



## **Miers Court Primary School**

### **Admissions Policy**

**Policy Scope: Miers Court Primary School**

**Responsibility: Local Governing Board**

**Date Adopted: September 2025**

**Review Frequency: Yearly**

**Review Date: September 2026**

## **Statement of intent**

At Miers Court Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

For the process of Admission and Definitions of all Terms Used, we will follow Medway Council's Coordinated Scheme for Primary Admission.

Appeals will be managed by The Howard Academy Trust.

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

## **Equality, Equity, Diversity and Inclusion**

The Local Authority, The Howard Academy Trust, or Miers Court Primary School, will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

## **Admissions procedures**

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

## Admissions arrangements 2025-26

### The published admissions number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new year group pupils at Miers court Primary School is 60.

1. Children reach compulsory school age at the start of the term following their fifth birthday. Miers Court Primary School will admit 4 year olds into its Foundation Stage class, ie, those children born between 1st September 2020 and 31st August 2021.
2. Parents/carers will need to complete the Common Application Form in accordance with the co-ordinated scheme. For further information and an application form please contact Medway Council's Student Services

Operations Team on 01634 331155.

<https://new.medway.gov.uk/education/school-admissions/starting-primaryschool/offers#guide-content>

3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers of children with summer term birthdays (1st April to 31<sup>st</sup> August 2021) may ask to start the child in Year 1 in September 2026 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

### Oversubscription Criteria

Places will first be offered to children with a statement of special educational needs, which names the school. If there are more applications for a school than places available, all other applications for community and voluntary controlled schools will be prioritised using the oversubscription criteria below and places will be allocated in the following priority order:

#### 1. Children in public care

Sometimes referred to as Looked After Children, these are children for whom the Council provides a home by agreement with their parents or who are subject to a care order under Part IV of the Children Act 1989.

#### 2. Current family association/sibling (a brother or sister attending the named school at the time of application).

*(For the purpose of this policy, “sibling” is defined as any sibling related by blood or marriage and any fostered or adopted siblings.)*

We give priority to children who have a sibling at the name school. Sibling means children who live as brother/sister in the same house. Extended family, for example cousins, living in the same house do not qualify as siblings.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in school when the younger child would start in the following September.

### **3. Child’s health reasons**

Medical evidence must be provided to the Student Services Admissions Team. This evidence must demonstrate a specific link between the child’s medical condition and needs and how the named school can meet these needs.

### **4. Children of teaching staff at Miers Court Primary School.**

### **5. Nearness of children’s home and ease of access to the school**

Distances are measured using the shortest available safe walking route between the home and the school. Full details of how distances are measured can be found in the Medway Admissions booklet.

Please note for children of multiple birth – in the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the council would give multiple birth applications a higher priority for places than other applications with the exception of children in public care. This will enable multiple birth children to be offered places at the same school. You must tick the appropriate box on the application form to indicate your children are of multiple birth.

Tiebreaker – in the event of a tie within any criterion 1-5, places will be allocated to those living closest to the school measured by the shortest available walking route. Applications can be made online at [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions)

## **Casual Admissions**

Parents/carers need to complete the Casual In-Year Admissions Form and places will be offered in accordance with the coordinated scheme.

1. Parents/carers can apply for a casual admission at any time in the school year.
2. If no spaces are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child’s name has been on the list.

3. Any place that becomes available will be offered to the child at the top of the list.

4. All vacancies will be allocated as they arise.

#### Casual admissions when transferring without moving home

If a parent/carer wishes to transfer their child from another school without moving home, the Head of School will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place.

APPEALS - Parents/carers have the right to appeal if a place is not offered to their child. Appeals will be handled in line with the Schools Admissions Appeals Code.