



## PROCEDURE FOR ADMITTING PUPILS TO UTC SWINDON

### Introduction

The UTC Swindon has the following agreed admission number:

	2019	2020	2021	2022
Year 10	80	100	120	120
Year 11	80	80	100	120
Year 12	100	120	150	150
Year 13	50	80	100	120
TOTAL	310	380	470	510

### Consideration of Applications

UTC Swindon will consider all applications for places. Where there are fewer than the published admission number for any relevant age group, UTC Swindon will offer places to all those who have applied.

### Procedures where UTC Swindon is oversubscribed

1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.
2. After the admission of students with statements of Special Educational Needs where UTC Swindon is named as an appropriate provision on the statement, the criteria will be applied in the order in which they are set out below:
  - a) Looked after children and previously looked after children
  - b) Remaining places will be allocated randomly within each group<sup>1</sup> as follows:
    - (i) 30% of places allocated to applicants resident at postcodes in **Postcode Group A**, which will include all postcodes in:  
SN5, SN7, SN9, SN10, SN25, GL7

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<sup>1</sup> The postcode areas are grouped according to population density to provide an even spread of populations across the three areas.

- (ii) 30% of places allocated to applicants resident at postcodes in **Postcode Group B**, which will include all postcodes in:  
SN1, SN2, SN6, SN8, SN11, SN26, OX18, GL8
- (iii) 30% of places allocated to applicants resident at postcodes in **Postcode Group C**, which will include all postcodes in:  
SN3, SN4, SN15, SN16, RG17, OX12
- (c) Remaining places will be allocated randomly to pupils living outside the areas listed in (i) – (iii)
- d) The deadline for receipt of applications for entry to Year 10 in September is midnight on 31<sup>st</sup> December of the previous academic year (i.e. for entry in September 2019 this will be midnight on 31<sup>st</sup> December 2018).
- e) Allocation of place notifications are sent out in January of the same calendar year as the September admission (i.e. for entry in September 2019 this will be January 2019)
3. If any of the groups (A, B or C) are undersubscribed, these places will be distributed equally to the groups that are oversubscribed. Places will then be offered using random allocation.
4. Applications from sets of twins or other children from multiple births will be treated as individual applicants, which may result in one multiple sibling being allocated a place under random allocation, and another not being allocated a place.
5. The random allocation will be independently verified.

## **Definitions**

- The applicant's home address is the address where the applicant is registered with the local health surgery.
- Previously looked after children are children who have been looked after, but have ceased to be so because they have been adopted (or have become subject to a residence order or special guardianship order).

## **Procedures for Admission to the Sixth Form (Years 12 and 13)**

UTC Swindon will admit Year 12 students using criteria for admission as outlined above.

Places will be offered to external applicants in Year 12 after admission of UTC Swindon's own pupils progressing from Year 11.

UTC Swindon will not admit external applicants to its Sixth Form unless undersubscribed by pupils progressing from its own Year 11 and in such circumstances the same academic entry requirements as for pupils already on roll in UTC Swindon will apply. If

there are any more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria.

UTC Swindon will publish at the beginning of the academic year prior to admission academic entry criteria for the post-16 section of UTC Swindon based upon GCSE/technical or vocational qualification grades or other measures of prior attainment. Applicants from the UTC Swindon Year 11 who have met this criterion will have an automatic right of transfer to the post-16 section of the UTC.

### **Operation of Waiting Lists**

UTC Swindon will operate a waiting list (in both phases). Where in any year UTC Swindon receives more applications for places than there are places available, a waiting list will operate until the end of the term finishing in December. This will be maintained by UTC Swindon 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.

Applicants' positions on the waiting list will be in accordance with the oversubscription described in paragraph 2-4. Where places become vacant they will be allocated to children on the waiting list in accordance with the ranking.

### **Late applications**

Where applications are received after the published deadline and where places are still available, the UTC will run a random selection to decide upon the students to be offered a place.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left UTC Swindon**

With regards to the admission arrangements relating to applications submitted for years other than the normal year of entry, UTC Swindon will consider each application on its own merit. If UTC Swindon is considered to be suitable provision, if the Engineering BTEC can be covered in the time available, and there is a place available in the relevant year group, a place will be offered to the applicant. If more applications are received than there are places available, the oversubscription criteria described in paragraph 1-3 will apply.

### **Administration of the Admissions Procedures**

UTC Swindon will run its own admission scheme.

### **Appeals**

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

The appeals process will be run in line with statutory duties of the appeals code.