



Policy No: 01 Admissions Policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Summer Term
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	July 2017
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Summer 2018
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Contents

- Introduction
- Published Admission Number
- Process for Application
- Consideration of Applications
- Procedures where the UTC is oversubscribed – 14 to 16 provisions
- Admission arrangements for post-16 provision
- Arrangements for admitting students to other year groups, including replacing any students who has left the UTC
- Late Applications
- Operation of waiting lists
- The Appeals Process

PROCEDURES FOR ADMITTING PUPILS TO THE UTC

Introduction

The Published Admission Number (PAN)

Year 10

When UTC@harbourside is at full capacity, there will be 150 places for pupils in Year 10.

Year 11

When UTC@harbourside is at full capacity, there will be 150 places for pupils in Year 11.

Year 12

When UTC@harbourside is at full capacity, there will be 150 places for pupils in Year 12

Year 13

When UTC@harbourside is at full capacity, there will be 150 places for pupils in Year 13

The planned pupil numbers will build annually to a maximum capacity of 600.

The UTC will publish its admissions number annually in line with the School Admissions Code.

Process for Application

Applications for Year 10 places at the UTC will be made directly to the UTC.

Applications for Year 12 places at the UTC will be made directly to the UTC.

Applications for entry to Year 10 and Year 12 in September 2018 should be received by 21st December 2017 and offers will be made on 6th January 2018. Applications are actively welcomed after this date and offers will be made if there are places available.

Consideration of Applications

The UTC will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the UTC will offer places to all those who have applied.

Procedures where the UTC is oversubscribed – 14 to 16 provisions

The UTC will recruit a comprehensive and balanced intake of students across the ability range in year of entry in line with its declared vision and ethos.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the oversubscription criteria set out below. After the admission of students with statements of special educational needs where the UTC is named on the statement, the criteria will be applied in the order in which they are set out below:

a) Looked after children and previously looked after children. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked-after child is one who was looked after but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.

Random allocation will be used as a tie-breaker to determine who is offered a place.

Applications from sets of twins or other children from multiple births or siblings will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not.

The UTC will ensure that there is independent supervision of the random allocation processes.

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

Admission arrangements for post-16 provision

Both internal pupils and external applicants wishing to enter Year 12 will be expected to have met the minimum academic entry requirements for their chosen courses. Internal applicants progressing from Year 11 of the UTC will automatically transfer to the sixth form if they meet the minimum entry requirements for their courses

Any additional entry requirements for each individual course will be published within the Year 12 information course booklet for the UTC. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing an alternative course for which they do meet the minimum requirements, if that course is provided by the UTC. If a course is full, students will be offered alternative course options according to suitability and availability.

The UTC will adopt the same oversubscription criteria for post-16 provision as set out above.

The UTC expects to receive applications for entry in September each year by 31 July. Applications are actively welcomed after this date and offers will be made if there are places available.

Arrangements for admitting students to other year groups, including replacing any students who have left the UTC

The UTC will participate in ESCC's LA's Fair Access Protocol.

Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 and 10 shall apply. Parents whose application is turned down are entitled to appeal.

Late Applications

Applications received after the closing date will only be considered if there are places available in the UTC. A late application will not affect the right of appeal or the right to be placed on the waiting list.

Operation of waiting lists

Subject to oversubscription the UTC will operate a waiting list. Where in any year the UTC receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the UTC and it will be open to any on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The Appeals Process

An Independent Appeals Panel will be established who will uphold or dismiss parental appeals against the UTC decision to refuse admission. Parents will have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal. Parents wishing to appeal against an admission decision should send a completed appeal form to the Clerk of the Appeals Panel, at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeals Panel not less than 7 days before the appeal hearing.

This policy will be reviewed annually