



# MEDWAY PRIMARY SCHOOL



## ADMISSIONS POLICY

2024 - 2025

Policy Date:	September 2024		
Policy Review Date:	September 2025	Headteacher S Williams	Signed 
Ratified by Governing Body:			
Michael Berriman		Chair of Governors	Signed 

### **Admissions Criteria for Nursery:**

Parents who wish their child to be considered for a place at Medway Primary School's Nursery, should ensure they place their child's name on the Nursery waiting list soon after the child's 2nd birthday. This can be done by filling in an application form available from the school office.

Medway Primary School offers a morning session (8.45am to 11.15am) or afternoon session (12.15pm to 2.45pm). Children are offered six sessions per week.

When you apply for a place, you will be asked for your preference for a morning or afternoon session. Where the requests for a particular session are greater than the places available, priority will be given to pupils living nearest to the school (calculated using the Leicester City system) and we adopt the following criteria for allocating places:

- 1. Pupils who live in the local community and are likely to attend Medway Primary School**
- 2. Pupils who are in the care of the Local Authority**
- 3. Pupils who are on the list of children subject to child protection plans and need to attend an alternative school to avoid the abuser**
- 4. Children of parents/carers fleeing domestic violence (Subject to verification by a senior social worker or current Leicester City Council procedures for housing reallocation in cases of recognised domestic violence)**
- 5. Pupils who live in the catchment area of the school and have a sibling who will still be in the school when the applicant starts**
- 6. Pupils who live outside the catchment area of the school and have a sibling who will still be in the school when the applicant starts**

**7. Pupils who live in the catchment area of the school**

**8. Pupils who live outside the catchment area of the school**

A place in Nursery, does not automatically guarantee your child a place in our Reception classes.

- All applications for a place in Reception have to be made through the Local Authority.

## **Admissions Criteria for Foundation Stage 2 through to Year 6:**

Parents wishing to apply for a place in Foundation Stage 2 through to Year 6 must apply through Leicester City Council, as all places are allocated by the Schools Admissions Team and not managed through Medway Primary School.

Children start full time education in September after their 4th Birthday and places are allocated subject to availability and as per Local Authority criteria detailed below:

- 1. Pupils who are in the care of the Local Authority**
- 2. Pupils who are on the list of children subject to child protection plans and need to attend an alternative school to avoid the abuser**
- 3. Children of parents/carers fleeing domestic violence (Subject to verification by a senior social worker or current Leicester City Council procedures for housing reallocation in cases of recognised domestic violence)**
- 4. Pupils who live in the catchment area of the school and have a sibling who will still be in the school when the applicant starts**
- 5. Pupils who live outside the catchment area of the school and have a sibling who will still be in the school when the applicant starts**
- 6. Pupils who live in the catchment area of the school**
- 7. Pupils who live outside the catchment area of the school**

Tiebreaker: Pupils who live nearest the School (measured in a straight line)

The contact details for the School Admissions Team are:

**School Admissions**

**Leicester City Council**

**City Hall**

**115 Charles Street**

**Leicester**

**LE1 1FZ**

[www.leicester.gov.uk/admissions](http://www.leicester.gov.uk/admissions)

You can contact the Admissions team on **0116 454 1009 (Option 1)** or email on [admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

The Published Admission Number (PAN) for Medway Community Primary School is 62 places per year group, except for Year 6. This allows for a maximum of 482 places in total across the seven year groups including Foundation Stage 2. However, we have adopted Leicester City V0.2 Council's over-spill policy and subject to certain conditions, can take up to 31 pupils in a number of classes. When a place is allocated by the Local Authority at Medway Primary School, all children start at the same time and we have one intake in September of each year.

**Right of Appeal:**

Parents have a right of appeal and if you do not get a place at your chosen school, the appeals are dealt with by the Leicester City Council School Admissions Team.

<https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/appeal-against-a-school-place-decision/>

Medway Primary School is unable to support or decline an application once a decision has been made by the Local Authority.

If you should wish to update your appeal statement and do not have a copy on file, please get in touch with Nathan Pollard for Primary schools

[Nathan.Pollard@leicester.gov.uk](mailto:Nathan.Pollard@leicester.gov.uk)

Tel: 0116 4546224.

#### **Mid-Term Transfers:**

All mid-term transfers into Medway Primary School are also dealt with by Leicester City Council and you need to contact them for further information.

#### **Secondary School Transfers in Year 7**

Children from Medway usually transfer to the following schools spread across the city:-

- Moat Community College
- Sir Jonathan North College
- The Lancaster Academy
- Babington Academy
- Crown Hills Community College
- Judgemeanow Community College
- Madani Schools Federation

This is not an exhaustive list and some children may wish to move to schools across the city border.

Medway has good links with all these schools, and as a team we endeavor to make the transition to the children's secondary education as smooth as possible, especially for children with Special Needs. All children have opportunities to visit their designated school and meet the staff. Teachers liaise closely to prepare children and parents for this stage of their education. Senior staff at the secondary schools holds Parents' Evenings and Open Evenings in the years prior to transfer.

**This policy will be updated annually.**