

# Determined Admissions Arrangements Roman Way Academy 2025/2026

The Diamond Learning Partnership Trust Admissions Policy for Roman Way Primary Academy.

The Diamond Learning Partnership Trust is the admission authority for all the schools in the Trust. This means that it is the Governing Body that sets and applies the admissions policy for these school.

All Policy decisions regarding the admission of children into the School are made by the Board of Trustees.

## **How to Apply for Admission to Reception (September of next Academic Year)**

The application process for admissions into Reception is coordinated by Hertfordshire County Council (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

Late applications (those submitted after the national closing date) will be handled by the Admissions Team. LA Admissions Team contact: HCC admissions 0300 123 4043 if you require support regarding the application/admissions process.

## **In Year Admissions**

To apply for a place after the start of term or in any other year group please contact the school or visit the school's website [www.romanway.herts.sch.uk](http://www.romanway.herts.sch.uk)

Admissions contact: 01945 700357 [admissions@diamondlearningtrust.com](mailto:admissions@diamondlearningtrust.com)

The published admission number (PAN) for the reception year intake shall be 60.

### **Oversubscription criteria**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP that names their school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

#### **Rule 1: Children looked after and children who were previously looked after**

Children looked after and children who were previously looked after including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.

#### **Rule 2: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

*The Local Authority on behalf of the school will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to Roman Way Academy and must clearly demonstrate why Roman Way Academy is the only school that can meet the child's needs.*

#### **Rule 3: Sibling**

Children who have a sibling on the roll of the school at the time of application.  
*This applies to reception through to Year 3.*

#### **Rule 4: Nearest School**

Children for whom it is their nearest school or academy.  
This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

#### **Rule 5: Distance**

Children who live nearest to the school.  
*Children not considered under rule 4 will be considered under rule 5*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

## **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be by random allocation to decide between them. This process will be independently verified e.g. drawing random sealed envelopes with name of one child per envelope.

## **Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link 'register an appeal'. Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link 'log into the appeals system'.

## **In Year Appeals**

We will write to you with the outcome of your In Year application and, if you have been unsuccessful, the County Council will write to you with registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

## **Waiting List**

1. If the Academy is over-subscribed a waiting list will be established.
2. Places will be allocated in accordance with the published criteria.
3. The Trust will coordinate the waiting list for the Academy.
4. As soon as places become available they will be filled from the waiting list.
5. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
6. Children who are the subject of a directed place under the in year fair access protocol will take precedence over those on the waiting list. Fair access children will be admitted under the Protocol before children who are on the waiting list and also over PAN if necessary.

7. A place will be held on the waiting list until the end of the summer term. Parents will need to reapply if they wish their child to stay on the waiting list for the next academic year.

Link for the HCC Rule 2 document.

<https://www.hertfordshire.gov.uk/media-library/documents/schools-and-education/admissions/rule-2-protocol.pdf>

### **Withdrawing Offers of Places**

Once an offer of a place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.

## **Explanatory notes and definitions**

The following definitions apply to terms used in the admissions criteria:

**Rule 1: Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>.**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were previously looked after, including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

A "child looked after" is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989).

All children adopted from care who are of compulsory school age are eligible for admission under rule 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1.

Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

### <sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Children previously looked after abroad and subsequently adopted will be prioritized under Rule 1 if the child's previously looked status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she

would not otherwise have been cared for adequately, and  
ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by -  
(a) a public authority,  
(b) a religious organisation, or  
(c) any other organisation the sole or main purpose of which is to benefit society.

**Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a) Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b) Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c) If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d) For medical cases - a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. A Rule 2 application will generally not be upheld in cases where more than one school could meet the child's need.

In exceptional cases relating to a disability, where more than one school in the county can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location.

You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the "Rule 2 protocol" available at: [www.hertfordshire.gov.uk/docs/pdf/admissions/Rule2pross.pdf](http://www.hertfordshire.gov.uk/docs/pdf/admissions/Rule2pross.pdf)

### **Definition of sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Multiple births**

The school will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

### **Home address**

The address provided must be the child's current permanent address at the time of application.

- "At the time of application" means the closing date for applications.
- "Permanent" means that the child has lived at that address for at least a year.

Where a family has not lived at an address for a year, they must be able to demonstrate that they own the property or have a tenancy agreement for a minimum of 12 months\* and the child must be resident in the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

We may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by with the Shared Anti-Fraud Service, the county council concludes that, a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. We will explain the decision-making process and the action that will be taken with the application. We will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If we receive more than one application with different address details and parents don't agree, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issue is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different LAs for the same child, those LAs will liaise and share information. The child's home LA will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on-time", an amended joint application will also be considered "on-time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The final late deadline for the 2025/26 transfer application process is 2 December 2024 for secondary and upper applications and 3 February 2025 for primary, junior and middle applications. If these dates change, amendments will be published on the HCC admissions web pages at the start of the 2025/26 application process in September 2024.

\* If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

### **Fraudulent applications**

Hertfordshire County Council on behalf of the school will do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time [anything less than a year) over the application period;
- Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.



### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences

### **Applications from children\* from overseas**

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the primary, junior and middle transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

DLPT Admissions, on behalf of the school, will also consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (1 February 2024) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 months rental agreement.

*\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.*

### **Age of Admission and Deferral of Places**

The school's policy is that children born on and between 1 September 2020 and 31 August 2021\* would normally commence primary school in Reception in the academic year beginning in September 2025. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements.

### **\*Summer born children (1<sup>st</sup> April - 31<sup>st</sup> August) - Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2021 and 31 August 2021 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2025 they should contact the home LA and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2026) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2025 (before the Easter break).

### **Children Out of Year Group (except applications for reception from summer born)**

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. Supporting evidence should be submitted to the DLPT Admissions Team. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request - since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

DLPT Admissions Team will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group.

There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

### **Nursery Provision**

Roman Way Academy does have a nursery unit/deliver pre-school nursery education. However, the admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

## Roman Way Primary Academy In-Year Admissions Application Form

- Before you fill in this form, please read the guidance and information on our website at [www.romanway.hertfordshire.sch.uk](http://www.romanway.hertfordshire.sch.uk)
- Supplementary Information Forms (if applicable) and any additional supporting documentation should be returned direct to the email address or postal address at the end of this form.
- Please provide evidence of address . This will only be used if the oversubscription criteria has to be referred to in the case of multiple applications.

Please complete a separate form for every child that requires a place.

Application form to be completed by applicant.

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Applications from outside the UK / or for children who are accessing education in the UK for the first time
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Date of arrival in the UK
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Length of stay in the UK
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We recommend you visit the following websites to confirm you are aware of the Home Office regulations and laws on state education. <https://www.gov.uk/study-visit-visa> and <https://www.gov.uk/standard-visitor-visa>

Date you would like the school place from:

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## Roman Way Primary Academy In-Year Admissions Application Form

Section 1 – Your child’s details	
Family Name:  Child’s First Name(s):  Middle Name(s):	
Date of Birth:  DD/MM/YYYY	Year Group:                      Male                      Female
Address where child usually lives:    Postcode	
If your child lives part time at another address, please provide details here:    Postcode	
How is your child’s time divided between the two addresses?	
Does the child have a sibling at Roman Way Academy	Yes / No
Name:	Male / Female

A sibling is either the sister, brother, half brother or sister, adopted brother or sister, child of parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household. This information may be needed if the oversubscription criteria needs to be used.

## Roman Way Primary Academy In-Year Admissions Application Form

Does your child have an Education, Health, and Care Plan (EHCP) or statement of special needs (SN)?	Yes / No
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A statement of SN or an EHCP is a document written by the local authority detailing the child's needs and the measures the school will take to help them.

Is the child you are making an application for in the care of the Local Authority (Child Looked After)	Yes / No
If yes, please indicate which local authority and include a supporting letter from the child's social worker and/or advisory teacher:	

Was your child previously looked after but was then adopted or became subject to a child arrangement order or special guardianship order?	Yes / No
If yes, please provide supporting evidence including a copy of the adoption order if applicable.	

Are you applying under Rule 2 (exceptional medical or social needs)?	
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You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at one specific school. Please include all evidence you wish us to consider as we can only consider the information received at the time of application. Rule 2 can only be considered if there has been an exceptional change of circumstances.

Are you or your partner working as a UK service personnel or crown servant?	Yes / No
If yes, please include an official MOD, FC, GCHQ letter showing relocation date.	

<b>Section 2 – Your details</b>		
Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
Relationship to child:		
Address (if different from child's address in Section 1):		

## Roman Way Primary Academy In-Year Admissions Application Form

Contact Tel. No:	Mobile No:
If you wish to receive your school offer by email please provide your address below	
Email address:	

Other Adults with Parental Responsibility for the child.
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Title: Mr / Mrs/ Miss / Ms / Dr	Initials:	Surname:
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Relationship to child:
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Address (if different from child's address in Section 1):
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Contact Tel. No:	Mobile No:
Email address:	

Is the child living with you under a private fostering arrangement? This is where the child lives with an adult who is not a close relative i.i. not a parent, grandparent, sibling, aunt or uncle.	Yes / No
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Is your child currently attending school?	Yes / No
If no, please give details:	

<b>Section 3 – Declaration</b>
I understand that:
<ul style="list-style-type: none"> <li>● I declare that the information contained in this form is both accurate and up-to-date.</li> <li>● The information on this form will be held and used by The Diamond Learning Partnership Trust Admissions in accordance with the Data Protection Regulations for the purposes of administration of school admissions. We collect your details to process your application for school admissions and may contact you about related school admission issues.</li> </ul>

## Roman Way Primary Academy In-Year Admissions Application Form

Further information about how we collect and use data and your rights around this, can be found on our GDPR Policies and Procedures page on our website: [www.diamondlearningtrust.com](http://www.diamondlearningtrust.com)

- All adults with parental responsibility for the child are in agreement with this application, and understand if a dispute is later raised, this application may be cancelled.
- I hereby give permission for the information on this form to be shared with the Parent Partnership Service and other relevant officers, where appropriate.

I confirm that I have:

Signed the form	
Enclosed copies of proof of address	
Signed:	Dated:

### Administration / Processing of Applications

We aim to operate a ten-school day turnaround from the date your application is received. You can email your application to the email address below with the proof of address.

Please Put Roman Way in the subject line along with your child's surname and Year group.

For example. Roman Way -Smith- Yr. 1. You can also return this form to Roman Way Primary Academy, who will send it on to the DLPT Admissions Team.

If you are offered a place at Roman Way Primary Academy, you will be required to provide evidence of your child's date of birth prior to them starting. This is to ensure we have the child in the correct year group.

### Admission Team Contact details:

Please email all applications and enquiries to [admissions@diamondlearningtrust.com](mailto:admissions@diamondlearningtrust.com)

Telephone: 07708 089454

Postal Applications should be sent to:

Admissions – Burrowmoor Primary School

Burrowmoor Road

March

Cambs

PE15 9RP