



Determined Arrangements 26/27

DLPT - Roman Way Academy

Approved by:	Mr J Lewis (CEO)	Date:
Last reviewed:	August 2025	
Next review due by:	August 2026	

Roman Way Admissions Policy

The Board of Directors of The Diamond Learning Partnership Trust (TDLPT) 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 TDLPT.

Applying for Admission to EYFS

Admissions for a place in EYFS (Reception class) are arranged by Hertfordshire County Council (HCC) which acts on behalf of the board of directors to offer these places in school. An application form is available from Hertfordshire Admission 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 HCC 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. HCC 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.

02.02.2026 the last date to submit a written application of why your application was late, for your application to be agreed as on time.

How places are offered for Reception classes (normal round)

For admissions into EYFS (Reception class) in September, HCC on behalf of the Board of Directors, will offer places up to the Published Admission Number (PAN) this is set at 60. If there are fewer applications than places available at Roman Way Academy, all applicants will be admitted. If more than PAN applications are received, the HCC 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.

Rule 1.

Children looked after and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order. 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 this rule.

Rule 2: Medical or Social needs

Children for whom it can be demonstrated have a particular medical or social need to go to Roman Way Academy

HCC on behalf of the Academy 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 2 will only be considered at the time of the initial application, unless there has been a significant change of circumstances within the family since the initial application was submitted.

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

- Specific recent professional evidence that justifies why only Roman Way Academy can meet a child's individual needs, and/or.
- Professional evidence that outlines exceptional family circumstances making clear why only Roman Way Academy can meet the child's needs.
- If Roman Way Academy is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at Roman Way Academy 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 will only be considered when supported by recent evidence 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 Roman Way Academy can meet the social/medical needs of the child.

Rule 3: Sibling

Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school.

Sibling Definition

- Brother or sister.
- Half brother or sister.
- Adopted brother or sister.
- Child of the parent / carer or partner.
- Children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday).

A sibling must be on the roll of Roman Way Academy or linked school, or have been offered and accepted a place, at Roman Way Academy at the time of application (and when the child starts).

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. HCC measure distances using a computerised mapping system to 2 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.

It doesn't take into account the actual or expected route a child will travel to school.

HCC use a different method of measurement, using roads and pathways, to decide who is entitled to [home to school transport](#).

Priority areas HCC use for admissions purposes are not used in home to school transport decisions.

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 (EYFS)

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. Every child entered on to the HCC admissions database has an individual random number assigned between 1 and 1 million, against each preference school. When there is a need for a final tie break, the random number is used to allocate the place, with the lowest number given priority.

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.

Waiting List

if applications exceed the number of places available, HCC will provide Roman Way Academy with a ranked waiting list, which HCC will maintain until the end of June 2027. 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. If a parent wants their child to remain on the waiting list after June 2027 and into the 27/28 academic year then an In Year application will need to be made directly to Admissions@diamondlearningtrust.com.

In-Year Applications to Roman Way Academy

In-Year applications to Roman Way Academy 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 four 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> and is included in this document.

If a place is not available in the year group for which a student applies, the applicant will be placed on a waiting list. HCC 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.

Oversubscription Criteria for in Year applications

Rule 1.

Children looked after and children who were previously looked after, including those children 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. Previously looked after children are those who were looked after but ceased to be so because of being adopted or became subject to a child arrangement order or a special guardianship order. 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 this rule.

Rule 2 Social and medical

Roman Way Academy uses a specific policy for admissions based on medical or social needs (Rule 2). To be considered under this rule, applicants must demonstrate a particular medical or social need that makes the school the only suitable option. This requires compelling, independent, and objective professional evidence (e.g., from a doctor, psychologist, or social worker).

The evidence must specifically relate to Roman Way Academy and explain why it is the only one that can meet the child's needs.

Key points about Rule 2:

Evidence: Applications without the required professional evidence will be rejected.

Deadline: Ensure evidence is submitted by the application deadline.

Contact admissions: If there are exceptional circumstances preventing you from getting evidence by the deadline, contact the admissions team.

Panel decision: A panel of officers will assess the evidence to determine if the requirements of Rule 2 are met.

Nearest school: If the school is not the nearest, you must provide specific reasons why closer schools won't meet the needs.

Continuing Interest: While Rule 2 is primarily considered during the initial application, changes in circumstances can be considered during the continuing interest stage.

Roman Way's admission policy under Rule 2 is designed to prioritise students with specific and substantiated needs that can only be met by their school.

Rule 3

Children who have a sibling on roll at the time of application and who will be attending Roman Way Academy. This applies to reception through to year 3.

Rule 4.

Children for who Roman Way is their nearest academy or school, DLPT will use the AddressBase premium point of your child's house to the address point of Roman Way Academy.

Rule 5.

Children who live nearest the Academy, Children not considered under Rule 4 will be considered under Rule 5.

Tie Break for In Year applications

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. To ensure a fair and impartial selection, each child's name is placed in a sealed envelope and given a number. We then use an electronic random number generator to select one of these numbers. The envelope with the matching number is opened, and the name inside is chosen. This process is completely random, and no one involved knows which name is in which envelope until after the selection is made. A record of the draw is kept to ensure transparency.

Multiple Birth

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will offer places in the same school, admitting above the planned admission number where necessary.

Appeals – In Year application

The parent(s) of any child who is refused a place at a DLPT school have the right to appeal. Appeals, whether related to infant class size or submitted without prejudice, will be heard by an Independent Appeals Panel.

This panel is composed of three individuals who are entirely independent of the school, the school's Governing Body, and the Local Authority. The panel will carefully consider the circumstances of each case presented to them.

Both the Governing Body and the parents are required to accept and abide by the panel's decision. Appeals for DLPT are coordinated by Mr. Graham Manning.

An appeal form can be found on the website for Roman Way Academy under Admissions, please complete and return to admissions@diamondlearningtrust.com and if you require further information please call admissions on : 07708 089454.

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

The school participates in the HCC's Fair Access Protocol and will admit children, In Year, under this protocol before children on continuing interest and over Published Admission Number (PAN) if necessary. The school will be formally approached via the HCC Inclusion Team, and supplementary information shared via appropriate HCC documentation. 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. The school will then process the admission, in line 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 1st March (or the next working day). Primary National Offer Day is 16 April (or the next working day).

Sibling

Sibling" definitions - Brother or sister - Half brother or sister - Adopted brother or sister.

Child of the parent / carer or partner.

Children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short term foster or bridging placement. If an

applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

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.

If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school

A sibling must be on the roll of the named school or linked school at the time of application (and when child starts), or have been offered and accepted a place.