



Nova Hreod Academy

The best in everyone™

Part of United Learning

Admissions Policy (Draft) 2028 - 2029

Date: September 2026

Review Date: September 2027

Person Responsible for Review: Assistant Principal – Attendance (Jannine Clapp)

Contents

Introductory statement	3
Admission numbers	3
Responsibility for Admissions	3
How to Apply	3
Application process for entry into Year 7	3
Oversubscription criteria	4
Tie-break	4
Late applications	4
Admission of children outside of their normal age group	4
Waiting lists – Year 7	5
In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round	5
Waiting lists – In Year Admissions	6
Parental Disputes	6
Appeals	7
Fair Access Protocol (FAP)	7
Notes:	8



Introductory statement

Nova Hreod is an 11 - 16 school in Swindon Local Authority. The school is a co-educational secondary academy and is part of United Learning¹.

Nova Hreod seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission numbers

The school has an admission number of **210** for entry in Year 7 in September 2028 and will not impact existing pupils at the school.

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Responsibility for Admissions

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for Admissions at Nova Hreod rests with the Academy's Local Governing Body.

How to Apply

Application process for entry into Year 7

The application process for admission into Year 7 is coordinated by Swindon Local Authority on behalf of the Academy.

Parents should apply online at [Swindon Borough Council Admissions Website](#). If you are unable to apply online, you can contact the Admissions Team at the Council to explore alternatives.

All applications must be received no later than the national closing date on 31st October in order to receive an offer on national offer day. Applications received after the 31st of October will be processed in accordance with dates published on the Council's website.

Offer letters will be issued by the Council on the National Offer Date (1st March or the first working day after).

Any child refused a place at a school will be put on a waiting list for that school and informed of their right to appeal against this decision.

Parents / carers must accept or refuse the offer of a school place by 15th March 2028.

Swindon Local Authority Admissions Team Contact Details

Website: [Swindon Borough Council Admissions Website](#)

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk



Oversubscription criteria

When Nova Hreod Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order²:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See note A.
2. Children who have a sibling at the Academy (living at the same home address) at the time of admission. See notes B and C.
3. All other children, prioritising those whose home address is nearest the Academy. See below for how distance is calculated.

Tie-break

In the event that two or more applicants are tied for the final place, and the distance from home to school is identical (as measured by the agreed method – see below), the place will be allocated using a random allocation process. This process will be independently supervised to ensure fairness and transparency.

Distance is measured by a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and a point at the centre of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

² Please also refer to the Notes section



When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Summer born children

Parents applying for a place for summer born children who are already educated out of their normal age group in a year group later than that of their natural cohort, are required to complete an on time application and also complete a Request to Delay Form that can be found on the Swindon Borough Council website before the normal admissions round closes on 31 October. Once a request has been made it will be passed on to Nova Hreod Academy for consideration. The school will respond as soon as possible and before secondary national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](https://www.gov.uk/guidance/guidance-on-handling-admission-requests-for-summer-born-children)

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Waiting lists – Year 7

The academy will maintain a clear, fair and objective waiting list; each added child will require the list to be ranked again in line with the published oversubscription criteria. Children with an EHCP or LAC (Looked after children), previously looked after children, and those allocated a place at the academy in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

For any child on the waiting list for the Year 7 intake, they remain on the waiting list for the full academic year after (until the end of Year 7). If they are unsuccessful in gaining a place before then, they will need to reapply to be added to the waiting list for Year 8.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Please note that Looked after children, previously looked after children, and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

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.

In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions, these are managed by Swindon Borough Council.

To apply for a place after the start of term or in any other year group, please apply through Swindon Borough Council:



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Website: [Swindon Borough Council Admissions Website](#)

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code, September 2021. In such instances, admission may be refused and the child referred to the Fair Access Protocol managed by the Council.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

When an offer of a school place is made, it is offered on the strength of the information provided on the application form and should any information come to light which reveals false or misleading information or that important information relevant to the application was withheld, the offer may be reversed.

Once a place has been offered, the Academy will ask you for additional pieces of information, including proof of age/ date of birth (see notes section) and proof of home address (if the school is full). This is to help prevent against fraudulent admissions whilst also enabling us to ensure the child is added on to our systems as quickly as possible. Failure to provide proof of a child's date of birth (e.g. short birth certificate or passport) may result in the withdrawal of any offer made.

Where an offer is made following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible.

Where an offer is made, the applicant has 28 school days to accept the offer. Where the offer is not accepted by the applicant in writing within this timeframe, Nova Hreod Academy reserves the right to withdraw the offer.

Waiting lists – In Year Admissions

Where an in-year application is received but a place is not available in that year group, the child's details will be held on a waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Parents will be contacted if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Nova Hreod Academy will operate a waiting list until the end of the academic year.

Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or
- They hold a relevant court order authorising them to make the application independently.



United Learning
The best in everyone™

▪ Ambition ▪ Confidence ▪ Creativity ▪ Respect ▪ Enthusiasm ▪ Determination

If the school or local authority becomes aware of a dispute—for example, if conflicting applications are received or a challenge is raised by another parent—the application may be put on hold while the following steps are taken:

- **Verification of Parental Responsibility:** Parents may be asked to provide documentation (e.g. birth certificate, court order).
- **Court Orders:** If a court order exists, the school will act in accordance with its terms.
- **No Agreement or Court Order:** If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
 - Written agreement is received from all parties, or
 - A court order is provided.

If a place has already been allocated based on an application later found to be disputed or misleading, the offer may be withdrawn in accordance with the School Admissions Code, September 2021.

The school and admissions team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel constituted and operated in accordance with the School Admission Appeals Code, September 2021 published by the Department for Education.

The panel consists of three people who are independent of the school, the school's Governing Body and the Council. The panel will consider the circumstances of the case put before them. Both the Academy and the parents must abide by the decision it makes.

If parents decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents to put forward their case and ask questions. If the appeal is refused, a further appeal for admission in the same academic year will not be considered unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol (FAP)

Nova Hreod Academy participates in the In-Year Fair Access Protocol managed by Swindon Borough Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Notes:

A. Looked After Child:

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B. Home address:

For the purpose of admissions a child’s normal residence is a residential property that is owned or rented by the child’s parent(s) and where they live together with the child. The home address or normal residence is where a child normally lives.

Where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by confirmation of the registered address from which the child in question is registered with a doctor. If this is not applicable, then residence at which the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening lives will be taken as the home address.

For the purpose of admissions, proof of address would need to be from the following list:

- Council tax bill.
- A rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord.
- A letter from your Solicitor confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date.
- If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months.
- Current Gas or Electricity Bill
- Tied/Work Accommodation with letter from employer

We will withdraw school places which have been gained using false information or documentation.

C. Sibling:



United Learning
The best in everyone™

▪ Ambition ▪ Confidence ▪ Creativity ▪ Respect ▪ Enthusiasm ▪ Determination

For the purposes of admission, the definition of a sibling is as follows: children aged between 11 and 16, living in the same family household, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half brother or sister, legally adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

D. Age:

For the purpose of admissions, proof of date of birth would need to be a valid passport, birth certificate (short form) or a doctor letter showing date of birth.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination