



## **Roundwood Park School Admission Arrangements for the Academic Year 2021/2022**

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

The published admission number for Year 7 is 196.

Parents/carers of children living in Hertfordshire can make an online application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council. Parents/carers of children not living in Hertfordshire must make an application to their local authority. 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 looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order). See notes below for further information.
- 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. See notes below for further information.
- 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 (see overleaf for a full explanation of "sibling"). Note: the 'normal age range' is the designated range for which the school provides, i.e. Years 7 to 13 in this school. See notes below for further information.
- 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 Hertfordshire County Council.

**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. See notes below for further information.

**Rule 6** Children who live in the priority area who live nearest to the school. See notes below for further information.

**Rule 7** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority. See notes below for further information.

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. Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number is used to allocate the place – the lowest number is given priority.

## **NOTES ON THE ADMISSION ARRANGEMENTS**

### **Children looked after**

Children looked after means a child accommodated by a Local Authority under section 22 of the Children Act. An application under this rule must be accompanied by a letter from the child's social worker or advisory teacher.

Highest priority will also be given to 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.

A child looked after is a child who is:

- a) in the care of the 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).

Adopted: under the terms of the Adoption and Children Act 2002 (section 46).

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.

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 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.

### **Medical or Social Need**

Applications must be supported by professional evidence which explains why your child needs to attend Roundwood Park School. A panel of officers from Hertfordshire County Council will determine whether the evidence provided is sufficiently compelling to meet the requirements for 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 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.

### **Siblings**

A sibling is defined as:

- 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)

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

To obtain a school place under a "sibling rule" the older sibling must still attend the school at the time the younger child joins the school. This means the older sibling must be in Year 7 to Year 12 at the time of application.

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

### **Twins and Multiple Births**

If you have more than one child going through the secondary transfer process at the same time, you must make a separate application for each of them. If one of your children is offered the last place available at the school and you have applied for the

same school for the other child(ren), the Governing Board will offer a place to the other child(ren).

### **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. 'Children who live in the priority area' refers to families living in Priority Area 7 (Harpenden and St Albans).

Priority Area 7 covers the following parishes: 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.

### **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.

### **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 dates 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 which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of Child Benefit will be processed if the applications cannot be reconciled.

### **Fraudulent Applications**

The school, in liaison with Hertfordshire County Council, is committed to the detection and prevention of applications based on false information or information provided dishonestly, such as details of the child's home address. If there is a suspicion of fraud in connection with an application, investigations will be undertaken. Proof of address is frequently requested and verified. Where it is shown that false information was provided

in support of an application for a place, consideration will be given to the withdrawal of that place.

An investigation is likely under 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
  - official/public records show an alternative address 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

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren), are permanently residing at the address given on the application form.

### **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. Hertfordshire County Council will administer applications in this category on the school's behalf.

### **Continued Interest List**

All unsuccessful applicants (who do not gain a place at a higher ranked school) will automatically be added to the school's continued interest list. Any places which become available will be allocated in accordance with the admission rules set out in this document. Hertfordshire County Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Appeals**

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

For in-year applications: the County Council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

### **In Year Admissions**

Parents can make an online in year application via the Hertfordshire County Council website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or contact the Customer Service Centre on 0300 123 4043 for a paper application form. Parents should return the application form direct to the County Council.

### **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 continued interest list.

### **Sixth Form Admission 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 above then apply

### **Tiebreak**

A tiebreak will be used if two applications for Sixth Form have addresses that measure the same distance from the school. For example, if two applications had identical home to school measurements, a random tiebreak would be used to decide which applicant is offered a place. If two applications were received from the same block of flats, the applicant with the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer to the school.

