

Roman Way Academy

Determined Admissions Arrangements 2021/2022

The Diamond Learning Partnership Trust Admissions Policy.

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 every 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 Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx> or submit a Hertfordshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 15th January 2021. Offer letters will be issued by the LA on the National Offer Date (16th April 2021 or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. LA Admissions Team contact: HCC admissions 0300 1234040 @hertfordshire.gov.uk

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

Admissions contact: 01480 277482 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 a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the 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 looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

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*.

A panel of HCC officers 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 or linked 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.

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.

Appeals

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Please see the Local Authority Appeals process for further information.

Waiting List

1. If the Academy is over-subscribed a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the Academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the Academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The Trust will coordinate the waiting list for the Academy.
6. As soon as places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. 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.
9. 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.

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.