



Admissions Policy

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| Status | Statutory |
| Authority | Delegated to Headteacher |
| Policy Owner | Alex Hayes, Headteacher |
| Updated by | Alex Hayes, Headteacher |
| Date created/amended | July 2019 |
| Agreed by | Alex Hayes, Headteacher |
| Target review date | July 2020 |

1. Aim

UTCN exists to develop the next generation of engineers and technology specialists. This document sets out the admission arrangements for UTCN for the academic year 2020/2021. It aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

Students have the option to join the UTC at the beginning of either Year 10 or Year 12.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

4. Published Admission Numbers

The following shows the number of places that are available for pre-16 students by each year group:

- Year 10 – 150
- Year 11 – 150

The following shows the number of places that are available for post-16 within the academy by each year group:

- Year 12 – 150
- Year 13 – 150

UTCN will only admit external applicants into Year 12 if it is undersubscribed by students progressing from its own Year 11. As there are currently 74 students in Year 11, UTCN has a minimum of 76 places in Year 12 for external candidates seeking September 2020 entry.

5. Catchment Area

The catchment area covers the whole of the county of Norfolk and includes parts of North Suffolk and North-East Cambridgeshire based on the registered home address of the applying student. The catchment map is shown below:



The following postcodes areas are served by UTCN:

| | | | | | | |
|-----|------|------|------|------|------|------|
| NR1 | NR10 | NR19 | NR28 | IP6 | IP21 | PE30 |
| NR2 | NR11 | NR20 | NR29 | IP13 | IP22 | PE31 |
| NR3 | NR12 | NR21 | NR30 | IP14 | IP24 | PE32 |
| NR4 | NR13 | NR22 | NR31 | IP15 | IP27 | PE33 |
| NR5 | NR14 | NR23 | NR32 | IP16 | IP28 | PE34 |
| NR6 | NR15 | NR24 | NR33 | IP17 | IP31 | PE35 |
| NR7 | NR16 | NR25 | NR34 | IP18 | IP33 | PE36 |
| NR8 | NR17 | NR26 | NR35 | IP19 | | PE37 |
| NR9 | NR18 | NR27 | | IP20 | PE14 | PE38 |

Admissions Authority: University Technical College Norfolk

Adjudicator: Norfolk County Council

6. How to apply - Entry into Year 10

Applicants for Year 10 entry are able to apply via three methods:

- Online at www.utcn.org.uk
- Through a written UTCN application form
- Through Norfolk County Council via the Common Application Form for Secondary School: http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/Transfer_to_secondary_school/index.htm

Timeline for Admission into Year 10

Applicants for September 2020 entry are recommended to apply as soon as possible after September 1, 2019.

| | |
|----------|-----------------------------------|
| 01/09/19 | Admissions open |
| 31/10/19 | Statutory Admissions Closing Date |
| 14/02/20 | Late Closing Date |

If we still have places available after 31/10/19, we will continue to take applications until 14/02/20 or when we reach our intake capacity - whichever happens first.

Application Process

After an application form has been received:

- It will be acknowledged
- Every applicant will be invited to visit UTCN and attend a pre-admission meeting with the Admissions Co-ordinator or another member of UTCN staff
- These meetings allow students to discuss their curriculum choices and provide an opportunity for students and parents to ask any questions they may have

UTCN will consider all applications. If UTCN receives fewer applications than the number of places available, it is usual for all applications to be offered a place. (Exceptions to this rule will be made where an applicant qualifies as having 'challenging behaviour' as defined in the School Admissions Code.)

Offer letters will be sent out to applicants by UTCN at the end of the Winter Term or the beginning of the Spring Term.

Late Applications

All Year 10 applications received after the Statutory Admissions deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the college is oversubscribed, children who cannot be offered a place will be automatically placed onto the waiting list.

Oversubscription Criteria for Entry into Year 10

Where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of students with statements of special educational needs or EHCPs who have named UTCN, places will be offered against the following criteria:

- Looked After Children (and previously looked after children);
- Children who live in the catchment area served by UTCN (map and list of postcodes above);
- Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- Children who live outside the catchment area served by UTCN who have an older sibling (full, step, half, adopted or fostered brother or sister but not cousins) attending the UTC at the time of admission (but not the sixth form);
- Children who live outside the catchment area served by UTCN but are attending a secondary school within the catchment area at the opening date of the admission round i.e., 1st September 2019;
- Children who live outside the catchment area served by UTCN.

Please note, we do not give priority to applications from pupils from particular schools.

Tie-break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on [road name]. A

child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. How to Apply – Entry into Year 12

Applicants for Year 10 entry are able to apply via two methods:

- Online at www.utcn.org.uk
- Through a written UTCN application form

Timeline for Admission into Year 12

Applicants for September 2020 entry are recommended to apply as soon as possible after September 1, 2019.

| | |
|----------|------------------------------------|
| 01/09/19 | Admissions open |
| 31/12/19 | Admissions Closing Date |
| 31/08/20 | Last Closing Date for applications |

If we still have places available after 31/12/19, we will continue to take applications until 31/08/20 or when we reach our intake capacity - whichever happens first.

Application Process

After an application form has been received:

- It will be acknowledged
- Every applicant will be invited to visit UTCN and attend an interview with the Admissions Co-ordinator or another member of UTCN staff
- These meetings provide students and parents with essential information and allow students to discuss their curriculum choices

UTCN will consider all applications for places. The decision to accept or reject a student for post-16 study will be based on the following criteria:

- Performance at interview, specifically the motivation and interest shown for the selected course
- Subject specific assessment (if relevant)
- Predicted grades – taken from an up-to-date school report
- Reports and references from students' current school
- Attendance during Key Stage 4
- Behaviour at KS4 (students with multiple exclusions and/or poor behaviour records are unlikely to be accepted)
- Completion of a DBS check (where applicable)

Offer and rejection letters will be sent out to applicants by UTCN at the end of the Winter Term or the beginning of the Spring Term. If a student is offered a place, typically, it will be a conditional offer. This will specify the minimum examination results that will be required for entry.

Individual programmes of study may also specify entry requirements in addition to this minimum requirement and can include specific subject elements eg. Grade 6 in GCSE Physics is needed to study A Level Physics.

Our funding agreement with the Department of Education means that we are unable to accept applications from students who will be aged 20 or more when they complete their two-year course with us on 31/08/2022 ie. students born before 01/09/2002.

8. In-year Admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Please note, priority is not given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Admissions Co-ordinator, UTCN, Old Hall Road, Norwich NR4 6FF

9. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Eg. a parent may request that their child, who is currently educated in Year 10, join UTCN to re-take Year 10 again.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

10. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

The Headteacher, UTCN, Old Hall Road, Norwich NR4 6FF