



Hoo St Werburgh Primary School

"Empowering Minds, Embracing Hearts"

Pottery Road, Hoo, Rochester, Kent, ME3 9BS

Tel: (01634) 338 040 | E-mail: office@hoo-st-werburgh.medway.sch.uk

Admissions Arrangements for Hoo St Werburgh Primary School (2026 -2027) school year.

Executive Headteacher: Emma Poad BSc (Hons) QTS
Tel: (01634) 338040 | E-mail: office@hoo-st-werburgh.medway.sch.uk

Head of School: Lorraine Boffa
Tel: (01634) 338040 | E-mail: office@hoo-st-werburgh.medway.sch.uk



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Introductory statement

Hoo St Werburgh Primary School is a thriving two form entry community school with a large school nursery which takes children aged two years to four years old.

Published Admission Number (PAN)

The school has an admission number of 60 for Year R. It will admit this number of pupils if there are sufficient applications. If fewer than 60 applications are received, all applicants will be offered a place. If more than 60 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

Main admissions round application process

Admissions to the School are part of the co-ordinated admissions scheme of Medway Council. Parents wishing to apply for a place should put the school down as a preference on the common application form. Further information about this process can be found:

https://www.medway.gov.uk/info/200137/schools_and_learning/1059/applying_for_a_primary_school_place

Applications for year R must be submitted via Medway Council by the national closing date of 31 January 2026.

Late applications will be processed by Medway Council until the end of term two.

In-year admissions process

In school admissions after term two of Year R will be dealt with by the school, please complete an in year admission form (casual admission form) available on the school website. Parents who do not have access to the internet, can request a hard copy form via the school office, this will then be processed by the Admissions Officer.

Oversubscription criteria

1. Children in public care

Sometimes referred to as looked after children (as defined in the Medway Council co-ordinated admission scheme), 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 named school. Sibling means a child 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

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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 the school when the younger child would start in the following September. Please note that there is no sibling link to The Marlborough. This is due to The Marlborough having its own admissions criteria which is managed by the Local Authority. In addition, because of the separate admissions criteria for The Marlborough, a sibling of a Marlborough pupil may not claim sibling link for admission to Hoo St Werburgh Primary School.

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 staff that work at the school

Children of staff that work at the school, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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.

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 short available walking route.

Applications can be made online at www.medway.gov.uk/onlineadmissions

Delayed admission to reception

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group (including for 'Summer born' children)

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should make their request to the school, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and whether it may be in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. The school will notify parents of the decision and set out clearly for the parent the reasons for their decision. Parents who are unhappy with the decision in respect of an application out of chronological age group can make a complaint about that decision in

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accordance with the school's complaints policy

Waiting list

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added for Reception until 31st December. The school will maintain a waiting list for all year groups until the end of the academic year. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The list will be re-ranked each time another child is added to the list.

Appealing an offer

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel.

You can appeal for any school named on your application that has not been able to offer your child a place.

To do this you will need to complete an appeal request form.

The form and details of where to return it to for each school will be published in the next steps guide on offer day.

The deadline for submitting an appeal is Tuesday 14 May 2024 for offers made on 16 April.

For late applications, appeal requests should be submitted within 20 school days of your application outcome.

You can appeal after these deadlines but your appeal might not be heard at the same time as those submitted on-time.

When you appeal you:

- can only appeal for schools named on your application
- can appeal for more than one school at the same time
- must complete a request form for each school you're appealing for
- can appeal for a school even if you have accepted another offer.

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

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