



Hempstead Schools Federation Admissions Policy September 2026

Admissions

Both Hempstead Infant and Junior School have a published admission number (PAN) of 90 children per year group. Criteria for admission in Year R and Year 3 (into Junior Schools) are set by the Local Authority. In the case of oversubscription, the LA will allocate places using the following criteria, in the following order. The live links will take you to more definition/ explanation:

- [Children in public care, looked-after children and previously looked-after children](#) (note 1)
- [Children who currently go to a paired infant school](#) (note 2)
- [Siblings who go to the named schools at the time of application and who will still be attending in the following September](#) (note 3)
- [Religious preference for Voluntary Controlled church schools only](#). A supplementary information form is also needed (note 4)
- [Medical, health and special access reasons](#) (note 5)
- [Children eligible for the service premium](#) (note 6)
- [Children of teaching staff](#) (note 7)
- [Closeness of the child's home](#) (note 8)

Casual 'in-year' admissions

In line with Medway policy ([available to view here](#)), if the school has spaces in particular year groups, then places will be allocated by the school. We are happy to take enquiries from parents in regards to spaces available, and for interested families to visit the school. We can provide the necessary forms to complete.

Local authorities, and therefore Local Authority schools, must comply with the [DfE's School Admissions Code](#) with regards to waiting lists, Fair Access Protocols, EHC plans, deferred Reception entry, and admission outside normal age groups. Please contact Medway Admissions if you have queries with regards to this.

Right of appeal

If there are no places available and a place is refused on the grounds that the year group is full, parents have the right to appeal the school's decision. Appeals for a place refused must be directed through Medway Local Authority.

See the link below to Medway Council's website for further admission arrangements and information.

https://www.medway.gov.uk/info/200163/apply_for_a_school_place/743/consultations_for_school_admission_arrangements

Approved at the Business Meeting on September 9th 2026