ADMISSION TO PRIMARY, INFANT OR JUNIOR SCHOOL
SEPTEMBER 2026 ENTRY

REQUEST FOR AN ADMISSION APPEAL

IMPORTANT:
Please read the information on pages 3-6 and at the Medway Council website before submitting this form.

Completed forms must be returned email/post to the relevant admissions authority by **Thursday 14 May 2026** to be heard with on-time appeals**.** You can appeal after 20 May but your appeal may not be heard at the same time as on-time appeals.

Please refer to pages 5-6 to find out where to return this form to.

Some academies use an external appeal clerking service. By submitting this form, you consent to the request form and relevant admissions data regarding your child to be shared with the appeal clerking service for the purpose of arranging your appeal hearing. If you have queries about this, please contact the school you are appealing for prior to submitting your appeal request.

School being appealed for	
Child ID (as shown on your offer)	
Child's name	
Child's gender	
Child's date of birth	
Child's home address	
Child's current school (for junior school appeals only)	
School offered	
Parent/Carer title and name	
Parent/Carer telephone no.	
Parent/Carer e-mail address	

Please state clearly your reasons for appeal.

Please continue on a separate sheet if you wish. Additional/supporting information and evidence may be attached in support of your appeal.

Parent/carer signed	
Parent/carer name	
Date	

SCHOOL ADMISSION APPEALS

The School Admission Appeals Code provides more detail on how the appeal process should be administered and what parents/carers can expect. This can be found on the Department for Education (DfE) website.

Medway Council's website also provides information on the appeals process.

Most Medway primary, infant and junior schools are their own admissions authorities so Medway Council is not responsible for the administration of their appeals. A full list is provided below.

The deadline to submit an on-time admission appeal is **14 May 2026**. You can appeal after 14 May but your appeal may not be heard at the same time as on-time appeals.

Why was my child refused a particular school?
The Council aims to offer the highest named school on your application that can offer a place.

Each school ranks its applicants against its oversubscription criteria to work out who has highest priority for places. If we were couldn't offer one of your preferences, it will have been because there were more applications for the school than places available and your child did not rank highly enough against the school's oversubscription criteria compared to others who applied to the school.

How do I lodge an appeal?
Appeals must be made in writing to the clerk of the appeal panel for the school(s).

To submit an appeal, complete the appeal request form (above) and return it to the destination specified below. School contact details can be found on the school's website.

The deadline for on-time appeal requests is 14 May 2026. Appeals submitted after that must be heard but may not be heard at the same time as on-time appeal requests.

Which schools or academies can I appeal for?
You have a right of appeal to any school named on your original application form that has refused your child a place.

How many schools can I appeal for?
You can appeal to any school named on your application form that has refused your child a place. You will need to complete a separate appeal form for each school.

Schools will not know that you have appealed for another school unless you tell them. The appeals for each school are independent of each other.

Can I appeal for a school I did not originally name on my application?
You can name a new school on your application using the waiting list request form and will have the right of appeal to that school if a place cannot be offered through the re-allocation processes.

Can I provide more information once I have submitted my appeal form?
The school you appeal for should tell you the date of your hearing and the deadline for submitting further evidence that was not supplied with your initial appeal request.

It will be for the appeal panel to decide whether to accept anything provided after the deadline. If you provide anything after the deadline, it may not be considered or may result in your appeal hearing being adjourned so everyone attending the appeal has time to consider the new information.

When will my appeal be heard?
Appeals received by the deadline of 14 May should be heard within 40 school days of that date. Schools should publish an appeals timetable on their website.

Appeals submitted after 14 May should be heard within 40 school days of 14 May where possible, or within 30 school days of the appeal being lodged.

What happens at an appeal?
The clerk to the appeal panel will contact you before the appeal to tell you when your appeal is due to be heard and the deadline for submission of further information. The clerk will give you at least 10 school days' notice of your appeal hearing. The clerk organises the appeal hearings, provides independent advice on the appeal process/admissions law and keeps the record of the hearing.

An independent appeal panel will hear your appeal and decide whether to uphold it. The panel is normally made up of three people who must be independent of the school, academy trust and local authority.

At the hearing, you can explain why your child should be given a place. A representative from the school will explain why a place could not be offered.

Once the panel has decided, the clerk will notify you in writing within 5 working days.

Can I appeal for a place at a school outside of Medway?

If you applied for a school outside of Medway and were unsuccessful, you have the right of appeal for that school.
Visit the website of the local authority where the school is located to find details about their appeal process, including how to appeal. There will be a deadline, so it is best to do this as soon as you can.

Infant class size restrictions
If a school organises classes into 30 pupils, legislation limits class sizes in Years R, 1 and 2 to 30 pupils. This is known as infant class size legislation.

In these circumstances, refusal of a place will be because the admission of your child would have the effect of increasing the size of the class to more than 30 pupils.

The School Admission Appeals Code asks Admission Authorities to advise parents of the limited grounds for such appeals to be upheld.

An Independent Appeal Panel can only uphold an 'infant class size' appeal where it is satisfied that:

(a) The admission of additional children would not breach the infant class size limit of 30; or

(b) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or

(c) It decides that the decision to refuse admission was not one that a reasonable Admissions Authority would have made in the circumstances of the case.

Due to infant class size restrictions, it is rare for appeals to be upheld for Years R, 1 or 2.

WHERE TO SEND APPEAL REQUEST FORMS

School	Send appeal forms
Academy of Cuxton Schools	Directly to the school*
All Faiths Children's Academy	Directly to the school*
All Saints Church of England Primary School	Directly to the school*
Balfour Infant School	To medwaytest@medway.gov.uk
Balfour Junior Academy	Directly to the school*
Barnsole Primary School	Directly to the school*
Bligh Primary School	Directly to the school*
Brompton-Westbrook Primary School	Directly to the school*
Burnt Oak Primary School	To medwaytest@medway.gov.uk
Byron Primary School	Directly to the school*
Cedar Children's Academy	Directly to the school*
Chattenden Primary School	Directly to the school*
Cliffe Woods Primary School	Directly to the school*
Crest Infant School	To medwaytest@medway.gov.uk
Deanwood Primary School	Directly to the school*
Delce Academy	Directly to the school*
Elaine Primary School	Directly to the school*
English Martyrs' Catholic Primary School	Directly to the school*
Fairview Community Primary School	To medwaytest@medway.gov.uk
Featherby Infant School	Directly to the school*
Featherby Junior School	Directly to the school*
Gordons Children's Academy	Directly to the school*
Greenvale Primary School	To medwaytest@medway.gov.uk
Halling Primary School	Directly to the school*
Hempstead Infant School	To medwaytest@medway.gov.uk
Hempstead Junior School	To medwaytest@medway.gov.uk
Hilltop Primary School	Directly to the school*
Hoo St Werburgh Primary School	Directly to the school*
Horsted Infant School	To medwaytest@medway.gov.uk
Horsted Junior School	To medwaytest@medway.gov.uk
Kingfisher Primary School	Directly to the school*
Leigh Academy High Halstow	Directly to the school*
Leigh Academy Peninsula East	Directly to the school*
Lordswood School	Directly to the school*
Luton Primary School	Directly to the school*
Maundene School	Directly to the school*
Miers Court Primary School	Directly to the school*

Napier Community Primary Academy	Directly to the school*
New Horizons Children's Academy	Directly to the school*
New Road Primary School	To medwaytest@medway.gov.uk
Oaklands School	Directly to the school*
Oasis Academy Skinner Street	Directly to the school*
Parkwood Primary School	To medwaytest@medway.gov.uk
Phoenix Primary School	Directly to the school*
The Pilgrim School	Directly to the school*
Riverside Primary School	Directly to the school*
Rochester Riverside Primary School	Directly to the school*
Saxon Way Primary School	Directly to the school*
St Augustine of Canterbury Catholic Primary School	Directly to the school*
St Benedict's Catholic Primary School	Directly to the school*
St Helen's Church of England Primary School	To medwaytest@medway.gov.uk
St James Church of England Primary Academy	Directly to the school*
St John's Church of England Infant School	Directly to the school*
St Margaret's at Troy Town CE VC Primary School	Directly to the school*
St Margaret's Church of England Junior School	Directly to the school*
St Margaret's Infant School	Directly to the school*
St Mary's Catholic Primary School	Directly to the school*
St Mary's Island C of E Primary School	Directly to the school*
St Michael Catholic Primary School And Nursery	Directly to the school*
St Nicholas CE VC Primary School	To medwaytest@medway.gov.uk
St Peter's Infant School	To medwaytest@medway.gov.uk
St Thomas More Roman Catholic Primary School	Directly to the school*
St Thomas of Canterbury RC Primary School	Directly to the school*
St William of Perth RC Primary School	Directly to the school*
Swingate Primary School	To medwaytest@medway.gov.uk
Temple Mill Primary School	Directly to the school*
Thames View Primary School	Directly to the school*
The Academy of Woodlands	Directly to the school*
The Hundred of Hoo Academy	Directly to the school*
Twydall Primary School and Nursery	Directly to the school*
Wainscott Primary School	Directly to the school*
Walderslade Primary School	Directly to the school*
Warren Wood Primary Academy	Directly to the school*
Wayfield Primary School	Directly to the school*

*Please visit the school's website for contact details.