THE HOWARD
Academy Trust

ADMISSIONS ARRANGEMENTS 2027

Miers Court
Primary School

Miers Court Primary School

Reviewed and approved by:	Reviewed by Cathy Reid Approved by LAB	**Date:**	01.11.26
All policies are reviewed in line with the Trust Policy Review Schedule.			

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1. Introduction

Starting primary school is a key moment in a child's life. These arrangements are intended to help parents and carers make a well-informed and timely application.

This policy is linked to:

- Equality information and objectives statement (Public Sector Equality Duty)
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEND Policy and Information Report

This policy has due regard to all relevant legislation and statutory guidance, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE School Admissions Code 2021

The Trust Board is responsible for:

- Acting in accordance with relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing and determining annually admission arrangements that clearly set out how children will be admitted, including the criteria applied where there are more applicants than places.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring admissions practices and criteria are fair, clear and objective.
- Publishing the admission arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on proposed changes to the admission arrangements and at least once every seven years where no changes are made.
- Clearly communicating the reason for refusing admission, the right of appeal and the appeal process.

When formulating the school's admission arrangements, the Trust will not:

- Place conditions on consideration of an application other than the published oversubscription criteria.
- Take account of previous schools attended unless a named feeder school is included in the arrangements.
- Give priority according to the order in which parents rank preferences.
- Introduce selection by ability.
- Give priority based on practical or financial support provided by parents.
- Give priority according to parental occupational, marital, financial or educational status except where permitted by the School Admissions Code.
- Take account of reports about past behaviour, attendance, attitude or achievement.
- Discriminate against any protected characteristic.
- Give priority based on a child's or parent's hobbies or activities.

For children of UK service personnel and Crown servants:

- A place will be allocated in advance of the family arriving in the area where one is available.
- The application must be supported by an official letter confirming the relocation date.
- The address at which the child will live will be used. A Unit or quartering address will be used where requested.
- An application will not be refused because the child is not currently living in the area or does not yet have an intended address.
- The arrangements will reflect the government's commitment to removing disadvantage for service children.

2. Application process: admission to Reception in September 2027

Miers Court Primary School, Silverspot Close, Rainham, Gillingham
Kent ME8 8JR

Miers Court Primary School is an academy within The Howard Academy Trust. The Trust is the admission authority. Applications for Reception are made through Medway Council.

Published Admission Number (PAN): 60

Children born between 1st September 2022 and 31st August 2023 will normally be admitted in September 2027.

Application closing date: Primary school applications close on Friday 15 January 2027.

Application information and online form: 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.

- **Email** admissions@medway.gov.uk
- **Phone:** 01634331110

3.1 Requests for admission outside the normal age range

Parents may request a place outside their child's normal age group. Decisions will be made on the circumstances of each case and in the child's best interests. The admission authority will take account of:

- parents' views
- information about the child's academic, social and emotional development
- relevant medical history and the views of a medical professional
- whether the child has previously been educated outside the normal age group
- whether the child may naturally have fallen into a lower age group if not born prematurely
- the headteacher's views

Where possible, requests will be processed as part of the main admissions round. Applications will not receive lower priority because a request has been made. Parents will be given reasons for the decision about the year group. There is no right of appeal where a place is offered at the school but not in the preferred age group.

3.1.1 Admission below compulsory school age and deferred entry

Where an offer is made, the school will provide for admission in the September following the child's fourth birthday. Parents may defer entry until later in the school year, but not beyond the start of the term after the child reaches compulsory school age or beyond the beginning of the final term of the school year. Parents may also request part-time attendance within the same limits.

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 31st August 2027) may ask to start the child in year 1 in September 2028 but the reception place will not be saved. Parents/Carers will have to reapply for a Year1 place. Parents/Carers cannot defer entry beyond the beginning of the term after the child's firth birthday. We would encourage parents to discuss this with the school.

3.2 Criteria for admission

Where there are fewer applicants than places, all applicants will be admitted.

Children with an Education, Health and Care Plan that names the school will be admitted. The Published Admission Number will be reduced accordingly. Children with SEND who do not have an EHCP will be treated equally with other applicants, and reasonable adjustments will be considered.

3.2.1 Oversubscription criteria

Where there are more applications than places, the following criteria will be applied in order:

1. Looked-after and previously looked-after children

These children 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. Siblings

(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 Miers Court Primary 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' medical condition and needs and how the named school can meet these needs.

4. Children of staff at Miers Court Primary school or The Howard Academy Trust.

5. Distance

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

Home address definition: Medway Council defines a child's "home address" for school applications as their main place of residence at the application closing date, based on where they live permanently or spend most school nights.

Tie-breaker: 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 Medway Admissions.

Please note for children of multiple birth- in the event of a school being oversubscribed where the parent/carer for the final qualifying place 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.

3.3 Waiting list

The waiting list will be re-ranked in accordance with the published oversubscription criteria whenever a child is added or circumstances change. Length of time on the waiting list does not give priority.

3.4 Appeals

Where admission is refused, the decision letter will give the reason, explain the right of appeal, state the deadline and provide contact details for lodging an appeal.

Appeals are administered by: LOCAL AUTHORITY

Appeal timetable and form: Medway.gov.uk

3.5 In-year admissions

In-year applications are administered by Miers Court Primary School .

Application form and guidance: Contact the school

Completed application forms should be sent to: office@mcps.school

In-year admissions process:

- Applications may be made when the place is required
- Applicants will be notified of the outcome within 21 school days.
- The local authority will be notified of the outcome within 21 days
- Children offered a place will be admitted promptly once acceptance has been received.
- Where a place cannot be offered, the child will be added to the waiting list in accordance with the published arrangements.
- In-year appeal information: please contact the school office

3.6 Fair Access

Miers Court Primary School participates in the Medway Council Fair Access Protocol.

3.7 Fraudulent applications

If evidence shows that an application was fraudulent or intentionally misleading, the admission authority may withdraw an offer in accordance with the School Admissions Code. Each case will be considered individually. School admission fraud is when someone lies or provides misleading information to get their child into a school they would not normally qualify for. This is fraud because it takes a school place away from a child who should have been offered it. If you're caught committing school admission fraud, Medway Council can:

- withdraw the school place even if your child has started
- retract offers under the School Admissions Code
- remove your younger children's priority for future applications
- refer the case for investigation or prosecution.

Appendix A: Glossary

Distance: how far your child's main home address is from the school using the shortest walking route.

Sibling: In Medway Council admissions, "siblings" means natural, adopted, foster, or step siblings who are attending the same named school at the time of application and will still be attending in September of the admission year

Multiple births: In Medway Council admissions, "multiple births" means twins, triplets or other children born from the same pregnancy, and they are given a specific priority in the oversubscription criteria when a school is oversubscribed

Tie-breaker: If two applicants meet the same earlier criteria, the one whose home is closer to the school (by the measured distance) will get priority

Appendix B: Local authority admissions and appeals links

Reception application information: **https://www.medway.gov.uk/primaryadmissions**

In-year application form. Contact your local council to find out about applying for a school place once the school year has started (known as in-year applications). They can tell you which schools still have places and how to apply. https://www.medway.gov.uk/

Reception appeals:
https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place/6

In-year appeals: https://www.medway.gov.uk/downloads/file/5510/in-year_appeal_request_form

Fair Access Protocol:
https://www.medway.gov.uk/downloads/file/9197/primary_fair_access_protocol_july_2025