

## **Nova Hreod Academy Admissions Policy 2025-2026**

Nova Hreod Academy is an 11 – 16 mixed comprehensive school, within the United Learning multi academy trust. The Governors of the school are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for Nova Hreod Academy, on behalf of the Governing Body. Students are admitted to Nova Hreod Academy at age 11 without reference to ability or aptitude.

Admissions Procedure Applications must be made through the Local Authority's Co-ordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk). In brief the scheme is outlined below:

- Parents / carers can make an online application. All applications must be submitted to Swindon Local Authority and the Admissions Team. Parents can express an equal preference for up to 3 schools.
- The closing date for all applications is 31st October 2024. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Local Authority on 1st March 2025.
- 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 15<sup>th</sup> March 2025.

**Published Admissions Number (PAN)** The published admission number of children aged 11 for the academic year commencing on 1st September 2025 will be 230.

**Oversubscription Criteria** When applications for admission exceed the number of places available in any year group the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

1. A child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) will be admitted to the school named on the child's statement or plan.
2. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order<sup>1</sup> or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.
3. Any child who has a sibling attending the school at the time of admission.
4. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy. Distance from the academy will be measured between the door of the student's permanent address and the entrance of the main gates of the academy site, measured in kilometres in a straight line (as the crow flies).

The decider In all cases where schools are oversubscribed (distance measured as a straight line) will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated, and any previous random order will be discarded. In the case of multiple births, the Governing Body of Nova Hreod Academy may decide to admit all children.

This oversubscription criteria listed above will continue to be used to allocate any places that become available for in year admissions.

### **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.

Parents apply for a place in-year via the Swindon Borough Council [website](#).

You get to choose three schools in order of preference. We will work with the relevant admitting authority with the aim of offering your child a place at one of the schools you've stated.

All preferences are treated equally, so the highest preference is offered whenever possible.

In-year transfers are allocated every 15 school days.

In-year applications are considered in "process periods" depending on the term calendar. An application made in any given process period is not prioritised by the date received by the council.

A timetable of process periods can be found on the council website.

There is an offer date associated with each process period. This is the day that the council e-mail parents with an offer of a school place, or inform them that their application was not successful.

Once an offer letter has been received, the parent/carer should contact the school to accept the place and agree a start date. The place must be accepted within 28 school days of the offer.

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. 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).

## Definitions and Details

**Sibling** refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling who is attending Nova Hreod Academy at the time of admission.

**Looked After Child** A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989. This also applies to all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). If children have ever been Looked After or Adopted or subject to a child arrangement order or special guardianship order evidence would need to be provided.

**Home Address** The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address.

**Waiting List** If your child has been refused a place at Nova Hreod Academy, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Nova Hreod Academy will keep a waiting list for each year group for one academic year.

**Late Applications** The closing date for applications is the 31st October 2024. Applications may be submitted after this date, but they will be considered as late application, which means they will not be considered until all the on-time applications have been considered. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

**Children with Special Educational Needs (SEN)** Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

**Appeals Procedure** Any child who is refused a place at the school has the right to appeal against this decision to an independent panel. Parents would need to complete an appeal form, available from the school or Local Authority, and this would need to be submitted to the clerk of the independent appeals panel. Please contact the school or the Local Authority for further information.

**Last updated March 2024**

## Appendix 1

### Key dates:

Key action	Secondary
1. Relevant year group.	Year 7
2. Applications can be made.	1 <sup>st</sup> September 2024
3. Maximum number of preferences	3
4. Deadline for on-time applications	31 <sup>st</sup> October 2024
5. Applications to be forwarded to other LA and Swindon admission authorities.	2 <sup>nd</sup> December 2024
6. Ranked lists to be returned by Swindon admission authorities.	12 <sup>th</sup> January 2025
7. Deadline for proof and changes of address to be received.	12 <sup>th</sup> January 2025
8. Swindon LA to notify schools of offers made.	13 <sup>th</sup> February 2025
9. Offers made to Swindon residents.	1 <sup>st</sup> March 2025
10. Deadline for parents to accept place.	15 <sup>th</sup> March 2025