

# ADMISSION TO PRIMARY, INFANT OR JUNIOR SCHOOL

# SEPTEMBER 2025 ENTRY

## REQUEST FOR AN ADMISSION APPEAL

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| **IMPORTANT:**  Please read the information on pages 3-6 and at [the Medway Council website](http://www.medway.gov.uk/primaryadmissions) before submitting this form.  Completed forms must be returned email/post to the relevant admissions authority by **Tuesday 20 May 2025** to be heard with on-time appeals**.** You can appeal after 20 May but your appeal may not be heard at the same time as on-time appeals.  Please refer to pages 5-6 to find out where to return this form to.  Some academies use an external appeal clerking service. By submitting this form, you consent to the request form and relevant admissions data regarding your child to be shared with the appeal clerking service for the purpose of arranging your appeal hearing. If you have queries about this, please contact the school you are appealing for prior to submitting your appeal request. |

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| School being appealed for |  |
|  |  |
| Child ID (as shown on your offer) |  |
| Child’s name |  |
| Child’s gender |  |
| Child’s date of birth |  |
| Child’s home address |  |
| Child’s current school (for junior school appeals only) |  |
| School offered |  |
| Parent/Carer title and name |  |
| Parent/Carer telephone no. |  |
| Parent/Carer e-mail address |  |

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| **Please state clearly your reasons for appeal.**  Please continue on a separate sheet if you wish. Additional/supporting information and evidence may be attached in support of your appeal. |

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| Parent/carer signed |  |
| Parent/carer name |  |
| Date |  |

# SCHOOL ADMISSION APPEALS

The School Admission Appeals Code provides more detail on how the appeal process should be administered and what parents/carers can expect. 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](https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place/6) also provides information on the appeals process.

Most Medway primary, infant and junior schools are their own admissions authorities so Medway Council is not responsible for the administration of their appeals. A full list is provided below.

The deadline to submit an on-time admission appeal is **20 May 2025**. You can appeal after 20 May but your appeal may not be heard at the same time as on-time appeals.

**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 school ranks its applicants against its oversubscription criteria to work out who has highest priority for places. If we were couldn’t offer one of your preferences, it will have been because there were more applications for the school than places available and your child did not rank highly enough against the school’s oversubscription criteria compared to others who applied to the school.

**How do I lodge an appeal?**

Appeals must be made in writing to the clerk of the appeal panel for the school(s).

To submit an appeal, complete the appeal request form (above) and return it to the destination specified below. School contact details can be found on the school’s website.

The deadline for on-time appeal requests is 20 May 2025. 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 original application form that has refused your child a place. **How many schools can I appeal for?**

You can appeal to any school named on your application form that has refused your child a place. You will need to complete a separate appeal form for each school.  
  
Schools will not know that you have appealed for another school unless you tell them. The appeals for each school are independent of each other.

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

You can name a new school on your application using the waiting list request form and will have the right of appeal to that school if a place cannot be offered through the re-allocation processes.

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

The school you appeal for should tell you the date of your hearing and the deadline for submitting further evidence that was not supplied with your initial appeal request.   
  
It will be for the appeal panel to decide whether to accept anything provided after the deadline. If you provide anything after the deadline, it may not be considered or may result in your appeal hearing being adjourned so everyone attending the appeal has time to consider the new information.

**When will my appeal be heard?**

Appeals received by the deadline of 20 May should be heard within 40 school days of that date. Schools should publish an appeals timetable on their website.

Appeals submitted after 20 May should be heard within 40 school days of 20 May where possible, or within 30 school days of the appeal being lodged.

**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 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 three people who must be independent of the school, academy 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 in writing within 5 working days.

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

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

Visit the website of the local authority where the school is located to find details about their appeal process, including how to appeal. There will be a deadline, so it is best to do this as soon as you can.

Infant class size restrictions

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.

Due to infant class size restrictions, it is rare for appeals to be upheld for Years R, 1 or 2.

# WHERE TO SEND APPEAL REQUEST FORMS

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| **School** | **Send appeal forms** |
| Academy of Cuxton Schools | Directly to the school\* |
| All Faiths Children's Academy | Directly to the school\* |
| All Saints Church of England Primary School | Directly to the school\* |
| Balfour Infant School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Balfour Junior Academy | Directly to the school\* |
| Barnsole Primary School | Directly to the school\* |
| Bligh Primary School | Directly to the school\* |
| Brompton-Westbrook Primary School | Directly to the school\* |
| Burnt Oak Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Byron Primary School | Directly to the school\* |
| Cedar Children's Academy | Directly to the school\* |
| Chattenden Primary School | Directly to the school\* |
| Cliffe Woods Primary School | Directly to the school\* |
| Crest Infant School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Deanwood Primary School | Directly to the school\* |
| Delce Academy | Directly to the school\* |
| Elaine Primary School | Directly to the school\* |
| English Martyrs' Catholic Primary School | Directly to the school\* |
| Fairview Community Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Featherby Infant School | Directly to the school\* |
| Featherby Junior School | Directly to the school\* |
| Gordons Children's Academy | Directly to the school\* |
| Greenvale Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Halling Primary School | Directly to the school\* |
| Hempstead Infant School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Hempstead Junior School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Hilltop Primary School | Directly to the school\* |
| Hoo St Werburgh Primary School | Directly to the school\* |
| Horsted Infant School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Horsted Junior School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Kingfisher Primary School | Directly to the school\* |
| Leigh Academy High Halstow | Directly to the school\* |
| Leigh Academy Peninsula East | Directly to the school\* |
| Lordswood School | Directly to the school\* |
| Luton Primary School | Directly to the school\* |
| Maundene School | Directly to the school\* |
| Miers Court Primary School | Directly to the school\* |
| Napier Community Primary Academy | Directly to the school\* |
| New Horizons Children's Academy | Directly to the school\* |
| New Road Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Oaklands School | Directly to the school\* |
| Oasis Academy Skinner Street | Directly to the school\* |
| Parkwood Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Phoenix Primary School | Directly to the school\* |
| The Pilgrim School | Directly to the school\* |
| Riverside Primary School | Directly to the school\* |
| Rochester Riverside Primary School | Directly to the school\* |
| Saxon Way Primary School | Directly to the school\* |
| St Augustine of Canterbury Catholic Primary School | Directly to the school\* |
| St Benedict's Catholic Primary School | Directly to the school\* |
| St Helen's Church of England Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| St James Church of England Primary Academy | Directly to the school\* |
| St John's Church of England Infant School | Directly to the school\* |
| St Margaret's at Troy Town CE VC Primary School | Directly to the school\* |
| St Margaret's Church of England Junior School | Directly to the school\* |
| St Margaret's Infant School | Directly to the school\* |
| St Mary's Catholic Primary School | Directly to the school\* |
| St Mary's Island C of E Primary School | Directly to the school\* |
| St Michael's RC Primary School | Directly to the school\* |
| St Nicholas CE VC Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| St Peter's Infant School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| St Thomas More Roman Catholic Primary School | Directly to the school\* |
| St Thomas of Canterbury RC Primary School | Directly to the school\* |
| St William of Perth RC Primary School | Directly to the school\* |
| Swingate Primary School | To [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) |
| Temple Mill Primary School | Directly to the school\* |
| Thames View Primary School | Directly to the school\* |
| The Academy of Woodlands | Directly to the school\* |
| The Hundred of Hoo Academy | Directly to the school\* |
| Twydall Primary School and Nursery | Directly to the school\* |
| Wainscott Primary School | Directly to the school\* |
| Walderslade Primary School | Directly to the school\* |
| Warren Wood Primary Academy | Directly to the school\* |
| Wayfield Primary School | Directly to the school\* |

\*Please visit the school’s website for contact details.