



BUCKINGHAMSHIRE
UTC[®]

Buckinghamshire University Technical College

Admissions Policy

for

2016-17

Responsible Officer: Vice Principal Curriculum and Quality
Date: May 2015
Review date: January 2016
Procedure available: Website/Reception/Learning Centre
Authorised by: Governing Body



THE ADMISSION OF STUDENTS TO BUCKINGHAMSHIRE UTC FOR 2016-17 ENTRY

Pupil Admission Number (PAN)

Year 10 admission number

The UTC will admit 120 pupils into year 10 each year. This figure will be split equally between Buckinghamshire UTC's two specialisms: construction and IT.

Group A - 60 places will be allocated to those stating in their application that they wish to follow construction courses; and

Group B - 60 places will be allocated to those stating in their application that they wish to follow IT courses.

Places will be allocated to either group A or group B ranked in accordance with the oversubscription criteria. Applicants should state on their application whether their preference is to follow IT or construction (or for either).

Whilst every effort will be made to comply with an applicant's wishes, if the school is oversubscribed in one of the subject groups but is undersubscribed in the other, those applying under the oversubscribed group who have a lower priority for admission to that group may instead be offered a place in the other group. ¹

¹ This footnote sets out how places will be offered if the school is oversubscribed but if one of the specialisms is undersubscribed.

There are 150 applicants for the 120 places

120 pupils apply for the 60 construction places but only 30 apply for the IT places.

All 30 applying for the IT places are admitted. Of the 120 applying for the construction places, those 60 with highest priority for admission under the oversubscription criteria are admitted to the construction places.

This leaves 60 pupils that applied for a construction place but who could not be offered one. Because there are 30 vacant IT places, these places are offered to 30 of the unsuccessful 'construction' applicants in accordance with the admission criteria (those living closest being offered the places, for example).

The remaining 30 unsuccessful applicants are placed on the waiting list.'

Post 16 admission numbers

The UTC will operate a sixth form for a total of 360 students when the UTC is at full capacity.

From 2016 and for subsequent years 180 places overall will be available in Year 12 (the year 12 'capacity').

- The admission number for Year 12 is therefore 60. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 120 of the Buckinghamshire UTCs own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 180.

Minimum entry requirements for entry to Year 12 at Buckinghamshire UTC

To gain entry to year 12, applicants must have achieved 5 GCSE grades A*-C including English and Maths.

Applicants from the Buckinghamshire UTC Year 11 who have met this criterion will have an automatic right of transfer to the post-16 section of the UTC subject to interview.

Any eligible applicant that enters the UTC's Year 12 who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.

Numbers on roll are therefore projected to be:

	2016	2017	2018
Year 10	50	65	85
Year 11	35	50	70
Year 12	90	100	110
Year 13	60	75	85
Total	235	290	350

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

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 Buckinghamshire 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 shall apply. Parents whose application is turned down shall be entitled to appeal to an independent appeal panel.

Oversubscription criteria

Year 10

The Buckinghamshire UTC Trust will consider all applications for places at Buckinghamshire UTC. Where fewer than the published admission number(s) for the relevant year groups are received, the Buckinghamshire UTC Trust will offer places at Buckinghamshire UTC to all those who have applied.

Where the number of applications for admission is greater than the published admissions number for either specialism choice, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs and

Disabilities (SEND) where Buckinghamshire UTC is named on the statement or Education, Health and Care Plan (EHCP), the criteria will be applied in the order in which they are set out below:

- a) Looked After Children in the care of a local authority
- b) Children residing in the priority zones ² of the catchment area in the percentages set out below:

Zone A – 33% of the remaining places by random allocation

Zone B – 33% of the remaining places by random allocation

Zone C – 33% of the remaining places by random allocation

- c) Children residing outside the priority zones with priority being given to those living nearest to the Bucks UTC as measured in a straight line from the applicants home address to the front gates of the Bucks UTC using the Local Authority's computerised measuring system

If there are the same numbers or fewer applicants from any zone than places available, then all applicants will be offered a place. Any unfilled zone places will be distributed to those applicants who live in other zones using random allocation.

Should there be a need for a tie breaker the decision will be made by independently verified random selection to determine who is offered a place if a zone is oversubscribed. Criterion c) above will not come into operation until all applicants who live in the priority zones have been offered places.

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 on the basis of distance under criterion c) (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.

Year 12

After internal transfers, the above oversubscription criteria will be applied to external applicants who meet the published minimum Academic entry requirements offered at Buckinghamshire UTC.

If a course is full existing students at the Buckinghamshire UTC will be given priority for that course. External students will be offered alternative course options according to suitability and availability.

² Priority zones within the catchment area will be determined based on travel to learn time and the number of schools so as not to destabilise existing schools in the Aylesbury area.

Operation of waiting lists

Where in any year the Buckinghamshire UTC receives more applications for places than there are places available, a waiting list will operate until the end of the first term. This will be maintained by the Buckinghamshire UTC Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

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

In-Year Applications

From the 2013/14 school year, local authorities were no longer required to co-ordinate in-year admissions. This means that, where a parent wants to apply for a school place they may do so directly to the UTC.

Buckinghamshire UTC will consider all such applications and, if the year group applied for has a place available, will admit the applicant (the exception being where an applicant has a history of challenging behaviour, in which case the case will be referred to the local authority for consideration under the Fair Access Protocol). If more applications are received than there are places available, the oversubscription criteria will be applied. Any applicant not offered a place will be advised of their right of appeal.

Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Buckinghamshire UTC must, on receipt of an in-year application, notify the maintaining local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

Appeals

Buckinghamshire UTC Trust shall ensure that parents and children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Buckinghamshire UTC Trust. The Independent Appeal Panel will be independent of the Buckinghamshire UTC Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

The Buckinghamshire UTC Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Buckinghamshire UTC Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to run the appeals process or to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

Local authority co-ordination of admissions

The Buckinghamshire UTC Trust will be part of the local authority's co-ordinated admission arrangements.

