

# Template for UTC or Studio School admission arrangements

This template can be used by any technical, professional and vocational schools with atypical years of entry for the area as a basis to draft a set of admission arrangements

## [School name] admission arrangements for [year]

### Introductory statement

[Name of school] is a [short description of the type of school and what it wants to achieve]

### Admission number(s)

The UTC/studio school has an admission number of [number] for entry in year [year group] and an admission number of [number] in year 12[[1]](#footnote-1)

The UTC/studio school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants[[2]](#footnote-2) than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the UTC/studio school to all those who have applied.

### [Application process[[3]](#footnote-3)

The UTC/studio school will process applications for the school outside the normal process of co-ordination. This means that you will need to make a separate application for this school.

Applications should be sent to [name/contact] at the following address [add address or e.mail]

The closing date for applications is [date]

Offers will be made on [date].

The application form can be obtained from [URL][[4]](#footnote-4) ]

### Academic entry criteria for year 12

In order to be eligible for entry or progression into year 12, applicants and our own year 11 students will be required to have met the following academic entry criteria. [Then set these out[[5]](#footnote-5)].

[In addition to these academic entry/progression criteria for the school, the school also publishes on its website here [include link] the academic criteria required for a student’s preferred subject or subjects. If students meet the general academic entry requirements for the school but not for their chosen course or courses, they will be offered other courses for which they have met the academic standard.[[6]](#footnote-6) ]

Any student who has not achieved GCSE passes at at least grade C in both English and Maths will be required to study and resit these subjects alongside their other studies.

We will allocate places based on predicted grades/We will offer conditional places based on predicted grades and then issue firm offers once GCSE results are known in August/We will offer places once GCSE results are known in August[[7]](#footnote-7)

### Priority area[[8]](#footnote-8)

Either:

Our catchment area is set out in the map at the annex at the end of this document. Pupils will first be prioritised from this catchment using the criteria and tie-break below before students from outside the catchment[[9]](#footnote-9).

Or:

X [number or percentage] of places will be allocated to each of [number] nodal points. These are located at [set out where they are] and are set out in the map at the annex at the end of this document . The criteria and tie-break below will be used to prioritise applicants[[10]](#footnote-10).

### Oversubscription criteria for year [#] and eligible year 12 applicants[[11]](#footnote-11)

When the UTC/studio school is oversubscribed , after the admission of pupils/students with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order [in the ratio set out above to each catchment/in the ratio above set out to each node][[12]](#footnote-12):

1. Looked after children/students and children/students who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[[13]](#footnote-13)
2. W[[14]](#footnote-14)
3. X
4. Y
5. Other children/students

### Tie-break

[Depending on what is fair locally either use distance[[15]](#endnote-2) or independently verified random allocation[[16]](#endnote-3). Insert whichever is relevant in the place of this text. Random allocation is more often used in catchment area(s) because of the potential transport problems inherent in randomly allocating places to applicants living further away from the school. ].

### [Late applications[[17]](#footnote-15)

All applications received by the [‘LA’ if in co-ordination, ‘school’ if the school is not in co-ordination] after the 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 school is oversubscribed, parents may request that their child is placed on the school’s waiting list. ]

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows [then set it out] [[18]](#footnote-16)

### Waiting lists

The UTC/studio school will operate a waiting list for each year group. Where in any year the UTC/studio school receives more applications for places than there are places available, a waiting list will operate until the end of [the first term after the beginning of the school year/the end of the academic year[[19]](#footnote-17)]. This will be maintained by the Academy 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, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

[Year 12 and 13 applicants will be required to have achieved the minimum academic entry requirements to be placed on the waiting list]

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [name/address of relevant contact] by [date[[20]](#footnote-18)] for information on how to appeal. Information on the timetable for the appeals process is on our website at [URL].

### Distance criterion

|  |
| --- |
| ‘If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the [school/any nodal point] will be given priority for admission. Distance is measured from the child’s home to [the front gates of the school] [the nearest nodal point to their home] in a straight line **[some LAs may measure from the GPS point for a home to the GPS point for the school/node – if an LA is measuring this for you, check which measure will be used]** Random allocation undertaken by the local authority **[or another body unconnected with the Academy Trust]** will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child’s home and [the UTC/studio school[ [the nearest nodal point to their home] is equidistant in any two or more cases. ‘ |

###  Random Allocation

|  |
| --- |
| ‘If in categories 2-5 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority **[or another body unconnected with the Academy Trust]** will be used as a tie-break to decide who will be admitted.  |

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1. Be aware that the year 12 PAN only applies to students applying for the first time. It does not apply to the school’s own year 11 students who must be permitted to move up to year 12 if they meet any academic criteria for entry/progression to the sixth form. These must be the same for internal and external students. [↑](#footnote-ref-1)
2. You can also add here, if you like, that to be eligible for admission into year 12, applicants first have to meet the minimum academic entry criteria. [↑](#footnote-ref-2)
3. This is optional depending on the school’s circumstances. UTCs and studio schools can choose not to be in co-ordination if their funding agreement allows. Where they choose not to be, include this wording. This section should not be included if the LA co-ordinates admissions. In order not to be included in co-ordination the UTC/studio school must inform the LA before it determines its admission arrangements. This will be by 28 February each year. For example, the 2018 policy will be determined by 28 February 2017. [↑](#footnote-ref-3)
4. Please note that the application form must comply with sections 2.4 and 1.9 (a) to (o) of the [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). It should only ask for the information necessary to apply the admission criteria. It should not ask for personal details such as marital status, disabilities, behaviour or require 2 parents to enter their details or sign the form. [↑](#footnote-ref-4)
5. This will normally be something like 4 or 5 GCSEs at grade A\*-C. Some schools will have a lower qualifying mark for level 2 courses and a higher one for level 3. If you do this you are recommended to say that anyone failing to achieve the level 3 mark will be considered for a level 2 course. [↑](#footnote-ref-5)
6. Optional paragraph. We will accept some amendment in this paragraph if you include it. [↑](#footnote-ref-6)
7. Amend as appropriate. [↑](#footnote-ref-7)
8. This section is optional. [↑](#footnote-ref-8)
9. Catchments are often drawn as two radiuses around the school. The can be different shapes, however depending on whatever is fair in the local circumstances. The policy will need to set out which percentage or number of places will be allocated to each catchment. The boundary of an inner catchment is often drawn between a mile and 5 miles from the school and an outer catchment boundary between 2 miles and 10 miles from a school but other radiuses can be used. If a school has an inner and outer catchment it will allocate places first to these two catchments in the ratio set out in the policy and then any remaining places to those living outside the catchments. A distance or random allocation tie-break can be used within catchments. We recommend distance is used outside catchments to ensure that students do not have to travel too far to school. Ensure your policy is fair. It would not normally be fair for it to be easier to obtain a place the further away from the school a child lived. Alternatively, the school can choose not to adopt a radius and instead adopt a particular geographical area for a catchment so long as the boundary does not align completely with the boundary of the home LA. [↑](#footnote-ref-9)
10. Because they are regional schools, UTCs may prioritise applicants based on between 3 and 5 nodal points within their area to ensure pupils across a wide area have access to the school. One node should normally be located in the school. A school with a PAN of 100 might prioritise 20 places to each of 5 nodes. They will prioritise according to the oversubscription criteria and then use a tie-break – normally distance - to determine which 20 applicants will be allocated to each node. [↑](#footnote-ref-10)
11. If the school has a catchment area, it will need to adopt the catchment as an oversubscription criterion. If it has more than one catchment it will either need to prioritise one catchment above the other or allocate a proportion of the PAN to each catchment. [↑](#footnote-ref-11)
12. Optional. Feel free to delete if necessary. [↑](#footnote-ref-12)
13. 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 (see the definition in Section 22(1) of the Children Act 1989). [↑](#footnote-ref-13)
14. Schools are encouraged to consider giving children eligible for the pupil and service premiums a level of priority in oversubscription criteria. [↑](#footnote-ref-14)
15. [↑](#endnote-ref-2)
16. [↑](#endnote-ref-3)
17. This is optional. Whatever is adopted will need to fit with the process for handling late applications within the local co-ordinated scheme if the school is within co-ordination. Depending on what the scheme says, various options are open to the school: treating all applications equally which are received up to the offer date, treating applications received after the closing date (31 Oct) as late or specifying some date falling between the two dates. [↑](#footnote-ref-15)
18. All schools are required to set out, in their admission arrangements, the process for requesting admission out of the normal age group. Advice on out of year admissions and on the admission of summer-born children are in paragraphs 2.16 to 2.17B of the School Admissions Code, paragraphs 68-76 of the [free schools common issues advice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/351516/free-school-admissions-common-issues-sept-14.pdf) and in the DfE [Advice on the Admission of Summer Born Children](https://www.gov.uk/government/publications/summer-born-children-school-admission). Your process should make it clear what factors you will consider and how you will convey your decision to the parents. [↑](#footnote-ref-16)
19. Either of these options are acceptable or any sensible date – such as the end of a term - in between [↑](#footnote-ref-17)
20. Parents and students over 16 must be given at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal [↑](#footnote-ref-18)