

**PRIMARY, INFANT AND JUNIOR SCHOOL ADMISSIONS – SEPTEMBER 2023**

**NEXT STEPS FOR PARENTS/CARERS**

Important information on:

* Accepting or refusing your school offer
* Waiting lists
* School admission appeals

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Now your child has been offered a school place for September 2023, you may have queries about what to do now. Please read this information carefully to assist you in making your decisions about what to do next. We ask that you read this guide before contacting us as the answers to most queries will be in this guide.

Please ensure you submit the relevant forms by the deadline of **Friday 12 May 2023**. We cannot guarantee any forms submitted late will be processed at the same time as those received on time.

If you have any questions after reading the guide please contact us:

School Admissions

Medway Council

##### Gun Wharf

##### Dock Road

Chatham

ME4 4TR

**Email:** admissions@medway.gov.uk

**Telephone:** 01634 331110

**Online:** [www.medway.gov.uk/admissions](http://www.medway.gov.uk/admissions)

###### ACCEPTING/REFUSING THE SCHOOL PLACE OFFERED

The deadline for submitting the acceptance/refusal form to the school you have been offered is Friday 12 May 2023. Please return the form to the school you have been offered by email. School email addresses can be found on pages 9-11.

**Do I have to complete the acceptance/refusal form?**

Yes, it is important that all school places offered are either accepted or refused directly with the relevant school. This is so that they have confirmation of which children have accepted places and will be starting with them in September 2023.

**What happens if I refuse the place offered?**

Once a place has been refused, it will be removed from your child’s record. This place will then be available to offer 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 right to the place in the future. If you want your child considered again for the original school, you must request to be considered on the waiting list.

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

If the school offered does not receive an acceptance or refusal from you by the deadline, they should contact you to try and get a response. If you fail to respond, the school will advise School Admissions who will attempt to contact you.

If no acceptance or refusal is received within a reasonable time, despite attempts by the school and School Admissions then the place may be withdrawn from your child and made available to be offered to another child from the waiting list.

**What can I provide as proof of address when I return my acceptance/refusal form?**

You can provide one of the following as proof of address:

* Your current year’s council tax bill
* Child benefit or child tax credit letter
* Letter confirming entitlement to benefits (housing, income support, jobseekers etc)
* Tenancy agreement from a registered lettings agency
* Private tenancy agreement with copies of two bills/documents
* Letter from social services or housing department confirming placement at your address

Any of the above must demonstrate you were living at the address you named as at the time of applications closing.

If there is a query about your address, you may be contacted for more information.

###### WAITING LISTS AND REALLOCATION

The deadline for submitting the waiting list request form to School Admissions is Friday 12 May 2023. Please return the form to by email to admissions@medway.gov.uk .

**Do I need to refuse my school offer for my child to go on a waiting list for another school?**

No, you do not need to refuse the school place offered for your child to be placed on the waiting list for other Medway schools. You should accept the place offered to ensure that your child has a place secured. Accepting your offer does not have an impact on your waiting list position.

If you refuse the place offered then change your mind, we cannot guarantee that the place can be reoffered. You would need to ask to be placed on the waiting list for the original school.

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 school’s oversubscription criteria, as detailed on the individual school and Medway Council website.

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 School Admissions 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 2023, you will need to apply as an in-year admission. Please be aware that you cannot do this until mid-June 2023, as in-year 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 School Admissions on 01634 331110 if you would like more advice or information about in-year 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 you named on your application that have not offered your child a place.

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

Your child can be considered on as many waiting lists for Medway schools 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. 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 5 June 2023,School Admissions will start to re-allocate (offer) any vacant places that have become available in Medway primary, infant and junior schools and academies since the national offer day.

Places can only be re-allocated to children on the waiting lists and in accordance with the published oversubscription criteria for the relevant school.

**How long will my child be on the waiting list?**

The waiting lists held by School Admissions close on 31 December 2023. We cannot guarantee if/when a place will become available for your child on any of the waiting lists you request to be placed on.If you still wish to pursue a place after this time, you will need to reapply as an in-year admission.

Some schools 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 is offered a place at a school they are on the waiting list for?**

If a place is offered to your child from the waiting list for one of the schools you have requested, School Admissions will send you a formal offer letter.

If the place offered is at the school 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 you have listed as your highest preferred school we will remove your child’s name from any lower named school waiting list, but they will remain on the higher named school 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 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 School Admissions in writing to remove your child from all other waiting lists.

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?**

If a place is offered from a waiting list, 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 important that you contact School Admissions if you want to remove your child from any waiting list.

###### SCHOOL ADMISSION APPEALS

This section provides 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 (<https://www.gov.uk/government/publications/school-admissions-appeals-code>).

Medway Council’s website also provides information on the appeals process at <https://www.medway.gov.uk/info/200137/schools_and_learning/1061/applying_for_a_secondary_school_place/6> .

Most Medway primary, infant and junior schools are their own admissions authorities and therefore Medway Council is not responsible for, nor has any involvement in, the administration of their appeals process. A full list is provided at the end of this leaflet.

The deadline to submit an on-time admission appeal is **12 May 2023**.

**Why was my child refused a particular school?**

The Council aims to offer the highest named school on your application that can offer a place.

Each child has been considered against the highest possible criteria applicable to them for each school named on their application. If we were unable to offer one of your preferences, it will have been because there were more preferences for the school than places available and your child did not rank highly enough against the school’s oversubscription criteria, compared to others who also applied to the school, to be offered a place.

**How do I lodge an appeal?**

Appeals must be made in writing to the clerk to the appeal panel for the school you are appealing to.

To submit an appeal, complete the [Appeal Request Form](https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place/6) from our website and return it to the school(s) you are appealing for. School contact details are on pages 9-11 of this guide or can be found on the school website.

The deadline for on-time appeal requests is **12 May 2023**. Appeals submitted after that must be heard but may not be heard at the same time as on-time appeal requests.

**Which schools or academies can I appeal for?**

You have a right of appeal to any school 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.If you wish to add a new school to your application, please submit a waiting list request including that school.

**How many schools can I appeal for?**

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

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?**

Not initially. If you wish to name a new school, you must submit a waiting list request naming that school. If we are unable to offer you a place at that school during reallocation from 6 June, you will have the right of appeal to that school at that point.

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

Yes, if you applied for a school outside of Medway and were unsuccessful you still have the right of appeal for that school.

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 to find out details of their appeal process.

There is usually a time limit on this so it is advisable to 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.

**When will my appeal be heard?**

Appeals received by the deadline of 12 May should be heard within 40 school days of that date. Appeals submitted after 12 May should be heard within 40 school days of 12 May where possible, or within 30 school days of the appeal being lodged.

Schools should publish an appeals timetable on their website.

**What happens at an appeal?**

The clerk to the appeal panel will contact you before the appeal to tell you when your appeal is due to be heard and the deadline for submission of further information. The clerk will give you at least 10 school days’ notice of your appeal hearing. The clerk organises the appeal hearings, provides independent advice on the appeal process/admissions law for the panel and keeps the record of the hearing.

An independent appeal panel will hear your appeal and decide whether to uphold it. The panel is normally made up of 3 people who must be independent of the school, trust and local authority.

At the hearing, you can explain why your child should be given a place. A representative from the school will explain why a place could not be offered.

Once the panel has decided, the clerk will notify you of the outcome in writing within 5 working days.

Infant class size restrictions

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If a school organises classes into 30 pupils, legislation limits class sizes in Years R, 1 and 2 to 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 class to more than 30 pupils.

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

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

1. The admission of additional children would not breach the infant class size limit of 30; or
2. 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
3. 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.

**Are there exceptions to the infant class size legislation rules?**

Additional children may be admitted to infant classes under limited exceptional circumstances. Excepted children are listed as follows:

1. Children admitted outside the normal admissions round with an EHCP naming the school
2. Looked after children/previously looked after children admitted outside the normal admissions round
3. 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
4. Children admitted after an independent appeals panel upholds an appeal
5. Children who move into the area outside the normal admissions rounds for whom there is no other available school within reasonable distance
6. Children of UK service personnel admitted outside the normal admissions round
7. Children whose twin or sibling form a multiple birth otherwise than as an excepted pupil
8. 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, provide written evidence at the time of appeal.

**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** |
| 2022 Admission | 15 | 0 |
| 2021 Admission | 0 | 0 |
| 2020 Admission | 0 | 0 |

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** |
| 2022 Admission | 1 | 0 |
| 2021 Admission | 6 | 0 |
| 2020 Admission | 13 | 0 |

**SCHOOL CONTACT DETAILS AND WHERE TO SEND APPEAL FORMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Telephone** | **Email** | **Send appeal forms to** |
| Academy of Cuxton Schools | 01634 337720 | office@academyofcuxton.org | School email address |
| All Faiths Children's Academy | 0333 3602100 | office@allfaithschildrensacademy.org.uk | School email address |
| All Saints Church of England Primary School | 01634 338922 | office@allsaints.medway.sch.uk  | School email address |
| Balfour Infant School | 01634 338280 | office@balfourinf.medway.sch.uk | medwaytest@medway.gov.uk |
| Balfour Junior Academy | 01634 843833 | office@balfourjuniors.org.uk | School email address |
| Barnsole Primary School | 01634 333400 | office@barnsoleprimary.medway.sch.uk  | School email address |
| Bligh Primary School | 01634 336220 | office@bligh-maritime.org | School email address |
| Brompton-Westbrook Primary School | 01634 844152 | bromptonoffice@thewestbrooktrust.org | School email address |
| Burnt Oak Primary School | 01634 334344 | office@burntoak.medway.sch.uk | medwaytest@medway.gov.uk |
| Byron Primary School | 01634 852981 | byronoffice@thewestbrooktrust.org | School email address |
| Cedar Children's Academy | 0333 360 2105 | office@cedarchildrensacademy.org.uk | School email address |
| Chattenden Primary School | 01634 250861 | office@chattenden.medway.sch.uk | School email address |
| Cliffe Woods Primary School | 01634 220822 | admin@cliffewoods.medway.sch.uk | School email address |
| Crest Infant School | 01634 844127 | office@crestinf.medway.sch.uk | medwaytest@medway.gov.uk |
| Deanwood Primary School | 01634 231901 | office@deanwood.medway.sch.uk | School email address |
| Delce Academy | 01634 845242 | office@inspiredelce.co.uk | School email address |
| Elaine Primary School | 01634 294817 | office@inspireelaine.co.uk | School email address |
| English Martyrs' Catholic Primary School | 01634 718964 | office@englishmartyrs.medway.sch.uk  | School email address |
| Fairview Community Primary School | 01634 338710 | office@fairviewprimary.medway.sch.uk  | medwaytest@medway.gov.uk |
| Featherby Infant School | 01634 231072 | admin@fpsmat.org  | School email address |
| Featherby Junior School | 01634 231984 | admin@fpsmat.org | School email address |
| Gordons Children's Academy | 0333 3602110 | office@gordonchildrensacademy.org.uk | School email address |
| Greenvale Primary School | 01634 409521 | office@greenvale.medway.sch.uk | medwaytest@medway.gov.uk |
| Halling Primary School | 01634 240258 | office@halling.medway.sch.uk  | School email address |
| Hempstead Infant School | 01634 336963 | officeinfants@hsf.medway.sch.uk | medwaytest@medway.gov.uk |
| Hempstead Junior School | 01634 336963 | officejuniors@hsf.medway.sch.uk | medwaytest@medway.gov.uk |
| High Halstow Primary School | 01634 251098 | office@highhalstowprimaryacademy.org.uk | School email address |
| Hilltop Primary School | 01634 710312 | office@hilltop.medway.sch.uk | School email address |
| Hoo St Werburgh Primary School | 01634 338040 | office@hoo-st-werburgh.medway.sch.uk | School email address |
| Horsted Infant School | 01634 335400 | office@horstedschool.co.uk | medwaytest@medway.gov.uk |
| Horsted Junior School | 01634 335400 | office@horstedschool.co.uk | medwaytest@medway.gov.uk |
| Kingfisher Primary School | 01634 661540 | office@kingfisher-gst.org | School email address |
| Lordswood School | 01634 336767 | office@lordswood-gst.org | School email address |
| Luton Primary School | 01634 336900 | office@lutonprimary.co.uk  | medwaytest@medway.gov.uk |
| Maundene School | 01634 864721 | office@maundene.medway.sch.uk  | School email address |
| Miers Court Primary School | 01634 388943 | office@mcps.school | School email address |
| Napier Community Primary Academy | 01634 574920 | office@napier-tkat.org | School email address |
| New Horizons Children's Academy | 0333 3602115 | office@newhorizonschildrensacademy.org.uk | School email address |
| New Road Primary School | 01634 843084 | office@newroad.medway.sch.uk | medwaytest@medway.gov.uk |
| Oaklands School | 01634 333820 | oakoffice@thewestbrooktrust.org | School email address |
| Oasis Academy Skinner Street | 01634 850213 | office@oasisskinnerstreet.org | School email address |
| Parkwood Primary School  | 01634 234699 | office@parkwoodprimary.org.uk  | medwaytest@medway.gov.uk |
| Peninsula East Primary Academy | 01634 270428 | office@pepa.org.uk  | School email address |
| Phoenix Primary School | 01634 829009 | office@phoenixprimary.com | School email address |
| The Pilgrim School | 01634 975555 | office@pilgrim.medway.sch.uk | School email address |
| Riverside Primary School | 01634 338700 | office@riverside.medway.sch.uk | School email address |
| Rochester Riverside Primary School | 01634 471697 | office@rrcoe.medway.sch.uk  | School email address |
| Saxon Way Primary School | 01634 336720 | office@saxonway-gst.org | School email address |
| St Augustine of Canterbury Catholic Primary School | 01634 371892 | office@staugustine.medway.sch.uk | School email address |
| St Benedict's Catholic Primary School | 01634 669700 | office@st-benedicts.medway.sch.uk  | School email address |
| St Helen's Church of England Primary School | 01634 220246 | office@sthelens.medway.sch.uk | medwaytest@medway.gov.uk |
| St James Church of England Primary Academy | 01634 270341 | office@stjames.medway.sch.uk | School email address |
| St John's Church of England Infant School | 01634 844135 | office@stjohns.medway.sch.uk | School email address |
| St Margaret's at Troy Town CE VC Primary School | 01634 843843 | office@smatt.medway.sch.uk | School email address |
| St Margaret's Church of England Junior School | 01634 230998 | office@stmargaretsjnr.medway.sch.uk | School email address |
| St Margaret's Infant School | 01634 231327 | stmargaretsinfantoffice@thewestbrooktrust.org | School email address |
| St Mary's Catholic Primary School | 01634 855783 | office@stmarysrcp.medway.sch.uk | School email address |
| St Mary's Island C of E Primary School | 01634 891050 | office@st-marys-island.medway.sch.uk | School email address |
| St Michael's RC Primary School | 01634 832578 | office@st-michaels.medway.sch.uk | School email address |
| St Nicholas CE VC Primary School | 01634 717120 | office@st-nicholas.medway.sch.uk | medwaytest@medway.gov.uk |
| St Peter's Infant School | 01634 843590 | office@stpeters.medway.sch.uk | medwaytest@medway.gov.uk |
| St Thomas More Roman Catholic Primary School | 01634 864701 | office@st-thomasmore.medway.sch.uk  | School email address |
| St Thomas of Canterbury RC Primary School | 01634 234677 | office@st-thomascanterbury.medway.sch.uk | School email address |
| St William of Perth RC Primary School | 01634 404267 | office@stwilliamperth.medway.sch.uk | School email address |
| Swingate Primary School | 01634 863778 | office@swingate.medway.sch.uk | medwaytest@medway.gov.uk |
| Temple Mill Primary School | 01634 629079 | office@templemill.medway.sch.uk | School email address |
| Thames View Primary School | 01634 629080 | office@thamesviewprimary.medway.sch.uk | School email address |
| The Academy of Woodlands | 03000 658200 | school.office@aow.uk.com | School email address |
| The Hundred of Hoo Academy | 01634 257519 | primaryoffice@hundredofhooacademy.org.uk | School email address |
| Twydall Primary School and Nursery | 01634 231761 | twydall-office@rmet.org | School email address |
| Wainscott Primary School | 01634 332550 | office@wainscottschool.org.uk | School email address |
| Walderslade Primary School | 01634 337766 | office@walderslade-pri.medway.sch.uk | School email address |
| Warren Wood Primary Academy | 01634 401401 | office@warrenwood.medway.sch.uk | School email address |
| Wayfield Primary School | 03000 658230 | office@wayfield.medway.sch.uk | School email address |