

West Midlands UTC

Admission Arrangements Policy

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Monitoring, Evaluation and Review	The Governing Body will review this document at least every 1-2 years. Monitoring and Evaluation shall be conducted		

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1. Introduction

The Sponsors behind the West Midlands UTC have a strong common vision to provide a robust platform upon which they are establishing and developing a unique regional Construction-focused UTC. The proposal is to create a co-educational UTC catering for 300 14-16 year old students and 300 16-19 year old students, drawn from Birmingham; the Black Country; North Solihull; the south of Staffordshire, including Stafford; and Telford and Wrekin. Critical to the success of the UTC will be to ensure that students, drawn from across the West Midlands, are motivated to learn about Construction and Information Technology in the Built Environment. It is envisaged that students will self-select to apply to the UTC on the basis of access to information about what is on offer and the potential career pathways. Targeted marketing material, backed up by a local network of Employer Ambassadors will seek to ensure that the UTC attracts students with an interest in its specialisms.

Given the specialist nature and age range of the UTC, it is not anticipated that preference will be given to siblings. The UTC will conduct its own admissions arrangements for applications wishing

to join the UTC in September 2015. In subsequent years the UTC will be part of the relevant Local Authorities' coordinated admission arrangements with the UTC's Year 10 admission round being run alongside the secondary admission round for year 7 transfer. The UTC will comply with the requirements of the School Admissions Code with regard to Fair Access protocols and work within the framework of Fair Access protocols established under the Code by Wolverhampton Local Authority. Full details of the UTC's application process and web links to the Code and protocols are available on the UTC's website.

Year 10 applications for September 2015 should be made directly to WMUTC using the UTC's application form available on the UTC's website. Year 10 applications for September 2016 and subsequent years should be made to the applicants Local Authority directly using their Common Application Form. The deadline for year 10 applications is the 31st of January. In year applications must always be made directly to WMUTC.

Year 12 application should be made directly to the UTC using the UTC's application form available on the UTC's website. The deadline for year 12 applications is the 31st of January.

2. The Published Admission Number (PAN)

The UTC will serve students between the ages of 14 and 19. The UTC will open in September 2015 with a Published Admissions Number of 150 for Year 10 and 150 for Year 12.

In 2015 students will be admitted to Years 10 and 12 only and there will be no students in Years 11 and 13. In 2015 and 2016, the UTC will have transitional arrangements in place that will allow the recruitment of external students direct to its Post 16 provision to enable it to reach full capacity. From 2017, the UTC will not admit external applicants to Years 12 and 13, unless it is under-subscribed by students progressing from Year 11.

The UTC may set a higher admission number than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the UTC will inform the Local Authorities, in accordance with the arrangements set out in the School Admissions Code. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances will be reported to the Secretary of State. Subject to any provisions in the relevant Local Authority's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC will make arrangements for admitting students to other year groups, including replacing any students who have left the UTC. 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 identified in the relevant Local Authority's Scheme for Secondary Mid-Year Admissions applies. A web link to the Scheme is available on the UTC's website. If more applications are received than there are places available, the oversubscription criteria in section 3 below will apply. Parents and students whose applications are turned down will be entitled to appeal.

If the UTC is undersubscribed, all applicants will be offered a place (Post-16 applicants must meet the minimum entry requirements). All children whose statement of Special Educational Needs (SEN) or whose Education Health and Care plan (EHCP) names the UTC will be admitted.

3. The Oversubscription Criteria (for each year of entry)

The UTC's approach to over-subscription criteria and its admissions policy are designed to seek to achieve a broad and balanced intake, within the context of the School Admission Code and the School Admission Appeals Code and admissions law. Where the number of applications for admission is greater than the published admission number, and after the admission of students with SEN Statements or EHCPs, that name the UTC, applications for the UTC will be considered against the following criteria:

Criterion 1: Children in the care of the local authority or who have previously been in care and are now adopted, or who are subject to a residence order or special guardianship order.

Criterion 2: Students for whom a place at the school is essential on medical or social grounds, where there are specific medical or social circumstances that can be met only by the child's attendance at the UTC and the case is supported in writing by a medical practitioner or a social worker. This evidence must set out the particular reasons why the UTC is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Criterion 3: Children who are eligible for Pupil Premium Payments on the basis of Free School Meals eligibility over the past 6 years.

Criterion 4: Distance from Nodal Point: In order to meet the Sponsors' desire for the UTC to be a specialist regional facility, a zoned admissions framework is proposed, based on nodal transport points. The UTC will seek to recruit up to the maximum allocation for each nodal transport point. The balance of places allocated to the nodal transport points seeks to reflect relative cohort size across the catchment area. The UTC will review, over time, demography, School Capacity Survey (SCAP) data and employer demand with the Employer Advisory Council and may seek to alter the balance of these proportions to reflect future identified regional employment opportunities and training needs. Such review will be undertaken in consultation with relevant Local Authorities.

Proportional to the cohort size of each nodal point, the remaining places will be allocated by distance from the applicants' nearest nodal point as follows:

- Up to 53 places allocated whereby priority is given to applicants who live closest to Birmingham New Street Railway Station.
- Up to 15 places allocated whereby priority is given to applicants who live closest to Dudley Bus Station.
Up to 14 places allocated whereby priority is given to applicants who live closest to Stafford Station.

- Up to 11 places allocated whereby priority is given to applicants who live closest to Sutton Coldfield Station.
- Up to 11 places allocated whereby priority is given to applicants who live closest to Telford Town Centre Central Railway Station.
- Up to 14 places allocated whereby priority is given to applicants who live closest to Walsall Railway Station.
- Up to 15 places allocated whereby priority is given to applicants who live closest to West Bromwich Central Station (Metro).
- Up to 17 places allocated whereby priority is given to applicants who live closest to Wolverhampton Railway Station.

If a nodal zone area is undersubscribed the remaining places will be reallocated by random allocation.

Distances will be measured using electronic measurement by straight line from the front door of the home address to the post office address point of the UTC. Home address means the address where a child is resident for the majority of the week (Sunday to Saturday), if there is any doubt about this, the address at which the Child is registered with their General Practitioner (Doctor) as their home address will be used. Where two or more applicants live exactly the same distance away from a nodal transport point, then random allocation will be used to determine which of them is allocated the final place at the UTC. Arrangements will be made for independent supervision of this random allocation process.

4. Post-16 Applications

The minimum academic entrance requirement for admission to the UTC's Post 16 provision are as follows.

Students wishing to follow level 3 courses and qualifications must achieve at least 5A*-C grades at GCSE, including English Language and Mathematics.

Students wishing to follow level 2 courses and qualifications must achieve at least 5A*-E grades at GCSE including English Language and Mathematics.

Students who are awarded a place at the UTC may have to achieve specific requirements in addition to their general entry requirements above to follow particular courses (for example, students will need a grade A in Mathematics GCSE to follow A Level Further Mathematics). The UTC will find appropriate courses for students who meet the general entry requirements above but who do not meet the requirements for their first choice of subjects.

The UTC will publish these criteria in relation to minimum academic entrance requirements for admission to the UTC's Post-16 provision in its prospectus and on its website. Both internal and external students wishing to enter the Post 16 stage at the UTC must meet these minimum

published UTC academic entry requirements.

All students meeting the minimum academic entry requirements whose statement of SEN or EHCP names the UTC will be admitted. Where the UTC's Post-16 provision is under-subscribed by students progressing from Year 11 and/or by students whose SEN and EHCP names the UTC, the UTC will accept applications from external candidates, applying the same academic entry requirements as it does to students already on roll in the UTC and, if a tie-break is necessary to determine who is admitted, it will apply the UTC's oversubscription criteria, as described above. All applications for post 16 entry must be made directly to the UTC. Details of the UTC's Post-16 application process will be available on the UTC's website.

5. Waiting List Provisions

Subject to any provisions regarding waiting lists in the relevant Local Authority's coordinated admission arrangements, 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 calendar year. 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.

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

6. Late Application Policy

Preference forms received after the Local Authority's annually published Closing Date will normally be classed as late applications. Late applications will normally be considered for places after all the applications that were received by the Closing Date.

Late applications received up to four weeks after the Closing Date may be considered as being on-time but only where there are exceptional circumstances (for example when a student moves into the catchment area after the closing date or where a student or their parent is in hospital for a significant time in the 4 weeks prior to the closing date). In these cases the circumstances must be given in writing at the time of application. Applications for schools received more than 4 weeks after the Closing Date will be considered only after all other applications.

7. The Appeals Process

The UTC will establish and maintain an Independent Appeals Panel and appoint an Independent Clerk. There will be a right of appeal to the Appeals Panel for all external applicants refused admission to the UTC and internal students refused transfer to the UTC's Post 16 provision, compliant with the School Admission Appeals Code. The Appeals Panel will be independent of

the UTC and will be composed of three members, including: at least one lay member, who has no personal experience of the UTC; at least one person with experience in education. One person will act as Chair of the Panel.

Parents wishing to appeal against an admission decision should send their appeal to the Clerk of the Appeal Panel, whose address is available on the UTC's website. Parents will normally have 20 school days to lodge an appeal after notification of a place not being offered at the UTC. The notification will indicate the reasons for refusal of a place and of the right of appeal. Parents will be given 14 days (10 school days) notice of the appeal hearing, unless they agree to a shorter period of notice. The Panel will consider the case put forward by the Parents and the UTC. They will consider the admission arrangements for the UTC and the reason why the child wants to attend the UTC. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. The decision will also be sent to the parents in writing within 5 school days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents their reasons for not upholding the appeal.