

# UTC Oxfordshire - Admissions Policy for 2017-18

## PROCEDURE FOR ADMITTING PUPILS TO THE UTC

### Published Admission Number(s)

1. The UTC Oxfordshire Trust has the following published admission number (PAN) for the UTC for the year 2015/2016 and for subsequent years:
  - (a) The PAN eventually will be 150 for Year 10. As the UTC builds to full capacity intake will be restricted to 60 in 2015, 90 in 2016 and 120 for 2017 and 150 for each subsequent year thereafter.
  - (b) From 2019 UTC Oxfordshire will operate a sixth form for a total of 300 students. In 2017, the PAN will be 80 (with the 60 progressing from Year 10 in 2015 coming through). In 2018, the PAN will be 70 (with the 90 Year 10s coming through from 2016). If fewer than the expected number of the UTC's own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 160.

	2015 (PAN)	2016 (PAN)	2017 (PAN)	2018 (PAN)	2019 (PAN)	2020 (PAN)
Year 10	60 (60)	90 (90)	120 (120)	150 (150)	150 (150)	150 (150)
Year 11		60	90	120	150	150
Year 12	80 (80)	100 (100)	140 (80)	160 (70)	160 (40)	160 (10)
Year 13		60	80	120	140	140
TOTAL	140	310	430	550	600	600

**Note :** The figures in brackets refer to the Published Admissions Number (PAN). The Y12 PAN from 2017 onwards is a minimum number of external places. The actual number of places available will certainly be higher due to students leaving for other destinations at the end of Y11.

### Process of Application

2.
  - (a) Arrangements for applications for places at UTC Oxfordshire at Year 10 will be made in accordance with Oxfordshire County Council's co-ordinated routine admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
  - (b) Arrangements for applications for places at UTC Oxfordshire sixth form will be made directly to UTC Oxfordshire.
3. For year 10 applications, the UTC Oxfordshire Trust will use Oxfordshire County Council's timetable for applications to UTC Oxfordshire each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission

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arrangements within Oxfordshire County Council as agreed by Oxfordshire County Council, local schools and Academies.

Currently, this is:

- (a) UTC Oxfordshire will provide information to the LAs for sign posting to enable parents to view the determined arrangements.
  - (b) September: UTC Oxfordshire will publish in its composite prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective students and their parents to learn more about the UTC.
  - (c) September/October: UTC Oxfordshire will provide opportunities for parents to have taster sessions and learn more about the UTC.
  - (d) 31 October: Common Application Form to be completed and returned to the applicant's home LA by the published closing date.
  - (e) End November: LAs exchange information on applications.
  - (f) End November: Oxfordshire County Council sends UTC applications to UTC Oxfordshire Trust.
  - (g) Mid December: UTC sends ranked list of students (through application of over subscription criteria) to be offered places to Oxfordshire County Council.
  - (h) January: Oxfordshire County Council applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
  - (i) 1 March or nearest working day: Oxfordshire County Council makes offers to Oxfordshire parents. Other Local Authorities will make offers to their home residents.
4. For year 10, the UTC will ensure its application processes enable parents to apply before the national closing date for applications of 31 October for secondary applications.

### Consideration of Applications

5. The UTC Oxfordshire Trust will consider all applications for places at UTC Oxfordshire. Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Oxfordshire Trust will offer places at UTC Oxfordshire to all those who have applied, though the UTC Oxfordshire Trust will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to the UTC Oxfordshire sixth form.

### Admission arrangements for 14-16 provision

6. (a) The UTC is a regional facility and therefore gives priority to applications from Oxfordshire with catchment areas which include Newbury, Reading, Aylesbury and West Wycombe. Grouped post code areas have been defined as the method to ensure geographical spread. This means that applicants living close to UTC Oxfordshire, do not have priority over other applicants within the other areas.
- (b) A set percentage of places will be allocated for children resident in each of the grouped post code areas. A map showing these post code areas is attached at Appendix A.

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- (c) As per clause 2.17 of the Schools Admissions Code (Admission of children outside their normal age group), parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group at the UTC. Decisions to admit will be on the basis of the circumstances of each case and subject to the UTC's oversubscription criteria. Parents will be informed of their statutory right to appeal. However, this right does not apply if they are offered a place in another year group at the UTC.

### Special Education Needs

7. At Year 10, all pupils with statements of Special Educational Needs where UTC Oxfordshire is named on the statement, will be admitted. At Year 12, all pupils with statements of Special Educational Needs where UTC Oxfordshire is named on the statement, and who meet the minimum entry requirements for Year 12, will be admitted.

### Procedures where UTC Oxfordshire is oversubscribed

8. After the admission of these pupils, and where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below in the order in which they are set out below:
- a) Looked after children; or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, 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 functions.
  - b) Siblings of students in attendance at the UTC in Years 10 to 12. These include brothers and sisters, half brothers and sisters and step brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
  - c) Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will include all postcodes in OX10, OX11 and OX14.
  - d) 30% of places allocated to applicants within Area 2 which will include all postcodes in OX1, OX4, OX12, OX13, OX44, OX49, RG14, RG18 and RG20.
  - e) 30% of places allocated to applicants within Area 3 which will include all postcodes in OX2, OX3, OX9, OX18, OX28, OX29, OX33, RG4, RG8, RG9, RG17, RG31 and SN7.
  - f) Remaining 10% of places will be allocated to pupils living outside the areas listed in b to d above with those living closest to the front gates of UTC Oxfordshire (straight line distance - using Ordnance Survey Data points of school and property) being admitted.

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- 9.
- (a) If the number of applicants within any one area exceeds its allocated number of places, places will be allocated randomly to the applicants within that area. UTC Oxfordshire will ensure that someone independent of the UTC supervises the random allocation processes.
  - (b) In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining post code areas by random allocation.
  - (c) If there is the same number or fewer applicants than places available, then all applicants will be offered a place. Any unfilled places after all applicants in paragraph 7 have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.
  - (d) Applications from sets of twins or other children from multiple births will be treated as individual applicants. This may result in one child being allocated a place under random allocation and another not.

If we are unable to distinguish between applicants (for instance, because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected. Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

### Late Applications

- 10.
- (a) Applications received after the closing date will only be considered alongside those applicants who have applied on time if places have not been allocated and there are exceptional reasons for the late application, e.g. a major change of circumstance. A late application will not affect the right of appeal or the right to be placed on the waiting list.
  - (b) Other late applicants will only be considered alongside those on the continued interest (waiting list) if places have become available, and will be allocated in line with the over-subscription criteria listed in Sections 8 and 9 above.
  - (c) The timetable for the second allocation round for late applications is as follows:
    - 31 October 2016 - Closing date for on-time applications
    - 1 March 2017 - Letters (and email if you applied online) offering a school place will be dispatched on this date
    - 18 March 2017 - Deadline for response forms, putting names on continued interest (waiting) lists, adding new preferences or making late applications
    - 25 March 2017 - We start considering late applications and waiting lists
    - 3 May 2017 - Letters offering places dispatched on this date
  - (d) Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Oxfordshire Trust will offer places at UTC Oxfordshire to all those who have applied.

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## Post 16 admission criteria

11. The UTC Oxfordshire Trust will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to UTC Oxfordshire sixth form.  
In order to gain entry to the sixth form, both internal and external applicants must have passed English and Maths at grade 5-9. However, they will only be admitted to follow Level 3 vocational courses if they achieve 5 GCSEs at A\*-C, in which case they also have the option of studying for A levels. Some individual A level courses will also have a minimum requirement for study. The UTC Oxfordshire Prospectus will contain minimum entry requirements for each pathway and course.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more applicants that satisfy the minimum academic entrance requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where UTC Oxfordshire is named on the statement (and who meet the minimum academic entrance requirements), the criteria will be applied in the order of the oversubscription criteria set out in Section 8 above.

12. Applications for entry in September 2017 must be sent to the UTC to arrive by 1 February 2017. Applications received after this deadline will be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.
13. There will be a right of appeal to an Independent Appeals Panel for internal pupils or their parents refused transfer and external applicants (child and/or parent) refused admission but where both appeal, the appeal will be heard together.

## Operation of waiting (or 'continued interest') lists

14. Subject to any provisions regarding waiting lists in Oxfordshire County Council's co-ordinated admission scheme, UTC Oxfordshire will operate a waiting list until the end of the academic year (31<sup>st</sup> July). Where in any year UTC Oxfordshire receives more applications for places than there are places available, a waiting list will be maintained by UTC Oxfordshire and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
15. Children's position on the waiting list will be determined in accordance with the oversubscription criteria set out in Section 8.
16. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

## Arrangements for admitting pupils to other year groups, including to replace any pupils who have left UTC Oxfordshire

17. UTC Oxfordshire will participate in Oxfordshire County Council's In Year Fair Access Protocol.

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18. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC Trust will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria in Section 8, or for post-16 places Section 11, shall apply. Parents, and/or young person in the case of 6<sup>th</sup> form, whose application is turned down shall be entitled to appeal.

### **The Appeals Process**

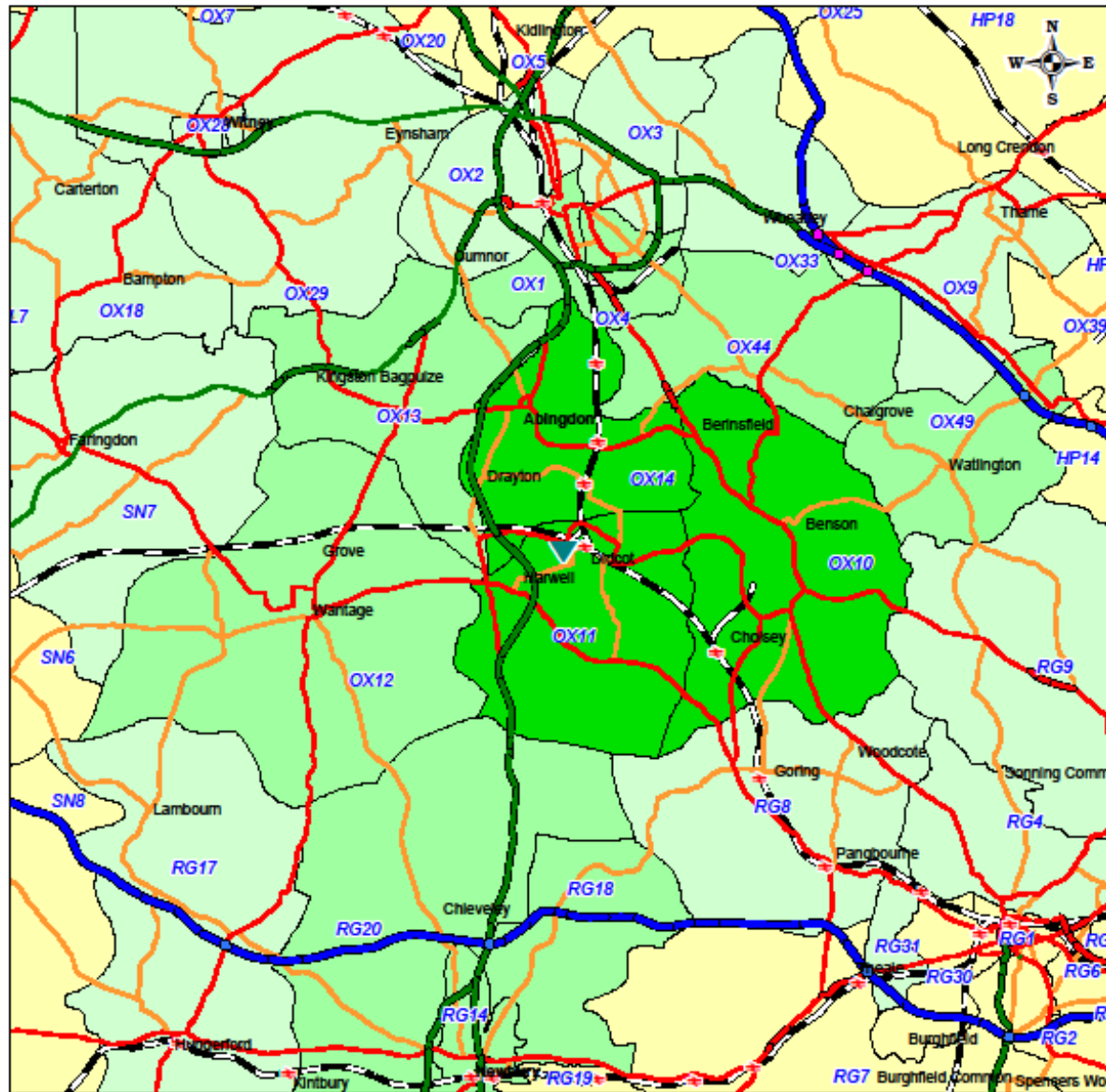
19. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Unsuccessful applicants may appeal for a place at UTC Oxfordshire. Parents or young person (6<sup>th</sup> form) wishing to appeal should write to UTC Oxfordshire stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, UTC Oxfordshire Trust, Great Western Park, Didcot, OX11 7TG. Appeals will be heard by a panel which is independent of UTC Oxfordshire and the governors.

20. For 6<sup>th</sup> forms where the offer of a place is conditional upon the results of the minimum academic entry requirements depending on what they are progressing to (as per Section 11), appeals will be heard within 30 school days of confirmation of those results. Where the offer of a place is not conditional upon these results, appeals will be heard within 40 school days of the deadline for lodging appeals.
21. As the Year 10 entry is following secondary timelines then the UTC will follow the timetable in Section 3, i.e. deadline for lodging appeals will allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

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## Appendix A - Catchment Area



Areas	
Area 1 (3)	
Area 2 (9)	
Area 3 (13)	

- Area 1:** OX10, OX11 and OX14
- Area 2:** OX1, OX4, OX12, OX13, OX44, OX49, RG14, RG18 and RG20
- Area 3:** OX2, OX3, OX9, OX18, OX28, OX29, OX33, RG4, RG8, RG9, RG17, RG31 and SN7.