

# ADMISSIONS POLICY 2017 ENTRY

<b>Approval and oversight</b>
Governors
<b>Responsibility</b>
Principal
<b>Implementation</b>
All staff dealing with applications

This version: 1.0

Originator: Gordon Aitken, Principal

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Signature of Chair of Governors:

Signature of Principal

Record of minor variations with this version:

- Dates updated and directed entry route explained

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## **1. Introductory Statement**

1.1 South Wiltshire UTC is a school for 14-18 year-olds specialising in Science and Engineering in the context of the Defence and Protective Science industries. Its admission arrangements will comply fully with the School Admissions Code and the School Admission Appeal Code, including future amendments to these.

1.2 The UTC will operate for around 40 weeks a year with a school day typically running from 8.45 am to 5.00 pm in order to prepare young people for the demands of a working day. The school will encourage applications from all young people who are willing to make the commitment this implies.

1.3 We intend the UTC to serve young people across the whole sub-region and our admissions policy will ensure that fair criteria will apply in the event that the school is oversubscribed.

## **2. Application Process**

2.1 Students will normally join the UTC at the beginning of Year 10 or Year 12. Applications to join South Wiltshire UTC from September 2017 onwards will be made directly to the UTC which has been approved by the Department for Education to act as its own Admissions Authority. You should be aware that students progressing from within the school into Year 12 will have priority over equivalent external applicants.

2.2 Applications from siblings<sup>1</sup> for entry to Year 10 will be treated as one joint application<sup>2</sup> for the purposes of admissions criteria unless parents specifically ask for this not to be the case.

## **3. Published Admission Number (PAN)**

3.1 In September 2017 South Wiltshire UTC will admit 121 Year 10 pupils and 159 Year 12 pupils. These numbers will grow in successive years as the UTC nears capacity. From September 2018 and in each year thereafter South Wiltshire UTC will admit 130 students into Year 10 and 170 students into Year 12.

3.2 Once a Year 11 cohort is established, we expect the vast majority of young people who complete Year 11 at the UTC to progress into Year 12. However, at capacity, at least 40 places in Year 12 will be available for young people joining the UTC from Year 11 at other schools.

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<sup>1</sup> For the purposes of this policy siblings are defined as individuals who share at least one parent or carer and who are registered with a General Practitioner as residing at the same address on the closing date for applications.

<sup>2</sup> This is to prevent families having to turn down a place because only one of the siblings has been admitted. This applies to Year 10 entry only due to greater ability of Year 12s to travel independently. Where the siblings would be ranked differently by the over-subscription criteria, the ranking of the higher-placed sibling will apply to the joint application.

#### **4. Under-subscription to Year 10**

4.1 If the UTC receives fewer applicants for entry to Year 10 than the PAN for that academic year all applicants will be admitted.

#### **5. Students with Special Educational Needs**

5.1 All students with statements of Special Educational Needs that name the UTC will be admitted.

#### **6. Over-subscription to Year 10**

6.1 If the number of applicants to Year 10 is greater than the number of places available then places will be offered in accordance with the following allocation arrangements in the order shown:

1. Looked After Children and Previously Looked After Children.<sup>3</sup>
2. Applicants with a parent or carer currently or recently serving in the UK Armed Forces (or overseas forces stationed in the UK) as defined by the Service Premium element of the Pupil Premium regulations.<sup>4</sup>
3. Applicants who have been registered for Free School Meals at any point in the six years prior to their proposed start at the UTC as defined by the Pupil Premium regulations.
4. Applicants who have siblings due to be attending the UTC during the academic year for which the young person is applying.
5. Applicants with a parent or carer who has been employed by the UTC for at least two years at the time at which the application is to be made, or who have been recruited to fill a vacant post in a demonstrable skill shortage area.<sup>5</sup>
6. Applicants who reside<sup>6</sup> within a straight-line distance of 22 miles from the school gate as decided by an Ordnance Survey “eastings and northings” calculation or equivalent. In the event that the number of applicants meeting this criterion exceeds the number of places remaining after criteria 1-5 have been applied, a ballot overseen by a person wholly independent of the UTC will be carried out.

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<sup>3</sup> As defined by the Department for Education’s School Admissions Code Section 1.7, 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 functions at the time of making an application to a school (if in doubt see the definition in section 22 (1) of the Children Act 1989). Previously Looked After Children are those who have ceased to be so because immediately following a period of being Looked After they were adopted or became subject to a residence order or special guardianship order.

<sup>4</sup> For details please see [www.education.gov.uk](http://www.education.gov.uk). The definition of “recently” will reflect the Government’s policy of rolling forward the Service children eligibility criteria from the base academic year of 2010/11 up to a maximum of six years of eligibility. Any applicant whose family situation would have met the criteria for the Service Premium in January 2011 or at any time since will be deemed to meet this criterion up to a maximum of six years between the end of service and the start of the academic year for which the application is being made.

<sup>5</sup> Posts for which this criterion will apply will be identified specifically in the vacancy advertisement.

<sup>6</sup> For the purposes of this policy an applicant’s residence is defined as the address at which they are registered with a General Practitioner. Proof of this may be required. The measurement is taken to the front entrance of the property, which may be a common entry area in the case of blocks of flats or similar dwellings. The relevant address is that applying on 31 October prior to the year of admission, or on the date of admission if this is later.

7. All other applicants. In the event that the number of remaining applicants exceeds the number of places remaining after criteria 1-6 have been applied, a ballot overseen by a person wholly independent of the UTC will be carried out.

## 7. Entry to Year 12

7.1 During the first two years of the UTC's operation entry to Year 12 will be wholly based on external applications. Thereafter, priority will be given to students who are progressing into Year 12 from the UTC's Year 11. As the published admissions number (PAN) for Year 12 exceeds that for Year 10, a minimum of 40 places for new entrants to the school will be available once the school is at capacity. The grid below summarises the minimum number of Year 12 places available to external applicants in each year from the UTC's opening up to "steady state".

South Wiltshire UTC	September Published Admission Numbers					
	2015	2016	2017	2018	2019	2020
Year 10 entry	104	113	121	130	130	130
Year 12 entry	136	147	159	170	170	170
Maximum completing Year 11 in the previous year	0	0	104	113	121	130
Minimum places for Year 12s who are new to the UTC	136	147	55	57	49	40

7.2 Applicants for entry to Year 12, regardless of whether they are current Year 11 pupils at the UTC or are joining from another school, will be required to meet a minimum entry requirement appropriate to their proposed highest level of study.

- For Level 3 admission, applicants will need to achieve a minimum entry requirement of 5 GCSEs at A\*-C (or recognised equivalents) which must include English and Maths.
- For Level 2 admission, applicants will need to achieve a minimum entry requirement of 4 GCSEs at Grade D (or recognised equivalents) which must include English and Maths.
- For Level 1 admission, no specific qualifications are required.

## 8. Under-subscription to Year 12

8.1 If the UTC receives fewer applicants for entry to Year 12 than the PAN for that academic year all applicants will be admitted, providing they meet the minimum entry requirement for their proposed level of study.

## 9. Students with Special Educational Needs

9.1 All applicants for Year 12 with statements of Special Educational Needs that name the UTC will be admitted.

## **10. Over-subscription to Year 12**

10.1 If the number of applicants to Year 12 is greater than the number of places available then places will be offered in accordance with the following allocation arrangements in the order shown:

1. Looked After Children and Previously Looked After Children.
2. Students completing Year 11 learning in the UTC in the preceding academic year.
3. Applicants with a parent or carer currently or recently serving in the UK Armed Forces (or overseas forces stationed in the UK) as defined by the Service Premium element of the Pupil Premium arrangements.
4. Applicants who have been registered for Free School Meals at any point in the six years prior to their proposed start at the UTC as defined by the Pupil Premium arrangements.
5. Applicants who have siblings due to be attending the UTC during the academic year for which the young person is applying.
6. Applicants with a parent or carer who has been employed by the UTC for at least two years at the time at which the application is to be made, or who have been recruited to fill a vacant post in a demonstrable skill shortage area.
7. Applicants who reside within a straight-line distance of 22 miles from the school gate as decided by an Ordnance Survey “eastings and northings” calculation or equivalent. In the event that the number of applicants meeting this criterion exceeds the number of places remaining after criteria 1-6 have been applied, a ballot overseen by a person wholly independent of the UTC will be carried out.
8. All other applicants. In the event that the number of remaining applicants exceeds the number of places remaining after criteria 1-7 have been applied, a ballot overseen by a person wholly independent of the UTC will be carried out.

## **11. Appeals**

11.1 Unsuccessful applicants will have a right of appeal to an Independent Appeals Panel. The appeals panel will follow arrangements that comply with the School Admissions Appeals Code. Parents/carers of students considering an appeal will be offered full information on the process and advised of the support available.

## **12. Waiting List**

12.1 Unsuccessful applicants will be offered the opportunity to be placed on a waiting list that will be kept open until December 31<sup>st</sup> of the academic year for which the student applied. Young people allocated a place under a Fair Access Protocol will be admitted before the waiting list is considered. If places become available during the time in which the waiting list is in operation they will be allocated according to the applicants' position on the waiting list.

12.2 Applicants' places on the waiting list will be determined by the Year 10 and Year 12 over-subscription criteria set out above. Where two or more applicants have equal status under the over-subscription criteria, a ballot overseen by someone independent of the UTC will determine their relative place. Where a new applicant joins the waiting list, their position will be determined by the over-subscription criteria and, where necessary, by a fresh ballot. This may result in an adjustment to the position of other applicants on the waiting list.

### **13. Managing Applications**

13.1 Year 10 applications will be managed in line with the UTC's published timetable. Details of these arrangements, which may be subject to change by the local authority, can be found on <http://www.wiltshire-utc.co.uk>.

13.2 A prospectus will be published by September of the year prior to proposed admission, containing information for applicants wishing to join the UTC in the following September. This information will also be made available to the local authorities in Wiltshire, Dorset, Hampshire and Southampton.

13.3 The closing date for Year 10 applications will be 31 October 2016. Any applications received after this will be treated as late applications and only be considered after those applications received by the deadline have been considered. Applications for either Year 10 or Year 12 entry should be made to the UTC.

13.4 In the event of the UTC being undersubscribed, late applications for Year 10 entry will be considered on a first come first served basis until the PAN is reached.

13.5 Year 12 applications should be made directly to the UTC by 31 January 2017.

13.6 Decisions on applications will be notified to parents and the applicants' home authorities within one calendar month of the relevant closing date.

13.7 In the event of the UTC being undersubscribed, late applications for Year 12 entry will be considered on a first come first served basis, subject to the minimum entry requirements set out in 7.2, until the PAN is reached.