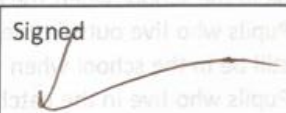



MEDWAY PRIMARY SCHOOL



**ADMISSIONS
POLICY**

2026 - 2027

Date:	7.MAY 2026		
Review Date:	May 27	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 (8.45 am to 11.15 am) or an afternoon session (12.15 pm to 2.45 pm), and pupils 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:

- **Pupils who are looked after by a Local Authority or were previously looked after (including pupils adopted from care, subject to a child arrangements order or special guardianship order).**
- Pupils who are on the list of pupils subject to child protection plans and need to attend an alternative school to avoid the abuser
- Pupils 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)
- 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
- 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
- Pupils who live in the catchment area of the school
- Pupils who live outside the catchment area of the school

Distances are measured using Leicester City Council's straight-line distance calculation system.

Definition of sibling:

A sibling is defined as a brother or sister, step-brother or stepsister, half-brother or half-sister, foster brother or sister, or a child living permanently at the same address.

A place in the nursery does not automatically guarantee your child a place in our Reception classes. **Attendance at Medway Primary School Nursery does not give any priority for a place in Reception. All applications for Reception must be made through Leicester City Council.**

Admissions Criteria for Foundation Stage 2 (Reception) through to Year 6:

Parents wishing to apply for a place in Foundation Stage 2 (Reception) 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.

Pupils 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 **or were previously looked after (including pupils adopted from care, subject to a child arrangements order or special guardianship order).**
2. Pupils who are on the list of pupils subject to child protection plans and need to attend an alternative school to avoid the abuser
3. Pupils 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)

Home address definition:

The child's home address is the one where the child normally lives and sleeps for most of the school week. Proof of address may be requested.

Multiple births:

Where one child of a multiple birth (e.g., twins or triplets) is offered the final available place, the remaining child or pupils will also be offered a place where possible.

Pupils with Education, Health and Care Plans:

Pupils with an Education, Health and Care Plan (EHCP) that names Medway Community Primary School will be admitted where the school can meet the child's needs, in accordance with statutory guidance.

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

You can contact the Admissions team on **0116 454 1009 (Option 1)** or email

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, which has 60 places. 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 Council's over-spill policy and subject to certain conditions, can take up to 31 pupils in several classes. When the Local Authority allocates a place at Medway Primary School, all pupils start at the same time, and we have one intake in September of each year.

Right of Appeal:

Parents have the right of appeal, and if you do not get a place at your chosen school, appeals are handled 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 the Local Authority has made a decision.

If you should wish to update your appeal statement and do not have a copy on file, please get in touch with the school's appeals service

schoolappeals@leicester.gov.uk

Tel: 0116 4541410

Mid-Term Transfers:

Leicester City Council also handles all mid-term transfers to Medway Primary School, and you need to contact them for further information.

Secondary School Transfers in Year 7

Pupils 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 pupils may wish to move to schools across the city border. **Parents should apply for secondary places via Leicester City Council.**

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

This policy will be updated annually.