



Determined Arrangements 26/27

DLPT - Roman Way Academy

Approved by:

Mrs S Connell (CEO)

Date: 10.12.2024

Last reviewed:

March 2025

Next review due by:

Primary Admissions Policy

The Board of Directors of The Diamond Learning Partnership Trust (DLPT) are the admission authority for the trust schools. This means that the board of directors will set and apply the admissions policy for all the schools. All policy decisions regarding the admission of children into school are made by the Board of Directors. The Trust is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). In accordance with the Schools Admission Code 2021, the academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements. Roman Way Academy is part of DLPT.

Applying for Admission to EYFS

Admissions for a place in EYFS (Reception class) are arranged by Cambridgeshire/ / Hertfordshire / Peterborough Local Authority (LA) which acts on behalf of the board of directors to offer these places in school. An application form is available from each LA's Admissions Team, for Roman Way Academy visit www.hertfordshire.gov.uk/admissions the application must be completed no later than the national closing date 15.01.2026. For paper copies call 0300 123 4043. Offer letters will be issued by the LA on the national offer date 16.04.2026 or the first working day after. Any late applications (those after the national closing date) will be processed by HCC. They won't deal with applications received after the deadline until all on time applications have been considered. If you have exceptional reasons for applying late, include the reasons and evidence when you apply. An HCC panel will decide whether your application will be treated as on time or late and they will let you know. Key dates are 15.01.2026, the last date to apply on time. 03.02.2026 the last date to submit a written application of why your application was late, for your application to be agreed as on time.

Please note, pupils attending any of the DLPT pre-school/Nursery provision, will not transfer automatically into the main school. A separate application must be made for a place in reception.

Primary Schools with the DLPT

School	Local Authority (LA)	PAN
Braybrook Primary Academy	Peterborough	30
Burrowmoor Primary Academy	Cambridgeshire	60
Glebelands Primary Academy	Cambridgeshire	60
Gorefield Primary Academy	Cambridgeshire	15
Great Staughton Primary Academy	Cambridgeshire	15
Kimbolton Primary Academy	Cambridgeshire	15
Leverington Primary Academy	Cambridgeshire	30
Middlefield Primary Academy	Cambridgeshire	30
Murrow Primary Academy	Cambridgeshire	15
Roman Way Primary Academy	Hertfordshire	60
Round House Primary Academy	Cambridgeshire	60
Thomas Eaton Primary Academy	Cambridgeshire	30
Winhills Primary Academy	Cambridgeshire	45
Wintringham Primary Academy	Cambridgeshire	60

How places are offered

For admissions into EYFS (Reception class) in September, the LA on behalf of the Board of Directors, will offer places to up to PAN for each school within the Trust. This is the Published Admission Number (PAN) for that year group. If more than PAN applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Children whose Education, Health and Care Plan (EHCP) names the school, take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

Oversubscription Criteria for Primary Schools

1. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order. This includes children that appear to have been in state care outside of England and have ceased to be in state care due to being adopted.
2. Children living¹ in the catchment area with a sibling² at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire / Hertfordshire/ Peterborough catchment area school because of oversubscription.
6. Children who live outside the catchment area.

Oversubscription Criteria for Nursery-Preschool

Where a school within the Trust operates a nursery or preschool the oversubscription criteria is as follows:

1. Children who have an Education and Healthcare Plan (formerly a statement of special needs) that names the Pre-school will be admitted before the over-subscription criteria is applied;
2. Children in Care, also known as Looked After Children, and children who were looked after but ceased to be so by reason of adoption, a resident order or a guardianship order;
3. Children with a high level of need who have been referred by a Social Worker, Health Professional, Pre-school Specialist Support Teacher, Special Needs Officer, the Traveller Referral Team or are in receipt of 2 year old funding linked to benefits;
4. Children living in the catchment area for the Pre-school who have had their third birthday
5. Children living in the catchment area for Pre-school who have had their second birthday.
6. Children not living in the catchment area for the Pre-school who have had their third birthday.
7. Children not living in the catchment area for Pre-school who have had their second birthday.

Equal Merit

In cases of equal merit, priority will go to the child living closest to the school, determined by a straight-line measurement using google maps, from the home address coordinate to the coordinates listed below:

52.05956, -0.02442 Roman Way Academy.

In the event of (a) two or more children living at the same address point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection. This being sealed envelopes with the name of one child per envelope, numbers assigned to children and drawn from an electronic randomiser.

¹ Home Address - the place the child resides for the majority of school nights with an adult who has parental responsibility.

² Sibling – Shares same biological parents, brother sister, half-brother/sister or legally adopted living at same address as child.

Multiple Birth

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked which child(ren) should take up the place(s). The parent will still have a right of appeal against a refusal of a place.

Waiting List

In the event of over-subscription into reception the criteria set out above will be applied and places offered in accordance with those; if applications exceed the number of places available, the LA will provide the school with a ranked waiting list, which they will maintain until 31 December. Parents will be contacted if a place becomes available for their child but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

In-Year Applications

In-Year applications to any DLPT schools need to be made directly to the Trust. In Year Application forms are available on all schools' websites. Please note applications for school places will not be considered more than 4 teaching weeks before the place is required. The exception being to UK service personnel. For Roman Way this can be found at:

<https://www.romanway.herts.sch.uk/page/?title=Admissions&pid=23>

If a place is not available in the year group for which a student applies, the application will be refused and placed on a waiting list. The home LA will also be notified that we have been unable to offer a place. The student will be placed on a waiting list in the rank order of our oversubscription criteria, not in the date order by which they received. The child's details will remain on the waiting list until the end of the academic year. After this time if parents wish their child(ren) to remain on the list they should contact the Trust. Please note names held on the waiting list will **not** be carried over to a new school year.

Parents should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Parents have the right to appeal the refusal for a place. DLPT aim to notify a parent in writing within 10 school days with the result of their application.

Appeals

The parent(s) of any child who is refused a place at a DLPT school has a right of appeal. In the case of an EYFS/KS1 child, an infant class size appeal and KS2 to an Independent Appeals Panel. The panel consists of three people who are independent of the school, the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. The appeals are co-ordinated by Graham Manning for DLPT.

Appeals in relation to co-ordinated admission to Reception are currently arranged by Hertfordshire County Council on behalf of the Governing Body. Further information and appeal forms are available from schoolappeals.hertfordshire.gov.uk/home or 0300 123 4043.

Deferred Entry

- Request for admission outside the normal age group
- Request for summer-born child to delay school entry

The Diamond Learning Partnership Trust (DLPT) believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in exceptional circumstances.

However, parents may apply for out-of-year admission, either in a higher or lower year group. This may be appropriate, for example, if the child is gifted and talented or has experienced problems such as ill health.

The parents of summer-born children can choose to delay their child's entry to school until the following year when the child reaches statutory school age and may request that their child be admitted to Reception rather than Year 1 at that time. The local authority will process requests for summer born children. [Guidance on handling admission requests for summer born children - GOV.UK](#)

DLPT will process any applications for admission outside of the normal age group, please refer to our Request for Deferred Entry policy. The panel will respond to all applications within 20 working days.

In all cases requests for deferred entry will only be agreed to in exceptional circumstances.

Withdrawing an offer of a place

Any offers of a place found to be made based on inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

Fair Access Protocol

We participate in Cambridgeshire/Hertfordshire/Peterborough's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible, potentially above PAN and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Definitions

Normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Compulsory school age - A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Parent - is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

Infant Class Size Limit Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per schoolteacher.

National Offer Day - The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary offer day is 2nd March (or the next working day). Primary National Offer Day is 16 April (or the next working day).

Catchments

Braybrook

The following roads: Abbotsbury, Bardney, Bathurst, Benyon Gove, Blackmead, Bodesway, Braybrook, Bringham, Cheyney Court, Clayton, Goodacre, Herlington, Holcroft, Kirkstall, Malborne Way, Sellers Grange, Walgrave.

Burrowmoor Primary Academy

This school does not have a geographical catchment area. Distance first

Glebelands

This school does not have a geographical catchment area. Distance First

Gorefield

This school does not have a geographical catchment area. Distance First

Great Staughton

Catchment Area: Great Staughton, Perry and Dillington

Kimbolton

Covington, Tilbrook, Kimbolton and Stonely

Leverington Primary Academy

Leverington village and the surrounding area bounded by a line following but excluding Little Dowgate from Dowgate Road to Sutton Road, north along but excluding Sutton Road to Parson Drove Lane, east to the River Nene, north to the south side of Ferry Lane, west along, but excluding Ferry Lane, west to exclude Little Ramper, south along and to include Roman Bank to its junction with Fitton End, west 73 to exclude Fitton End Road, south to exclude Park Lane, south to include May's Lane, west to include Leverington Common as far as Barretts Bridge, south east to exclude Panswell Lane but to include Gadds Lane, north east to Dowgate Road at the junction with Little Dowgate.

Middlefield

The following roads, and all cul de-sacs and closes leading from them; Andrew Road, Bishop Road, Bodium Way, Caernavon Road and Ridgeway

Murrow

Murrow village and the surrounding area; bounded in the East by Seadyke Road but including Murrow Lane to the junction with Tholomas Drove; in the south by and including Cants Drove; in the west by but not including Bishops Land Drove and Long Drove (Parsons Drove Fen); in the north by the Parsons Drove village boundary excluding Silver Lane north of the Pigeons crossroads.

Roman Way

This school does not have a geographical catchment area. Distance first

Round House Primary

That part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west by the railway line.

Thomas Eaton

Wimblington village and the surrounding area including Stonea, Hook, Latches Fen, Common Drove, Block Fen Drove, March Road, Blue Lane and Doddington Road

Winhills

The area bounded by the railway to the east, Potton Road (both sides) east side of Cromwell Road to its junction of Hen Brook, Hen Brook to Duck Lane, Duck Lane to Mallard Lane and a line to Cromwell Road and to include the whole of the Eynesbury Manor housing development.

Wintringham

The Wintringham Park Development and bounded to the west by Nuffield Road, that part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west by the railway line