be heard by an Independent Appeal Panel who have no connection to the school/academy. It is the panel that make the decision on whether or not to uphold your appeal and grant your child a place. Their decision is binding on the school/academy and the council.

You will be invited to attend the appeal hearing and put over the case as to why you wish your child to attend the relevant school/academy. The school/academy will also be represented to provide their reasons as to why a place cannot be offered and why they cannot admit further children.

There will be a clerk present, who ensures that the correct procedure is followed throughout and keeps a full record of proceedings.

What actually happens at an appeal?

- If there are a large number of appeals for a particular school/academy, there is an option to hold a 'grouped appeal' to look at the specific issue of 'fullness' (i.e. the school/academy's case is that they are full and cannot admit further children).

All those appealing for a place at the school/academy are invited to attend a joint meeting. The panel will listen to the case put forward by the school/academy and the responses to questions put forward by the panel, parents/carers and their representatives. There will be no discussion at

this point on individual cases at this stage.

Please note: It is very rare that this happens in primary admission appeals, but it is an option.

- Appeals are not heard unless the school has admitted children up to its published admission number, but an appeal panel can decide to admit further children into the school and place the school over its published admission number. The panel will also ensure that the admissions arrangements meet the legal requirements and have been correctly applied in your child's case.

How will the appeal panel consider my appeal?

Please refer to the tables on page 12 to determine which of the following relates to the school you wish to appeal for.

The appeal panels will consider the appeal in one of the following ways:

'Prejudice' (Fullness) grounds:

This is where a school cannot be offered because it is full and the admission of further pupils would 'prejudice the provision of efficient education or the efficient use of resources'

In these circumstances, the Independent Appeal Panel will firstly consider whether the school's published admission arrangements are lawful and have been correctly applied in your child's case and also whether prejudice would arise if your child were admitted to the school. The Admissions Authority has to demonstrate this over and above the fact that the published admission number for the school has been reached.

If the Panel decides the school is full it will then consider whether your grounds for admission of your child to the school outweigh any prejudice to the school. In which case it can uphold your appeal.

'Infant Class Size' grounds

If a school operates Key Stage 1 (Reception, 1 and 2) classes of 30 pupils there is legislation in place that limits class sizes in Key Stage 1 so that no child aged five, six or seven is in a class of more than 30 pupils.

This is known as 'Infant Class Size Legislation'.

In these circumstances, refusal of a place will be because the admission of your child would have the effect of increasing the size of the infant class at the school to more than 30 pupils, which could involve employing another teacher or moving to mixed-age teaching with detrimental consequences to the efficient provision of education or efficient use of resources at the school.

If you wish to confirm whether the refusal of admission of your child was on 'infant class size' ground, please contact Student Services-Admissions Team.

If your appeal is for a school where this applies then there are only very limited grounds on which the Appeal Panel can uphold your appeal.

An Independent Appeal Panel can only uphold an 'infant class size' appeal where it is satisfied that:

- (a) The admission of additional children would not breach the infant class size limit of 30; or**
- (b) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or**
- (c) It decides that the decision to refuse admission was not one that a reasonable Admissions Authority would have made in the circumstances of the case.**

The legislation does state that certain children from specific categories may be admitted as exceptions to the infant class size limit set, but this is only in very exceptional circumstances.

In plain English this means that in order to have your appeal upheld and gain a place for your child, you will need to be able to demonstrate that either:

There has been an error made in the processing of your child's application

and/or

That the process does not comply to the requirements of the School Admissions Code

and/or

That the decision made to refuse your child a place is not one that a reasonable Admission Authority would make in the circumstances of the case.

When considering whether there has been an error in the processing of your child's application, the Panel will take account of the material available to the Admissions Authority at the time of the decision, or the material, which would have been available to the Admissions Authority if it had acted reasonably. The Panel should accept fresh material in order to establish the factual basis if you are claiming that the admission arrangements have not been properly implemented.

If the Panel moves on to consider whether the decision to refuse admission was 'unreasonable', again it can only review the Admissions Authority's decision in the light of the material that was available at the time when the decision was made. In exceptional circumstances, the Panel may also consider material that would have been available to the Admissions Authority if it had acted reasonably. The Panel should also consider evidence you wish to submit showing what your circumstances were at the time the decision was made in order to support any claims you wish to make that no reasonable authority would have made that decision.

The School Admission Appeals Code says that the threshold for finding that an admission authority's decision to refuse admission was not one that a reasonable authority would have made is high. The Panel need to be satisfied that the decision to refuse to admit the child was 'perverse in the light of the admission arrangements' i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

Please also be aware that, for some schools, infant class size legislation may apply in the future due to the manner in which the school organises its classes in Key Stage 1. Appeal Panels will also take this into account, where it is applicable, when considering appeals.

The School Admission Appeals Code asks Admission Authorities to advise parents of the limited grounds for such appeals to be upheld.

Are there exceptions to the infant class size legislation rules?

- Additional children may be admitted to infant classes under limited exceptional circumstances. These children will remain as an 'excepted pupil' for the time they are in YR, 1, or 2 or until the class numbers fall back to the current infant class size limit (30).

Excepted children are listed as follows:

- a) Children admitted outside the normal admissions round with statements of special educational need specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round*;
- c) Children admitted, after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions rounds for whom there is no other available school within reasonable distance**;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling form a multiple birth otherwise than as an excepted pupil;

- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school who attended some infant classes within the mainstream school.

If you believe that your child falls under one of the permitted exceptions, please provide written evidence at the time of appeal.

*A previously looked after child is one who was looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

**Medway Council will consider reasonable distance on a case-by-case basis. The minimum statutory walking distances applied for home to school transport purposes, which is over two miles for children under eight years old, will be taken into account.

Appeal Outcomes

- These are the outcomes of prejudice/fullness appeals for community and voluntary controlled schools for the previous three years

Prejudice Appeals	Total Number	Upheld
2016-2017	19	6
2015-2016	18	4
2014-2015	35	6

- These are the outcomes of infant class size appeals for community and voluntary controlled schools for the previous three years

Infant Class Size Appeals	Total Number	Upheld
2016-2017	135	0
2015-2016	110	1
2014-2015	147	0

Who do I send my appeal form to?

- This depends on the type for school being appealed for. Please look at the below tables.

Table A: Community and Voluntary Controlled schools –

appeal forms must be returned to:

Medway Council, Student Services-Admissions Team, Gun Wharf, Dock Road, Chatham, ME4 4TR

School/Academy Name	
Primary and Infant schools	
Balfour Infant School	Barnsole Primary School
Bligh Federation - Infants	Burnt Oak Primary School
Delce Infant School	Fairview Community Primary School
Featherby Infant School	Greenvale Infant School
Halling Primary School	Hempstead Infant School
Hilltop Primary School	Horsted Infant School
Luton Infant School	Maudene School
Mierscourt Primary School	New Road Primary School
Oaklands School	Park Wood Schools Federation - Infants
Riverside Primary School	St Helen's Church of England Primary School
St Margaret's at Troy Town CE Primary School	St Margaret's Infant School
St Nicholas CEVC Infant School	St Peter's Infant School
Swingate Primary School	Thames View Primary School
Wainscott Primary School	
Junior schools	
Bligh Federation - Juniors	Featherby Junior School
Hempstead Junior School	Horsted Junior School
Luton Junior School	Park Wood Schools Federation - Junior

Table B: Academies, Foundation and Voluntary Aided schools –

appeal forms must be returned to:

The Clerk to the Appeal Panel c/o the school

School/Academy Name	Address
All Faiths' Children's Academy 01634 717115	Gun Lane, Strood, Rochester, ME2 4UF
All Saints CE Primary School 01634 338922	Magpie Hall Road, Chatham, ME4 5JY
Allhallows Primary Academy 01634 270428	Avery Way, Allhallows, Rochester, ME3 9HR
Balfour Junior Academy 01634 843833	Balfour Road, Chatham, ME4 6QX
Brompton Westbrook Primary School 01634 844152	Kings Bastion, Brompton, Gillingham, ME7 5DQ
Byron Primary School 01634 852981	Byron Road, Gillingham, ME7 5XX
Cedar Primary Academy 01634 338260	Cedar Road, Strood, Rochester, ME2 2JP
Chattenden Primary School 01634 250861	Chattenden lane, Chattenden, Rochester, ME3 8LF
Cliffe Woods Primary School 01634 220822	View Road, Cliffe Woods, Rochester, ME3 8UJ
The Academy of Cuxton Schools – Cuxton Infant & Junior 01634 337720	Bush Road, Cuxton, Rochester, ME2 1EY
Deanwood Primary School 01634 231901	Long Catlis Road, Parkwood, Gillingham, ME8 9TX
Delce Academy 01634 845242	The Tideway, Rochester, ME1 2NJ
Elaine Primary Academy 01634 294817	Elaine Avenue, Strood, Rochester, ME2 2YN
English Martyrs' RC Primary School 01634 718964	Frindsbury Road, Strood, Rochester, ME2 4JA
Gordon Children's Academy – Infant & Junior 01634 719971	Gordon Road, Strood, Rochester, ME2 3HQ
High Halstow Primary School 01634 251098	Harrison Drive, Rochester, ME3 8TF
Hoo St Werburgh Primary School 01634 338040	Pottery Road, Hoo, Rochester, ME3 9BS
The Hundred of Hoo Academy 01634 251443	Main Road, Hoo, Rochester, ME3 PHH
Kingfisher Primary School 01634 661540	Kingfisher Drive, Walderslade, ME5 7NX
Lordswood School 0300 0658250	Lordswood Lane, Chatham, ME5 8NN
Napier Community Primary Academy 01634 574920	Napier Road, Gillingham, ME7 3HG
New Horizons Children's Academy 01634 336565	Park Crescent, Chatham, ME4 6NT
Oasis Academy: Skinner Street 01634 850213	Skinner Street, Gillingham, ME7 1LG

Phoenix Junior Academy 01634 829009	Glencoe Road, Chatham, ME4 5QD
Saxon Way Primary School 01634 852320	Church Path, Ingram Road, Gillingham, ME71SJ
The Pilgrim School 01634 335959	Warwick Crescent, Borstal, Rochester, ME1 3LF
St Augustine of Canterbury Catholic Primary School 01634 371892	Deanwood Drive, Rainham, ME8 9NP
St Benedict's Catholic Primary School 01634 669700	Lambourn Way, Lordswood, ME5 8PU
St James' CE Primary Academy 01634 844135	High Street, Isle of Grain, Rochester, ME3 0BS
St John's CE Infant School 01634 844135	4 New Street, Chatham, ME4 6RH
St Margaret's CE Junior School 01634 230998	Orchard Street, Rainham, Gillingham, ME8 9AE
St Mary's Catholic Primary School 01634 855783	Greenfield Road, Gillingham, ME7 1YH
St Mary's Island CE (Aided) Primary School 01634 891050	Island Way West, St Mary's Island, ME4 3ST
St Michael's RC Primary School 01634 832578	Hills Terrace, Chatham, ME4 6PX
St Thomas More Catholic Primary School 01634 864701	Bleakwood Road, Walderslade, ME5 0NF
St Thomas of Canterbury RC Primary School 01634 234677	Romany Road, Gillingham, ME8 6JH
St William of Perth RC Primary School 01634 404267	Canon Close, Maidstone Road, Rochester, ME1 3LF
Stoke Primary School 01634 270268	Allhallows Road, Lower Stoke, Rochester, ME3 9SL
Temple Mill Primary School 01634 338200	Cliffe Road, Strood, Rochester, ME2 3NL
Twydall Primary School 01634 231761	Twydall Lane, Gillingham, ME8 6JS
Walderslade Primary School 01634 337766	Dargets Road, Walderslade, Chatham, ME5 9BJ
Warren Wood Primary Academy 01634 401401	Arethusa Road, Rochester, ME1 2UR
Wayfield Primary School 03000 658230	Wayfield Road, Chatham, ME5 0HH
Academy of Woodlands 0300 0658200	Woodlands Road, Gillingham, ME7 2DU

Schools – Class Organisations for Reception Year Admissions

- The following schools will be organising their reception year into group(s) of 30.
- **All appeals for reception year will be ‘Infant Class Size Legislation’ Appeals.**

All Faiths’ Children’s Academy	Oaklands School
All Saints CE Primary School (future-Y1 and/or Y2)	Oasis Academy Skinner Street
Allhallows Primary Academy	Parkwood Schools Federation - Infants
Balfour Infant School	Riverside Primary School
Barnsole Primary School	Saxon Way Primary School
Bligh Infant School	St Augustine of Canterbury Catholic Primary School
Brompton Westbrook Primary School	St Benedict’s Catholic Primary School
Burnt Oak Primary School	St Helen’s CEP School
Cedar Primary Academy	St James’ CE Primary Academy
Chattenden Primary School	St John’s CE Infant School
Deanwood Primary School	St Margaret’s at Troy Town VC Primary School
Delce Infant school	St Margaret’s Infant School
Elaine Primary Academy	St Mary’s Catholic Primary School
English Martyrs RC Primary School	St Mary’s Island CEA Primary School
Fairview Community Primary School	St Michael’s RC Primary School
Featherby Infant School	St Thomas More Catholic Primary School
Greenvale Infant School	St Thomas of Canterbury Catholic Primary School
Hempstead Infant School	St William of Perth RC Primary School
High Halstow Primary School	Swingate Primary School
Hilltop Primary School	Temple Mill Primary School
Hoo St Werburg Primary School	Thames View Primary School
Horsted Infant School	The Academy of Cuxton Schools – Cuxton Infant
Kingfisher Primary School	The Academy of Woodlands
Lordswood School	The Gordon Schools Federation – Infants
Luton Infant School	The Hundred of Hoo Academy
Maudene Primary School	The Pilgrim School
Mierscourt Primary School	Wainscott Primary School
Napier Community Primary School	Walderslade Primary School
New Horizons Children’s Academy	Wayfield Community Primary School
New Road Primary School (future-Y1 and/orY2)	

- The following schools will not be organising their students into groups of 30.

Cliffe Woods Primary School	St Peter’s Infant School
Halling Primary School	Twydall Primary School
Stoke Community Primary School	

- The following schools organisation is not known as at offer day.

Byron Primary School	St Nicholas’ Infant School
Warren Wood Primary Academy	

Appeals Process Summary

- To help you to decide whether or not to pursue an appeal, please use the process chart below:

Q. Does your appeal relate to a Reception year, where the year group is full and organised into 30 pupils per class? (See table above)

or

Q. Does your appeal relate to a Reception group, which will be full when it moves into Years 1 and/or 2 and organised into 30 pupils per class? (See table above)

YES



NO



If 'YES' to any of the questions above, ask yourself:

Q. Was the admissions process illegal?

or

Q. Was there an error made in the admission process?

or

Q. Was the decision to refuse your child unreasonable – ie 'outrageous', 'beyond the range', 'perverse'

YES



NO



If 'YES' to any of above:

Consider following the appeal process.



If 'NO' to any of the above:

Note the very limited grounds on which a panel can uphold any appeal

and

Consider following the appeal process.



If 'NO' to any of the questions above:

Consider following the appeal process.



The appeal panel can only uphold your 'infant class size' appeal where it is satisfied that:

- The admission of your child will not take the class size over 30 pupils
or
- The admission arrangements were illegal or there was an error in the admissions process applied to your child
or
- The decision to refuse admission to your child was not one that a reasonable Admissions Authority would have made

The appeal panel cannot only consider if your case for your child outweighs the infant class size legislation.

The appeal panel will consider:

- If the school is full?
and
- If the admissions arrangements were lawful and correctly applied in your child's case?
and
- Does admitting your child to the school outweigh the impact this will have on the education of the whole class and the effective use of teachers, TA's and other equipment and resources?