



## Roundwood Park School - Admission Arrangements for 2018/2019

Roundwood Park is a co-educational, all-ability school for children aged 11-18.

The school will have a published admission number for Year 7 of 196.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council or complete the secondary transfer form available in the "Moving On" booklet. Families resident in other authorities must complete the form provided by the authority in which they live. Applications for Roundwood Park School do not need to complete a Supplementary Information Form (SIF).

If the school receives more applications than it has places available, the following criteria will be applied in the order they are printed below. If the school has fewer applications than places available all applicants will be offered a place.

The funding agreement, signed by the Academy Trust and the Secretary of State, requires the Academy to admit a child with a statement of special educational needs that names the school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted as part of the school's PAN but before the oversubscription criteria are used.

**Rule 1** Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order, child arrangements order or a special guardianship order).

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

*A panel of officers from HCC will determine whether the evidence provided is sufficiently compelling to meet the requirements of this rule. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.*

**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. Note: the 'normal age range' is the designated range for which the school provides, i.e. Years 7 to 13 in this school.

**Rule 4** Children of staff: The school will admit a child of a member of staff provided that the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To be eligible under this rule, the staff member must be the child's natural parent or otherwise have parental responsibility (as defined under the Children Act 1989) for the child.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the staff. This definition does not include contract staff or peripatetic staff employed by HCC.

**Rule 5** Children who live in the priority area and for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective. Note: Non-partially selective means that the school does not offer any places based on academic ability.

**Rule 6** Children who live in the priority area who live nearest to the school.

**Rule 7** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above.

### **Tiebreak**

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure 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 random.

### **Priority Areas**

The co-educational priority areas in the admission rules are based on the following towns, parishes/unparished areas. These apply to Rules 5 and 6.

<b>Priority Area 7</b>	<b>Harpenden and St. Albans</b>	Ayot St. Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King's Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St. Michael, St. Pauls Walden, St. Stephens, St. Albans, Shenley, Wheathampstead.	Beaumont Roundwood Park Samuel Ryder Sandringham Sir John Lawes
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### **Home to School Distance Measurement for Purposes of Admissions**

Hertfordshire County Council's 'straight line' distance measurement system is used for 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.

### **Children Seeking Admission outside their Chronological Year Group**

Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission. The Governing Body will have regard to

the advice of the Headteacher of the primary school that the child attends and that of other relevant professionals, such as an Educational Psychologist, when deciding whether an application should be considered outside of the child's chronological year group.

### **In Year Admissions**

The school will remain part of Children's Services co-ordinated In Year admissions scheme. Application forms can be accessed via [www.hertfordshire.gov/admissions](http://www.hertfordshire.gov/admissions) or from the Customer Service Centre on 0300 123 4043. Parents should return the application form direct to Children's Services (address on the form).

### **Fair Access Protocol**

The school participates in the County Council's Fair Access protocol and will admit children under this protocol before children on the continuing interest list.

### **Sixth Form arrangements**

The school will admit up to 40 external students to its Sixth Form.

Minimum entry requirements are as set out in our Sixth Form prospectus.

If the school is oversubscribed, priority will first be given to:

Children looked after or previously looked after  
Secondary transfer rules then apply

### **Appeals**

Parents wishing to appeal who applied online should log on to their online application and click on the link 'register an appeal'. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.

For in-year applications - parents wishing to appeal should contact the school directly in the first instance.