



Temple Mill Primary School Admissions Policy

Policy Scope:	Temple Mill Primary School
Responsibility:	Local Governing Board
Date Adopted:	September 2025
Review Frequency:	Yearly
Review Date:	September 2026

Admissions Policy 2025-2026

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

1. Children reach compulsory school age at the start of the term following their fifth birthday. Temple Mill Primary School will admit 4 year olds into it's 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-primary-school/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 31st 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.
4. The published admission number (PAN) for Temple Mill Primary School for September 2025 is 30.

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)

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 and includes natural siblings, adopted siblings, foster siblings and step siblings. 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 Temple Mill 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

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.