



# Admission Arrangements Policy for September 2025

**Review:** Every Year  
**Date of Next Review:** September 2025

<b>Coordinator</b>		<b>Nominated Governor</b>	
<b>Headteacher</b>		<b>Date</b>	
<b>Chair of Governing Body</b>		<b>Date</b>	

If you wish your child to join Parkwood Primary School, we follow the Medway Admissions Policy available from:

Student Services Admissions Team  
Medway Council  
Gun Wharf, Dock Road  
Chatham ME4 4TR  
Tel: 01634 306000

[https://www.medway.gov.uk/info/200137/schools\\_and\\_learning/1059/applying\\_for\\_a\\_primary\\_school\\_place](https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place)

Alternatively, you can find the School Admissions Code published by the Department for Education at [www.education.gov.uk](http://www.education.gov.uk)

Applications for a place are made through Medway Council, and it is their responsibility to allocate all school places. We are able to take 60 pupils per year in Years FS, 1, 2 and 3 and 90 in Years 4, 5 and 6. In the event of over subscription, the admissions criteria will be applied according to Local Authority requirements:

1. Children in public care/looked after children and previously looked after children
2. Attendance at a paired Infant School (this applies to Infant applications)
3. Sibling, a brother or sister attending our school at the time of application and who will still be attending in September 2025
4. Child's health reasons - medical evidence demonstrating a specific link between the needs of the child and our school. This must be in writing from a medical practitioner
5. Children of teaching staff
6. Nearness of children's home - calculated by the shortest available walking route

*Please note we do not hold a waiting list*