



ADMISSIONS POLICY for September 2018

Responsible:	The Principal
Updated:	October 2017
Date Approved by Governing Body:	Autumn Term 2017
Next Review:	June 2018

1. The Watford UTC will act in accordance with the School Admissions Code, the School Admission Appeal Code, equalities law and the law on admissions.

Planned Admission Numbers

2. The Watford UTC will has a total capacity for 600 students.

Admission Year	2019
Year 10	150
Year 11	150
Year 12	150
Year 13	150
Total	600

3. Accordingly, the Planned Admission Numbers (PAN) for the normal points of entry to the UTC will be as follows:

Year 10 - 150

Year 12

The planned admissions number for year 12 will be 100 with priority given to our Year 11 students who may wish to continue their study with the UTC Post-16 providing they meet the entry criteria for their chosen courses of study.

Process of Application:

4. Applications for Year 10 places at The Watford UTC will be made directly to the UTC.
5. Applications for Year 12 places at The Watford UTC will be made directly to the UTC.

Consideration of Applications

6. The Watford UTC Trust will consider all applications for places at The Watford UTC. Children with statements of special educational needs will be allocated a place if their statement names the UTC. If the UTC is undersubscribed, applicants will be offered a place unless they have been twice excluded and

the last exclusion is within 2 years. (Year 12 applicants must meet the minimum academic requirements – see Paragraph 12).

Procedures where The Watford UTC is oversubscribed

7. After the admission of children with statements of Special Educational Needs or an EHC (Education, Health and Care) plan where Watford UTC is named on the statement.

Oversubscription Criteria – see appendix for definitions

8. In awarding places, priority will be given in the following order:
 - i. Looked after children and previously looked after children;
 - ii. Students who are in receipt of Free School Meals (proof of receipt of Free School Meals is required if a place is offered)
 - iii. Students who, on the date of admission, will have a current sibling at the UTC (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the UTC. (Proof of the sibling relationship will be required if a place is offered)
 - iv. Priority to children of staff employed to work at the UTC for two years or more or where the member of staff has been recruited to meet a demonstrable skills shortage.
 - v. The remaining places will be offered to students with the nearest distance measurement on the basis of proximity; i.e. students who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system. The home to UTC distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the student's home to the address point of the school". The full explanation of how HCC measure this distance is published in the 'Moving On' booklet available from HCC. Where a student lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of the child arrangements order will be required if a place is offered).

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Tie Breaker

Distance (as defined by criterion v above) will be used as a tie breaker if required in criteria i to iv above.

Multiple Births

The school, as the admission authority will admit over the school's published admission number if necessary to admit all children in a multiple birth.

Operation of Waiting Lists

9. The Watford UTC will operate a waiting list. Where in any year the UTC receives more applications for places (in either year 10 or year 12) than there are places available, a waiting list will operate until the end of the Academic year. The Watford UTC will maintain the waiting list 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.
10. A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 8.
11. Students awarded a place on appeal take precedence over those on the waiting list. Likewise, if a student is placed within the UTC as a result of the operation of the Fair Access Protocol, or where the Secretary of State issues a direction to the UTC to admit a student, this student will take priority over those on the waiting list.

Arrangements for Admission to Post 16 Provision

12. Both internal and external students wishing to enter Year 12 will be expected to have met the minimum academic entry requirements. These are as follows:
A Level - A levels are challenging, academic courses designed to take students on to university study. A level students will need at least:
 - 5 GCSEs at grade B/6 or above (or equivalence)
 - Grade B/6 and C/5 in English and Maths (or equivalence)
 - Grade B/6 in the subjects they want to study (or equivalence)**BTEC/Vocational** - Level 3 BTEC
BTECs are vocational courses and prepare students for university, apprenticeships or work. BTEC students need:
 - 5 C/4 grades at GCSE (or Merit grades at BTEC) – or equivalence
 - Grade C/4 in English and Maths – or equivalence
13. In addition to the Year 12's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying. Both internal and external applicants who do not meet the minimum course requirements will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.
14. The Watford UTC will publish its Academic progression criteria relevant to the course of study to be followed, once these criteria are confirmed, as part of the application process.
15. If there are more external applicants who satisfy the published minimum entry requirements than places available, the Oversubscription Criteria in paragraph 8 will apply.

Appeals

16. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. The letter refusing a place will set out the appeals process including the contact details for the Appeals Panel, together with an explanation of how parents can make their appeal.

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17. The Independent Appeal Panel will be independent of The Watford UTC Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

In-Year admissions

18. Applications for admission to any year other than the normal year of entry should be made to the UTC direct.

In-Year Admissions Procedures

19. Watford UTC is not part of the LA's co-ordinated scheme for In-Year Admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the UTC to request an application form.
20. Where no vacancy exists, parents will be advised of their right to appeal.
21. The academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the Autumn Term in Year 10.

In-Year Admission Criteria

When a vacancy arises the academy will offer the school place according to the Oversubscription Criteria in paragraph 8.

Definitions of words used in this policy

“Looked After Children and Previously Looked After Children”

A Looked After Child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989) at the time of making an application

“A Previously Looked After Child” is a child who was look after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order

“Adopted” – means under the terms of the Adoption and Children Act 2002 (section 46)

“Residence Order” – under the terms of the Children Act 1989, section 8 defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live

“Special guardianship order” – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children who were not “looked after” immediately before being adopted, or made the subject of a residence order or special guardianship order will not benefit from the priority conferred by oversubscription criterion 1.

“Sibling” means the sister/brother, half sister/half brother, adopted sister/adopted brother, or child of the parent/carer or partner, and in every case living in the same house from Monday to Friday. Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling priority available to subsequent children from that family.

“Sibling” also includes a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after.

“Staff member” means persons directly employed by the Watford UTC.

“Children of Staff” applies where the staff member is:

- the child’s parent by blood or adoption, or have legal parental responsibility for the child, OR
- Cohabiting with one of the child’s parents or a carer who has legal parental responsibility for the child.

In either case the staff member and the child must live at the same address as the staff member for the majority of school nights (see home address below for a definition of school night).

“Home address”

The address provided should be the child’s current permanent address at the time of application. ‘At the time of application’ means the closing date for applications. Only one address can be used for the application. Where the child lives at more than one address then the address used for the application must be the one where the child spends the majority of school nights. A school night means Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. If an address is disputed the address where child benefit/child tax credit is paid will be used. The school reserves the right to ask for reasonable proof of address in order to verify that the address given is accurate.