

Roundwood Park School

Admission Arrangements for the Academic Year 2025-2026

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

The published admission number for Year 7 is 189.

Parents/carers of children living in Hertfordshire can make an online application via the Hertfordshire County Council website 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 children with an EHC (Education, Health and Care) Plan that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

- Rule 1** Children looked after and children who were previously looked after, including those 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 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. 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 the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs. 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 any permanent member of the staff, working full or part time. 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. If more children qualify under a particular rule than there are places available, for rules 2-5 the next rule will be applied to further prioritise children.

Tiebreak

Where there is a need for a tiebreak 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 random. Every child entered onto 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 tiebreak the random number is used to allocate the place, with the lowest number given priority.

NOTES ON THE ADMISSION ARRANGEMENTS

Children looked after and children who were previously looked after

Places are allocated to children in public care according to Chapter 2, Section 7 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

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).

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

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.

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 rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

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 previously looked after outside England and subsequently adopted will be prioritised under rule 1 if the child’s previously looked after status and adoption is confirmed by Hertfordshire’s “Virtual School”.

The child’s previously looked after status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place... because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in “state care” if he or she is in the care of, or accommodated by:

- a) a public authority,
- b) a religious organisation, or
- c) any other organisation the sole or main purpose of which is to benefit society.

Medical or Social Need

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.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However, in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

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

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

Applications for children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order may be made under this rule.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#).

Siblings

A sibling is defined as: brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place.

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

For further details go to the HCC website at: www.hertfordshire.gov.uk/admissions

Home to School Distance Measurement for Purposes of Admissions

A 'straight line' distance measurement is used in 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.

Maps showing address points for individual residences and school are available from HCC on request.

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 date 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 where the child lives for the majority of the school week. If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If the child's living arrangements change after you apply and they now spend the majority of the school week living at a different address, you must provide evidence of the new permanent address.

Herts County Council may ask for proof of your address at any time. If, following an initial investigation and/or any investigation by the Shared Anti-Fraud Service, the county council concludes that a fraudulent address has been used, correspondence confirming this decision will be sent to the applicant. They will explain the decision-making process and the action that will be taken with the application. They will also confirm which address will be used as the child's permanent home address for admission allocation purposes.

If they receive more than one application with different address details and **parents don't agree**, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes. If two applications are received, with different addresses, neither will be processed until the address issues is reconciled.

If two different applications are received for the same child from the same address but contain different preferences, parents/carers will be invited to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until the preference issue is reconciled neither application will be processed.

If duplicate applications are made to different Local Authorities for the same child, those Local Authorities will liaise and share information. The child's home Local Authority will determine if the application will be processed.

For the transfer application rounds, if the initial differing applications (one or both) were received "on time", an amended joint application will also be considered "on time" if received before the "late deadline". If the amended joint application is received after the late date, it will be treated as "late". The late deadline for the 2025/26 transfer application process is 2 December 2024 for secondary and upper applications. If this date changes, an amendment will be published on the HCC admissions web page at the start of the 2025/26 application process in September 2024.

*If, because of the nature of the agreement, it is not possible to provide a 12-month tenancy agreement, alternative proof of address will be requested.

Fraudulent Applications

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in 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.

Address Visits

Where suspicions lie as to the validity of an address, the Admissions & Transport Team may make unannounced visits to the applicant's claimed address or any other address suspected to be the normal permanent residence of the child's primary carer or the address where the child resides for the majority of the week. The aim of these visits is

to verify that the address information provided on the application form is accurate. All visits will be made by two members of the Admissions & Transport Team.

If an address appears to be unoccupied at the time of a visit, a letter will be left confirming that an attempted visit took place. This letter will ask the occupant to contact the Admissions & Transport Team within 24 hours to confirm receipt of the letter and details of the occupant. It is reasonable to expect that an applicant living at the address stated on the application form can respond within 24 hours. If contact takes longer than 24 hours, the applicant will be asked to explain why and provide evidence why they did not respond within the specified time.

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. One of these exceptions will be for summer born children who are currently educated out of their chronological year group. Hertfordshire County Council will administer applications in this category on the school's behalf.

Continuing Interest List

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The 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 specified and confirmed to parents at the time of allocation). To remain on the CI (waiting) list after this time, parents must confirm that they are still interested in a place by completing an In-Year application form.

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 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

In Year Admissions

Parents can make an online in year application via the Hertfordshire County Council website 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 continuing interest list and over the Published Admission Number (PAN) if required.

Sixth Form Admission Arrangements

The school will admit up to 80 external students to its Sixth Form.

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

In the event of oversubscription to the Sixth Form places will be offered by applying the following criteria in the order given:

Rule 1 Children looked after and children who were previously looked after, including those 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 arrangements order or a special guardianship order. See notes above 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. 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 the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs. See notes above 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 above 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 any permanent member of the staff, working full or part time. 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 above for further information.

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

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.