

## ADMISSIONS POLICY

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<p>Comments</p> <p><i>This policy is regularly monitored by the Principal and Governing Body to ensure that it is working as effectively as possible.</i></p>	
<p>Monitoring, Evaluation &amp; Review</p> <p><i>The Principal and Governing Body will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.</i></p>	

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### 1. AIMS

1.1. This policy aims to:

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

### 2. LEGISLATION AND STATUTORY REQUIREMENTS

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

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

2.2. 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](#).

- 2.3. 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](#).

### 3. HOW TO APPLY

#### 3.1 Admission Process

- 3.1.1. The Greater Peterborough UTC Admissions Process is managed by GPUTC itself. All applicants should apply directly through the UTC website ([www.gputc.com](http://www.gputc.com)). For September 2020, Greater Peterborough UTC will accept applications for Year 9, Year 10 and Year 12 only from children who live in Peterborough Local Authority and children who live in the Greater Peterborough area.

#### 3.2 Special Educational Needs or an Education Health and Care Plan

- 3.2.1 Where parents have, with GPUTC's agreement, named GPUTC on their child's Education Health and Care Plan, provision will be made for their Special Educational Needs. In addition, GPUTC complies with the requirements of the Disability Discrimination Act.

#### 3.3 Admissions to KS3 (Year 9 only)

- 3.3.1 All applicants must have a demonstrable interest in Engineering, the Built Environment, Design or Science.
- 3.3.2 All applicants to Year 9 must apply directly to GPUTC. Following the application, the student will be invited to the school to have an informal discussion with a member of the Leadership Team. The discussion will ensure that the student understands the model of education taught at GPUTC and will allow for a self-assessment of how well they would fit in to the GPUTC ethos. A formal offer will be made after this stage has taken place.

#### 3.4 Admissions to KS4 (Year 10)

- 3.4.1 All applicants must have a demonstrable interest in Engineering, the Built Environment, Design or Science.
- 3.4.2 All applicants to Year 10 must apply directly to GPUTC. Following the application, the student will be invited to the school to have an informal discussion with a member of the Leadership Team. The discussion will ensure that the student understands the model of education taught at GPUTC and will allow for a self-assessment of how well they would fit in to the GPUTC ethos. A formal offer will be made after this stage has taken place.

#### 3.5 Admissions to Post-16 (Year 12)

- 3.5.1 All applicants must have a demonstrable interest in Engineering, the Built Environment, Design or Science.
- 3.5.2 All applicants to Year 12 must apply directly to GPUTC. Following the application, the student will be invited to the school to have an informal discussion with a member of the Leadership Team. The discussion will ensure that the student understands the model of education taught at GPUTC and will allow for a self-assessment of how well they would fit in to the GPUTC ethos. A formal offer will be made after this stage has taken place. All offers are conditional on the student meeting the minimum entrance requirements set out below.

### 3.6 **Minimum Entrance Requirements for Post-16 Study**

- 3.6.1 All applicants for the Level 3 Programme of Study will need to meet a minimum entry requirement of 5 GCSEs at Grade 5, or equivalent, including Maths, with English at a Grade 4 or above.
- 3.6.2 In addition, students must achieve Grade 6 or above in Maths and Physics if they wish to study them at A Level.
- 3.6.3 All applicants for our Year 12 Level 2 bridging course will need to be predicted to gain a portfolio of GCSEs at Grade 3/4 to gain an interview for a conditional place.

## 4 **REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP**

4.1 Parents are entitled to request a place for their child outside of their normal age group.

4.2 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 Principal's views.

4.3 Wherever possible, requests for admission outside a child's normal age group will be processed at the same time as other applications to the year group they are applying for. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in Section 6.

4.4 Parents will be informed of the reasons for the decision about the year group into which a child has been 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.

## 5 **ALLOCATION OF PLACES**

### 5.1 **Admission Number**

<b>Year 9</b>	<b>100</b>
<b>Year 10</b>	<b>100</b>
<b>Year 12</b>	<b>100</b>

### 5.2 **Oversubscription Criteria**

#### 5.3 **Oversubscription Criteria for Year 9 and Year 10**

- 5.3.1 If the number of applicants to GPUTC for Year 9 and 10 entry is less than the PAN in each year group on the application deadline (31st March), then all applicants who have been offered a conditional place will be admitted.
- 5.3.2 If there are more applicants than places, the following process will apply. After the admission of students with EHCPs in which GPUTC is named, as outlined above, criteria will be applied to those students who have a demonstrable interest in our specialisms for the remaining places in the order in which they are set out below:

- 1) Any Looked After Children in the care of a local authority, and previously looked-after children, regardless of where they are resident.
- 2) Children who have a sibling currently on roll at GPUTC.
- 3) Children of staff.
- 4) Places for all other applications will be allocated on the basis of distance measured in a straight line from the child's home to the UTC.

#### 5.4 **Oversubscription Criteria for Year 12**

- 5.4.1 If the number of applicants to GPUTC for Year 12 entry is less than the PAN on the application deadline (31st March), then all applicants will be offered a conditional place.
- 5.4.2 If there are more applicants than places, the following process will apply. After the admission of students with EHCPs in which GPUTC is named, as outlined above, criteria will be applied for the remaining places in the order in which they are set out below:
  - 1) Any Looked After Children in the care of a local authority, and previously looked-after children, regardless of where they are resident.
  - 2) Children who have a sibling currently on roll at GPUTC.
  - 3) Children of staff.
  - 4) Places for all other applications will be allocated on the basis of distance measured in as straight line from the child's home to the UTC.

#### 5.5 **Waiting Lists**

- 5.5.1 Where, in any year, GPUTC receives more eligible applications than there are places available, a waiting list will be maintained by GPUTC until the end of the first term of the school year. If and when places become available, they will be allocated to those on the waiting list in line with the Oversubscription Criteria set out above.

### 6 **IN-YEAR ADMISSIONS**

- 6.1 You can apply for a place for your child at any time outside the normal admissions round. To do so, please email [admissions@gputc.com](mailto:admissions@gputc.com) to request and in-year transfer application form.
- 6.2 As is the case in the normal admissions round, any children whose EHCP names the school will be admitted, if there are available spaces in the relevant year group.
- 6.3 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 children on the waiting list in accordance with the Oversubscription Criteria listed in Section 5 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

### 7 **APPEALS**

- 7.1 If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Clerk to the Governors at: [governance@gputc.com](mailto:governance@gputc.com)
- 7.2 All appeals will be processed within 20 (twenty) working days (term time).

### 8 **MONITORING ARRANGEMENTS**

- 8.1 This policy will be reviewed and approved by the Governing Board every year.

8.2 Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes.